

Data protection is a matter of trust, and your trust is important to us. We respect your privacy and your personal realm. The protection and the acquisition, processing and usage of your personal data in accordance with the law is therefore a very important matter to us. In order that you feel secure when visiting our websites, we strictly observe the legal provisions when processing your personal data and would like to inform you here about our acquisition and usage of data.

Scope and purpose of data processing

1. Anonymous data acquisition

You can visit our site without providing information about your person. We only store so-called “server log files”, access data without personal reference, such as the name of your Internet provider, the Internet browser you use, the page from which you are visiting us, the date and time of day of your visit or the name of the requested file. These data are evaluated exclusively for the purpose of improving our offering and allow for no reverse conclusions as to your person.

These anonymous data are stored separately from any personal data possibly provided, and thus allow no reverse conclusions to a particular person. They can be evaluated for statistical purposes in order to help us optimise our Internet presence and our offerings. The legal basis for the temporary storage of data and “server log files” is Art. 6, Par. 1 lit. f General Data Protection Regulation (DSGVO). Storage in log files takes place in order to ensure the functionality of the website. The data are deleted as soon as they are no longer required to achieve the purpose for acquiring them. In the event of the recording of data for the provision of the website, this is the case when the respective session has ended.

2. Acquisition and processing of personal data

If you would like to make use of a service of our company via our website, the possibility cannot be excluded that the processing of personal data will be necessary. Where there is no legal basis for the processing of personal data, we will request the consent of the person involved. This will be visible at the appropriate points. This may be necessary when you, for example, register at our website in the context of an application or via our contact form when seeking contact. The legal basis for processing procedures in the course of which we request permission from you for processing purposes is Art. 6 I lit. a) General Data Protection Regulation (DSGVO). If the processing of personal data is necessary for the fulfilment of a contract or the preparations for an agreement (e.g. for the delivery of goods or the provision of such services, or in the event of enquiries concerning our products and services), processing takes place in accordance with Art. 6 I lit. b) General Data Protection Regulation (DSGVO).

We save and use the personal data you transmit, such as name, company, address, e-mail and telephone number for the purposes of individual communication with you in agreement with the General Data Protection Regulation (DSGVO) and the New German Data Protection Act (BDSG-neu). Please note that confidential information should generally not be sent in the contact form.

The legal basis for the processing of the data transferred in the context of the sending of an e-mail is Art. 6, Par. 1 lit. f General Data Protection Regulation (DSGVO). Should e-mail contact pursue the aim of concluding a contract, an additional legal basis for processing is provided by Art. 6, Par. 1 lit. b General Data Protection Regulation (DSGVO).

3. Newsletter registration

We do not currently offer a newsletter.

4. Cookies

Among other things, our website uses so-called “cookies”, which serve the purpose of making our Internet presence more user-friendly, effective and secure on the whole, for example, with regard to accelerating navigation on our platform. Cookies also enable us to measure the frequency of page impressions and general navigation, for example. Cookies are small text files that are filed in your computer system. We draw your attention to the fact that several of these cookies are transferred from our server to your computer system, whereby these are mostly so-called “session cookies”. “Session cookies” are distinguished by the fact that they are automatically deleted from your hard drive again following the browser session. Other cookies remain on your computer system and make it possible for us to recognise your computer system for your next visit (so-called permanent cookies). You can of course reject the cookies at any time, insofar as your browser allows for this. However, we do point out that in this case you may not be able to use all functions of our website to the fullest extent. When calling up our website, you will be informed of the use of cookies for analysis purposes, and your consent to the processing of the personal data used in this context will be requested. In connection with this you will also see a reference to our data protection declaration. The legal basis for the processing of personal data using technically necessary cookies is Art. 6, Par. 1 lit. f General Data Protection Regulation (DSGVO). The legal basis for the processing of personal data using cookies for analysis purposes is Art. 6, Par. 1 lit. a General Data Protection Regulation (DSGVO) with the submission of your consent.

Cookie type	Cookie name	Validity	Description
<i>Function cookie</i>	<i>fe_typo_user</i>	<i>1 hour</i>	<i>Session cookie</i>
<i>Third-party supplier cookie</i>	<i>_gat</i>	<i>10 minutes</i>	<i>Is required by Google Analytics for visitor differentiation.</i>
<i>Third-party supplier cookie</i>	<i>__ga</i>	<i>2 years</i>	<i>Is required by Google Analytics for visitor differentiation.</i>
<i>Third-party supplier cookie</i>	<i>_gid</i>	<i>1 day</i>	<i>Is required by Google Analytics for visitor differentiation.</i>
<i>Third-party supplier cookie</i>	<i>_gat_gtag_UA_105618465_1</i>	<i>End of the session</i>	<i>Is required for Google TagManager.</i>

5. Use of plugins

- **Use of Google Analytics**

Our website uses functions of the web analysis service Google Analytics. Provider is Google Inc. 1600 Amphitheatre Parkway Mountain View, CA 94043, USA. Google Analytics uses so-called "cookies". These are text files that are stored on your computer and make it possible to analyse your use of the website. The information concerning your usage of this website created by the cookie is generally transmitted to a Google server in the USA and saved there. This is also in our justified interest in accordance with Art. 6, Par. 1 S. 1 f) General Data Protection Regulation (DSGVO). Google has made itself subject to and certified itself in accordance with the Privacy Shield Agreement concluded between the European Union and the USA. This means that Google is obligated to observe the standards and regulations of European data protection law. You can find more detailed information in the following linked entry:

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

We have activated the IP anonymity function of this website (*anonymizeIp*). This means that your IP address will be abbreviated in advance by Google within the member states of the European Union or in other Contracting States to the Treaty on the European Economic Area. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and abbreviated there. Google uses this information on our behalf to evaluate your use of the site in order to compile reports on website activities and provide additional services associated with the use of the website and the Internet.

