

# **Privacy Statement**

## **Information about the Data Controller:**

**AIP Innenprojekt GmbH**  
Waldenburger Straße 121  
09212 Limbach-Oberfrohna

We attach particular importance to protecting your personal data. Your personal data is processed in accordance with the data protection regulations, in particular the General Data Protection Regulation of the European Union (GDPR) and the German Federal Data Protection Act (BDSG).

## **General information on Data Processing**

The following information provides an overview of the nature, extent and purpose of collecting, processing and transferring personal data as well as the safety measures deployed to protect these data.

Personal data are individual information on personal or factual circumstances of an identified or identifiable natural person such as e.g. your name, address, telephone number, your date of birth as well your e-mail and IP address.

### ***Legal basis for the processing of personalized data***

- As far as we obtain a consent of the data subject for the processing of personal data, Art. 6 (1) a GDPR serves as legal basis. You can withdraw this processing at any time in accordance with Art. 7 (3) GDPR.
- Art. 6 (1) b GDPR serves as legal basis for the processing of personal data required for the performance of a contract or for the execution of pre-contractual measures.
- If processing of personal data is necessary for compliance with a legal obligation to which our company is subject, Art. 6 (1) c GDPR serves as legal basis.
- If the processing is necessary for the preservation of the legitimate interest of our company or of a third party and if the fundamental rights and freedoms of the person concerned do not predominate, Art. 6 (1) f GDPR serves as legal basis for processing. In this case, you have the right of objection according to Art. 21 GDPR.

### ***Data deletion and storage period***

Personal data will be deleted as soon as the purpose for storage no longer applies. Due to legal retention periods, we may be obliged to store the data for a longer period of time.

## **Provision of the website**

### ***Use of hosting service providers***

Our website is hosted on servers of a hosting provider, which is located in the EU, based on an order processing according to Art. 28 GDPR. Within the scope of its services, the hosting service provider may have access to personal data of our users, in particular to technical data, which arise within the scope of the technical communication between you and our website (e.g. server log files). However, he may not use them for his own purposes. The use of a hosting service provider is based on our legitimate interests pursuant to Art. 6 (1) f GDPR in the provision of infrastructure and platform services, computing capacity, e-mail dispatch and security services.

### ***Server Logs***

When you visit our website or use our services the device used for accessing the site automatically transmits log data (connection data) to our servers. The relevant information consists of:

- The browser and its version number,
- The operating system and its version number,
- The referrer URL, which is the website you visited before switching to our website,
- The date and time of access to our website,
- The name of the subpages,
- The corresponding IP address,
- The amount of data transmitted.

The data collected are used exclusively for evaluating the data statistically to ensure operation and safety and to optimise processing of the offer. For security grounds, however, we reserve the right to inspect log files retroactively if we have sufficient grounds to suspect illegal usage. These data will not be stored any longer than necessary for this purpose. This collection is carried out on the basis of our legitimate interest under Art. 6 (1) f GDPR.

### ***Cookies***

In several areas of the website we use so-called “cookies”, for example to identify the preferences of the users and thus to optimally design the website. This allows for easier navigation and a high degree of user-friendliness of the website. The use of cookies presents a legitimate interest under Art. 6 (1) f GDPR (Interest in the analysis, optimization and economic operation of our online services). In addition, Art. 6 (1) a EU DS-GVO provides the legal basis if we require your consent for the use of cookies (for marketing or analysis purposes, etc.).

Cookies are small files, which are stored on the visitor’s hard disk drive. Cookies do not damage your computer and do not contain viruses. Most cookies used on the website are so-called “session cookies”. They are automatically deleted after the end of your visit. Other cookies stay on your devices and make it possible for your browser to be recognized the next time you visit. These files can be used, for example, to display information on the page that is specifically tailored to your interests.

You can change the properties of your browser so that it informs you of the placement of cookies. In this way, the use of cookies is made transparent. If you fully oppose the use of cookies, you may not be able to use individual functions of this website.

## ***Security of Your Data***

We deploy technical and organisational security measures to adequately protect the data that you have made available to us from being unintentionally or intentionally manipulated, lost, destroyed or accessed by unauthorised persons. Therefore, we are using SSL encryption for the transmission of confidential content e.g. enquires which you send to us as the site operator. An encrypted connection can be recognised when the web address changes from "http://" to "https://" and a padlock symbol is shown in your browser bar. When SSL encryption is activated, third parties cannot read the data that you transmit to us. Our security measures are kept up-to-date.

