## Mühlenhof-Restaurierungen GmbH

### **Privacy Policy**

muehlenhof-restaurierungen.de – Status 2020-09 Mühlenhof-Restaurierungen GmbH, Attelner Straße 32, D-33165 Lichtenau

In compliance with the European General Data Protection Regulation (GDPR) and German Privacy Policy Act (BDSG) we hereafter inform you what personal data about you are collected on our website, their protection and your rights. Through the operation of data (e.g. Collection, Processing and Use) we are thoughtful about your personal information and proceed in due consideration of legal obligations.

#### Your Right to Object

Your right to object will be affective prospectively and leaves inviolate any legitimacy of possible data processing till the date of your objection.

You have the right to object at any time to processing of your personal data (incl. profiling) for direct marketing purposes.

You have the right to object at any time to processing of your personal data (incl. profiling) for a task carried out in the public interest or in the exercise of official authority, on grounds relating to your particular situation (cp. Article 6(1) point (e) GDPR).

You have the right to object at any time to processing of your personal data (incl. profiling) for the purposes of the legitimate interests, on grounds relating to your particular situation (cp. Article 6(1) point (f) GDPR).

Source: Art. 21 (1) and (2) GDPR

Please consult us which processing and data in particular are relevant for you, to evaluate your individual case in reference to otherwise stated legal bases and technical, organisational contingencies (cp. Consideration 63 sentence 7 GDPR).

### Controller

Mühlenhof-Restaurierungen GmbH
Attelner Straße 32
D-33165 Lichtenau
For questions and exercise of your rights please use our contact form muehlenhof-restaurierungen.de/en/kontakt/

#### Lawfulness

The lawfulness of our processing of your personal data on our website is reasoned

#### In reference to Article 6(1) point (a) GDPR

You have given consent to the processing of your personal data for one or more specific purposes;

### In reference to Article 6(1) point (b) GDPR

Processing is necessary for our performance of a contract to which you and us are party or in order to take steps at your request prior to entering into a contract.

The purpose of data processing conforms to a specific product including our services in the first place. For further details to these purposes please see our decisive contracts and general terms.

### In reference to Article 6(1) point (c) GDPR

Processing is necessary for compliance with a legal obligation and requirement to which we are subject;

#### In reference to Article 6(1) point (e) GDPR

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us (as the controller);

### In reference to Article 6(1) point (f) GDPR.

Processing is necessary for the purposes of our legitimate interests pursued by us as the controller or by a third party. Those legitimate interests and **purposes** are

- Public relation including the publication of our contact data,
- Marketing in our own interests for our products and services,
- Providing forms and functions to ease and establish contacts,

- Market research and public opinion research as far as you did not object to any processing of your data,
- Measures for business control and development of services,
- To assure security measures of our website and email accounts, including services of a third party.

### Collection, Processing and use of your data

You may visit and review our website without stating any of your personal details. Any registration or login is **not** required.

#### Sources of Personal Data

Our website collects the following personal data including assignable data which allow quantifying a person with further, additional information.

### 1. Server Log-Data of our Internet Service Provider (ISP, Host)

In this particular case our ISP collects and provides us with assignable data without any direct personal reference and in compliance with data protection obligations in an anonymized form:

- The IP-Address resp. Hostname (anonymized) of the device you connect to our website or services,
- The specification of your browser you connect with,
- The website you visited before,
- The system configuration of the device you connect with,
- Date and timestamp.

This data provided allow **no** explicit conclusions of your person and will be evaluated for statistical reasons or troubleshooting only.

### 2. Our Email Form included within our website

In case you use our provided email form included within our website to get in touch with us via email, you are aware of voluntarily acquainting your personal data (your Name, Email Address, etc.) with us. Furthermore with confirmation of the [Send]-Button you actively agree to transmit and process your personal data for communication purposes. We will use the communicated data, without your specific consent, exclusively to process and fulfil your requests only. At full completion of all requirements your data will be blocked for any further use. With expiration of legal retention periods your data will be deleted permanently, unless you agreed otherwise with your specific consent to process and use your data further on.

Our ISP (1.) operates, secures and backups all of our email accounts.

3. CMS Our Content Management System (CMS) including extensions (plugins) hosted by our ISP (1.)

The implemented CMS WordPress (Wordpress.org USA) including plugins of a third party can possibly collect diverse assignable data to provide services and for other reasons that deprive us of our area of accountability.

We **disabled** / deactivated all known settings not 100% conform to the GDPR and BDSG.

Information about processing of Cookies is described in detail in chapter Processing of Cookies.

Information about resources of a third party is described in detail in chapter Content Delivery Networks / Resources of a third party.

Our own development and programming within our CMS do not collect or utilise any of your personal data.

#### **Processing for Other Purposes**

We assess thoughtfully which of your personal data are necessary to process while fulfilling your requests – and which data would be used for purposes other than those for which your personal data were initially collected (cp. Art. 7(4) GDPR, Art. 5(1) point (b) GDPR).

As a result should we process data for purposes other than those for which your personal data were initially collected without your consent, we as the controller consider any irreconcilableness based on Article 6(4) points (a) to (e) GDPR. In case of need we will obtain your specific consent to process.