## **Contact us**

If you contact us (e.g. via contact form, e-mail, telephone, social media), your personal data will be stored and processed by us for the purpose of processing the enquiry and any related follow-up questions pursuant to Art. 6 (1) b GDPR (within the framework of pre-contractual / contractual measures) or pursuant to Art. 6 (1) f GDPR (general enquiries). This data is not transferred to third parties without your consent.

The data entered into the contact form remain with us until you request that they be deleted, you withdraw your consent to the storage of your data, or the purpose of the data storage is no longer given (i.e. after the successful processing of your request), provided there are no legal storage obligations to the contrary.

## **Business cards**

When business cards are accepted, your personal data will be stored and processed by us for the purpose of subsequent contact in accordance with Art. 6 (1) b GDPR (in the context of pre-contractual / contractual measures) or Art. 6 (1) f GDPR (general communication). We do not transfer this data without your consent.

The data provided by you on the business card will remain with us until you request us to delete it or object to it being stored, unless this conflicts with any statutory storage obligations.

## **Photo and video recordings**

If you have given us your consent to the creation and publication of photo or video recordings of your person, this is for purposes of representation of the company. The publication refers to our corporate communication in the press, on our website and on our company-owned social media pages as well as in print media (flyers, brochures, etc.). The information is transferred within the company, to commissioned print service providers and advertising agencies as well as for publication on the internet. An additional passing on does not take place without an agreement on your part. A deletion of your data takes place after withdrawal of your consent.

According to Art. 7 (3) GDPR, you have the possibility to withdraw your consent at any time in writing without negative consequences for you and with effect for the future. In this regard, please contact the central data protection contact address given below.

## **Applicant Management**

The data entered within the framework of the application are used for processing the job applications. Data are collected based on Art. 88 GDPR in connection with § 26 BDSG. Within the framework of the application procedure, the data you provide are accessible to employees of the personnel department and to the responsible authority as stated in the job advertisement. The parties involved have been expressly notified of the confidentiality of your data. Your data remain strictly confidential and are not transferred to any third parties without your explicit consent. Your application data will be deleted 180 days after the job is filled. If you are also interested in jobs advertised in the future, we need your written consent for the extended storage of your application documents. If you wish to withdraw your consent to the processing of your application data, please send an email with the appropriate notice to [bewerbung@aurich-aip.de](mailto:bewerbung@aurich-aip.de).

If special categories of personal data within the meaning of Art. 9 (1) GDPR are voluntarily disclosed in the application procedure, they will also be processed in accordance with Art. 9 (2) b GDPR.

## **Analysis-Tools**

The analysis measures listed below and used by us are carried out on the basis of Art. 6 (1) a GDPR. With the use of these analysis measures, we want to ensure that our website is designed to meet requirements and is continuously optimised. Using the analysis tools, we record the use of our website under a pseudonym and evaluate it for the purpose of optimising our services.

You can withdraw your consent to us at any time with effect for the future.

### ***Google Analytics***

This website uses the functions of the web analysis service Google Analytics. It is provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4 Ireland. Google Analytics uses so-called "cookies". These are text files which are stored on your computer and make it possible to analyse your use of the website. Deletion of the user and results data takes place after 14 months.

#### IP Anonymization

We have activated an IP anonymization function on this website. Through this, Google shortens your IP address prior to its transfer to the USA provided that you are within a member states of the European Union or in another contracting state to the Agreement on the European Economic Area. In exceptional circumstances only, the full IP address is transmitted to a server of Google in the USA and shortened there. Google uses this data on behalf of the website operator to evaluate the use of the website, to compile reports about website activities and to provide other website services related to website and internet usage on behalf of the website provider. Your IP address, collected in the context of Google Analytics, is not combined with other data provided by Google.

#### Browser Plug-ins / Objection against Data Collection

You can prevent the storage of cookies with the appropriate settings in your browser. Please note, however, that if you do so not all features of the website will be available to you. Furthermore, you can prevent Google from gaining access to the data created by the cookie and your usage data (incl. your IP address) and prevent Google from processing such data by downloading the following plug-in for your browser: <https://tools.google.com/dlpage/gaoptout?hl=en>

The handling of viewer data is managed by a consent management system. The footer of the website shows the so called cookie-box („powered by usercentrics“). In this place you can choose your settings according to your preferences.

An opt-out-cookie, mentioned above, is placed which prevents the collection of your data when you visit this website in the future. The opt-out cookie is only valid in this browser and only for our website and is stored on your device. If you delete your cookies in this browser, you must reactivate the opt-out cookie.

More information regarding the handling of user data by Google Analytics is available at Google under the following link:

<https://support.google.com/analytics/answer/6004245?hl=en> Google has been certified under the Privacy Shield programme, thereby guaranteeing compliance with the European data protection regulations

(<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>).