#### **Sharing of Personal Data**

Any sharing of your personal data with a third party will take place exclusively to process and fulfil your requests only, and in case of need with your specific consent. We should collect and process your data for our own marketing purposes and customer care only. We **do not** share any of your data for marketing purposes of a third party without your specific consent.

**Note:** You have the right to object at any time to processing of your personal data for our own direct marketing purposes. For your informal objection please use our contact form <u>muehlenhof-restaurierungen.de/en/kontakt/</u>.

According to legal obligations sharing of your personal data can be required. In this case recipients are authorities to fulfil legal notification obligations (e.g. Fiscal Authorities, Social Authorities, Criminal Prosecution Authorities, Courts, etc.).

### Transfers of Personal Data to a Third Country

Any transfer of your personal data to service providers located outside the EU (third country) will take place exclusively to process and fulfil your requests and with your specific consent only. If necessary we will inform you beforehand about the presence of ratifications on the adequate level of data protection in a third country adopted by the Commission or other data protection guarantees (e.g. Binding Corporate Data Protection Regulations or EU Standard Protection Clauses) based on Article 13(1) points (f) GDPR.

**USA**: Data transfer is based on an adequacy decision by the EU Commission 2016/07/12 (EU-US Privacy Shield). For further information please see chapter Content Delivery Networks / Resources of a third party.

### Period of Data Storage

Your personal data will be processed and stored for the period to fulfil our contractual and legal obligations. Backup copies of your data will be deleted permanently time delayed.

### Automated decision-making in the particular case including profiling

Based on definition Article 4(4) GDPR 'profiling' means any form of automated processing of your personal data (and possibly data of others), due to individual decision making towards you, or analysing or predicting any of your behaviours. In this context your rights are described in Article 22 GDPR (cp. Paragraph 37 BDSG). We **do not** perform any automated individual decision making processes including profiling.

### **Processing of Cookies**

muehlenhof-restaurierungen.de writes, reads or processes no self-generated Cookies.

Third parties are **not** allowed to collect, process or use any personal data via Cookies by means of our website. Cookies written and read by webservers by means of indirect or direct links to external websites deprive us of our area of accountability.

### Anonymous Cookies of Partners (Web Tracking, Web Analysis Services)

This website **does not** use techniques for Web Tracking, Web Analysis Services (e.g. eTracker, Google Analytics, etc.) – therefore no data will be collected or transferred.

### Directive on Privacy and Electronic Communications

In compliance with the Directive on Privacy and Electronic Communications (RL 2009/136/EG), in short "EU Cookie Policy", a Cookie-Warning has to be displayed and agreed by the websites visitor if Cookies are in use only.

### Information about Cookies

More Information about Cookies you can examine at https://en.wikipedia.org/wiki/HTTP cookie.

#### Social Medic

muehlenhof-restaurierungen.de does not use any Social Media Plugins of services like Facebook, Google, Google+ and Twitter.

### Content Delivery Networks / Resources of a third party

We obtain content from external third party Content Delivery Networks (CDN). Further information about CDN is available for instance at https://en.wikipedia.org/wiki/Content Delivery Network.

Via a CDN / Resources of a third party information (including contingent personal data) can be transferred to the operating corporation for further processing. We have neither any influence what data a CDN collects, nor how involved companies process and use those data. We **do not** process, analyse any of those data mentioned above for our own purposes.

For further information please refer to the Privacy Policy Statements of:

**Google YouTube**: Our website uses JavaScript with Ajax and jQuery technology for display purposes of YouTube Videos. Google YouTube is hosted by Google Server (CDN) and operated by Google Inc. USA. If you visit our website for the first time required program libraries and the video will be downloaded on request. The download from worldwide placed Google servers (CDN) involves a transfer of assignable data.

For further information about Google YouTube please refer to

https://support.google.com/youtube/answer/7671399?p=privacy\_guidelines and the Private Policy Statement of Google Inc.: https://www.google.com/policies/privacy/

### **Data Security**

Content and information of muehlenhof-restaurierungen.de will be transferred encoded via Internet with the use of SSL.

Your personal data (Your Name, your E-Mail Address, etc.) you communicate with us using our email form will be transferred encoded via Internet. For further information about encryption please refer to for instant <a href="http://de.wikipedia.org/wiki/Transport Layer Security">http://de.wikipedia.org/wiki/Transport Layer Security</a>

Our Internet Service Provider secures our website and other systems involved with technical and organisational measures against losses, destruction, access, change or dissemination of your data by unauthorized parties. To prevent falsified emails and Phishing please categorise critically any email without a concrete and known contact, possibly asking for passwords and other login data – do not open attached files or follow offered links to uncertain locations – and delete those email immediately.

muehlenhof-restaurierungen.de **does not** send any of those critical emails asking for passwords or account data. Purposes of our emails are the processing and fulfilling of your requests.

### Consent

How mentioned above, in case of need we will obtain your specific consent to process your data based on Article 7 paragraph (1) to (4) GDPR. You have the right to object any given consent at any time whereas your objection will be affective prospectively and leaves inviolate any legitimacy of possible data processing till the date of your objection. Any of your specific consent already issued to us before the Regulation GDPR (dated 2018/05/25) became operative stays valid further on.

Minors (children who did not complete their 16<sup>th</sup> year of one's life) have to be assisted by their parents or legal guardian to obtain authorization for any specific consent. The general contract law such as the rules on the validity, formation or effect of a contract in relation to a child stays unaffected by the Regulation GDPR and has to be ratified with a parent or legal guardian present always.

### Information to be provided and Rights

To fulfil our obligation to give information and implement your rights by your request we communicate **personally exclusively** with you in written analogue and / or / not electronical (digital) form, and verbally. Should arise any reasonable doubt about your unique identity, we will not impart any information (cp. Article 11, 12(6), GDPR and Paragraph 34 (1) to (5) BDSG).

Please note that our obligation to give information and implement your rights is limited based on the Regulations GDPR and BDSG.

### **Your Rights**

In any case we process any of your personal data you can exercise your rights concerning their processing. Please consult us which processing and data in particular are relevant for you, to evaluate your individual case in reference to otherwise stated legal bases and technical, organisational contingencies (cp. Consideration 63 sentence 7 GDPR).

### Your Right of Access

Based on Article 15(3) sentence 1 GDPR we provide willingly a copy of your personal data we process at your disposal, unless otherwise vetoed by restrictions. Please note that additional copies you demand will cause administration fees based on Article 15(3) sentence 2 GDPR.

Please consult us which processing and data in particular are relevant for you, to evaluate your individual case in reference to otherwise stated legal bases and technical, organisational contingencies (cp. Consideration 63 sentence 7 GDPR).

### Your Right of Rectification

Your right to obtain rectification based on Article 16 GDPR includes as well any rectification of inaccurate personal data as the completion of incomplete personal data we process.

Please note that your Right of Rectification is limited concerning scientific or statistical research purposes based on Paragraph 27(2) sentence 1 BDSG and archiving purposes based on Paragraph 28(3) BDSG.

### Your Right to Erasure

You have the Right to Erasure at any time of your personal data we process based on Article 17(1) GDPR unless otherwise limited.

### Your Right to Restriction of Processing

You have the Right to Restriction of Processing at any time of your personal data we process based on Article 18(1) GDPR

In case of a Restriction of Processing we will process your data with your specific given consent only. Please note that your Right to Restriction of Processing is limited concerning Article 18(2) GDPR.

### Your Right to Data Portability

You have the Right to Data Portability at any time of your personal data we process. Different to a copy of your personal data we process – a Data Portability is specified as a structured, commonly used, machine-readable and interoperable format, which can be transmitted between Controllers of Processors (cp. Consideration 68 GDPR). You can obtain your Right to Data Portability of your personal data based on Article 20 GDPR considering limitations.

### Your Right to Object

You have the Right to Object at any time concerning processing of your personal data we process based on Article 21 GDPR considering limitations.

### Your Right to Lodge a Complaint

You have the Right to Lodge a Complaint with a supervisory authority in any case at any time you assume a possible infringement of the Data Protection Regulation (GDPR, BDSG) concerning processing of your personal data. Please consult a supervisory authority in your Member State of your habitual residence, place of work or place of the alleged infringement (Article 56, 77 GDPR, cp. Paragraph 19 BDSG).

Die Bundesbeauftragte für den Datenschutz und die Informationsfreiheit (BfDI) Husarenstraße 30 53117 Bonn Deutschland

### **Your Obligations**

Within our business relation you have to provide any of your personal data necessary for

- Initiation, entering, processing and completion of a business relationship,
- Fulfilment of its many contractual requirements,
- Inquiries of its many legal obligations.

Without the required data we are generally not able to enter into a contract with you and to fulfil contractual agreements for completion.

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# Definitions (Details) according to GDPR, BDSG-new

Consent GDPR Article 4(11) GDPR BDSG-new Paragraph 46(17) BDSG	Consent of the data subject means any freely given, <b>specific</b> , informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.
Controller GDPR Article 4(7) GDPR BDSG-new Paragraph 46(7) BDSG	The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.
Other Purposes GDPR Article 6(4) GDPR BDSG-new Paragraph 24 BDSG	The processing of personal data for a purpose other than that for which the personal data have been collected.
Personal Data GDPR Article 4(1) GDPR BDSG-new Paragraph 46(1) BDSG	Any information relating to an identified or identifiable natural person (defined as Data Subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
Processing GDPR Article 4(2) GDPR BDSG-new Paragraph 46(2) BDSG	Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
Processor GDPR Article 4(8) GDPR BDSG-new Paragraph 46(8) BDSG	Old definition: Data Processor.  A natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.
Profiling GDPR Article 4(4) GDPR BDSG-new Paragraph 46(4) BDSG	Any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.
Pseudonymisation GDPR Article 4(5) GDPR BDSG-new Paragraph 46(5) BDSG	The processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.
Third Party GDPR Article 4(10) GDPR	A natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.