### Order Processing

We have entered into a data processing contract with Google and we strictly apply the regulations of the supervisory authorities when using Google Analytics.

### Demographic characteristics

We use the "demographic characteristics" feature of Google Analytics. This allows us to generate reports that include information about the age, gender and interests of site visitors. This data comes from interest-based advertising by Google as well as from visitor data from third parties. This data cannot be attributed to any specific person. You can disable this feature at any time by changing the ad settings in your Google Account, or generally prohibit Google Analytics from collecting your information as described in the "Objection against Data Collection" section.

## **Contents and Services of Third Parties**

Based on the legitimate interest of the provider according Art. 6 (1) f GDPR, a situation can arise where contents, services and benefits of third parties are integrated which complement our service offerings. With the use of the following services, we want to ensure a customized design and the continuous optimization of our website.

### ***Google Maps***

We use the map service Google Maps on our website to display maps. Google Maps is a service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4 Ireland. Within the

framework of the services, information on the use of our website are transferred to Google servers. The use of Google Maps serves the interest of an appealing presentation of our online offers and an easy finding of the places indicated by us on the website.

Detailed information can be found in the Data Privacy Centre under google.com: Transparency and choice <http://www.google.com/intl/en/privacy/> and data privacy provisions <http://www.google.com/intl/en/privacy/privacy-policy.html> . Google has been certified under the Privacy Shield programme, thereby guaranteeing compliance with the European data protection regulations (<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>).

## **Google Web Fonts**

In order to promote the consistent presentation of fonts, this site uses so-called web fonts which are made available by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4 Ireland. When visiting a web page, your browser downloads the required web fonts into its cache so that texts and typefaces are rendered correctly.

To this end, your browser must connect with Google servers. Thereby, Google becomes aware that our website has been accessed using your IP address. The use of Google Web Fonts is carried out for the sake of a uniform and appealing presentation of our online offer. If your browser does not support web fonts, a standard font from your computer is used instead.

Further information on Google Web Fonts are available under <https://developers.google.com/fonts/faq> and Google's Data Privacy Policy: <https://www.google.com/policies/privacy/>. Google has been certified under the Privacy Shield programme, thereby guaranteeing compliance with the European data protection regulations (<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>).

## ***Links to websites of third parties***

Based on the legitimate interest of the provider, it may occur that contents, services and benefits of third parties are integrated which complement our service offerings. When you access web pages which are linked on this website, information such as your name, IP address, browser details etc. can be retrieved again. This Privacy Statement does not govern the collection, dissemination or the processing of personal data by any third parties. In this regard, please also pay attention to the individual privacy statements of the respective third-party providers and service providers to which we link on our website.

## **Minors**

We principally address adult persons with our online offer. Personal information of persons under 16 years of age may only be made available to us with the explicit consent of their legal guardian (Art. 8 GDPR). Processing without the consent of the legal guardian is not permitted. We therefore reserve the right to delete all data relating to minors unless we have the consent of a parent or guardian.

## Your Rights

Upon written request, we will inform you in accordance with Art. 15 GDPR and in accordance with our legal obligation under Art. 12 GDPR whether and which of your personal data is processed or stored by us. Furthermore, you have the right to have incorrect data corrected in accordance with Art. 16 GDPR, data transferability in accordance with Art. 20 GDPR, blocking and deletion of your personal data in accordance with Art. 17 GDPR - provided that there are no legal storage obligations to the contrary - as well as the right to restrict processing in accordance with Art. 18 GDPR. In addition, you have the right to contact the competent supervisory authority pursuant to Art. 77 GDPR.

**In addition, you have the right to object pursuant to Art. 21 GDPR.**

You have the right to withdraw your consent at any time in accordance with Art. 7 (3) GDPR. To do this, please refer to the contact address below.

If you have any questions regarding the processing of your personal data, you can contact our data protection officer, who is ready to assist with any enquiries, suggestions and complaints that you may have.

**Datenschutzbeauftragter der  
AIP Innenprojekt GmbH**  
Waldenburger Straße 121  
09212 Limbach-Oberfrohna

E-Mail: [privacy@meyerwerft.de](mailto:privacy@meyerwerft.de)

## Changes to our Privacy Statement

We reserve the right to make changes to our privacy statement to ensure that our privacy statement is always up to date with the current legal regulations. This applies also when the privacy statement needs to be adjusted due to new or redesigned services. The new privacy statement will then take effect the next time you use our services.

This privacy policy is dated April 2020