The IP address transmitted from your browser in the context of Google Analytics will not be merged together with other data from Google. You can prevent cookies being installed at any time by changing the settings in your browser software. However, please note that this may mean that you cannot make full use of all the functions on this website.

You can also prevent the transfer of the data generated by the cookie relating to your usage of the website (incl. your IP address) to Google and the processing of this data by Google by downloading and installing the browser plugin available at the following link.

<http://tools.google.com/dlpage/gaoptout?hl=de>.

- **Google Tag Manager**

This website uses "Google Tag Manager". Google Tag Manager is a solution with which we can administer so-called website tags via an interface (and thus incorporate, for example, Google Analytics and other Google marketing services in our online offering). The Tag Manager itself (which implements the tags) processes no personal data of the users. With respect to the processing of the personal data of the users, reference is made to the following information on the Google services. Use policy:

<https://www.google.com/intl/de/tagmanager/use-policy.html>.

- **Incorporation of services and content of third parties**

It can happen that the content of third parties, for example, videos from YouTube, map material from Google Maps, RSS feeds or graphics from other websites may be incorporated within our pages. This takes place on the basis of our justified interests (interest in the analysis, optimisation and economical operation of our online offering as defined in Art. 6, Par. 1 lit. f. General Data Protection Regulation (DSGVO)). This always presumes that the providers of this content (referred to as “third-party suppliers” in the following) recognise the IP address of the users. This is because, without the IP address they would be unable to send the content to the browser of the respective user. The IP address is thus necessary for the representation of this content. We endeavour to use only such content, the respective suppliers of which only use the IP address for delivering the content. However, we have no influence in the event that the third-party supplier saves the IP address, for example, for statistical purposes. We shall inform the user of this to the extent we have knowledge of it.

6. Publication of employment notices / online job applications

We acquire and process your application data electronically for the application procedure. Should your application lead to an employment agreement, we can store your transmitted data in your personnel file for the purpose of the usual organisation and administration processes. In accordance with § 26 Par. 1, Clause 1 New German Data Protection Act (BDSG-neu) in connection with Art. 88, Par. 1 General Data Protection Regulation (DSGVO), data protection law allows for the acquiring of data required for justifying the employment relationship. If you voluntarily provide us with information going beyond that which is necessary, this takes place within the framework of consent in accordance with Art. 6, Par. 1, Clause 1 lit. a General Data Protection Regulation (DSGVO). In the context of processing, your data may be transmitted to persons within our company, as well as to service providers who are contractually bound and obligated to secrecy, and who perform sub-tasks of data processing.

The deletion of the data you have transmitted takes place automatically with the rejection of your job application two months following announcement of the rejection. This does not apply when longer storage is necessary due to legal requirements (for example, obligation of proof in accordance with the General Equal Treatment Act), or when you have expressly consented to longer storage in our data base of interested parties.

7. Rights of the affected party

According to the General Data Protection Regulation (DSGVO), you have the right to be provided with information about your stored data at no charge. You also have the right to receive information concerning information for processing purposes, categories of personal data that are processed, recipients or categories of recipients to which the personal data has been or will be revealed (especially with regard to recipients in third countries or international organisations), to the extent possible, the planned period of storage of the personal data, a right to correction, limitation (blocking) or deletion of this data, as well as origin of the data. You also have the

right to lodge a complaint with a supervisory authority. You also have the right to withdraw your declaration of consent in accordance with data protection law at any time. Withdrawing consent does not affect the legality of the processing that has taken place prior to the withdrawal of consent.

8. Transferability of data

You have the right to receive your personal data originating directly from yourself. At your explicit request, we will provide this data in a machine-readable and structured format. Proof of your identity is required to this purpose.

9. Data security

Your personal data are transmitted encoded using TLS via the Internet when using our contact form or the application form. We secure our website and other systems through technical and organisational measures against loss, destruction, access, amendment or distribution of your data by unauthorised persons.

10. Deletion and blocking of personal data

The deletion and blocking of your personal data takes place following the expiration of the purpose, insofar as they are no longer required for the fulfilment of the contract or preparation for a contract, taking periods of retention required by law and/or general fiscal law into account.

11th Contact possibility

At our site we offer you the possibility to contact us per e-mail and/or with a contact form. In this case, the information you provide will be saved for the purpose of processing your contact request. Your consent to the processing of the data will be requested in the context of the sending process, and you will be referred to the data protection declaration. Contact is also possible using the provided e-mail address. In this case, the personal data of the user transmitted with the e-mail will be saved. The processing of the personal data from the input screen of our contact form is only used for the purpose of processing the contact request. In the event of a contact request by e-mail, a necessary justified interest in the processing of the data also applies. The information is not passed on to third parties. A comparison of the data acquired in this way with data that may be acquired by other components also does not take place. The legal basis for the processing of data is Art. 6, Par. 1 lit. a General Data Protection Regulation (DSGVO) with the submission of the consent of the user. The legal basis for the processing of the data transferred in the context of the sending of an e-mail is Art. 6, Par. 1 lit. f General Data Protection Regulation (DSGVO). Should e-mail contact pursue the aim of concluding a contract, an additional legal basis for processing is provided by Art. 6, Par. 1 lit. b General Data Protection Regulation (DSGVO). The data are deleted as soon as they are no longer required to achieve the purpose for acquiring them.

12. Further information and contacts / responsible persons

Please contact us if you have any further questions on the subject of data protection. Should you have any questions concerning the acquisition, processing or use of your

personal data, the provision of information, correction, limitation (blocking) or deletion of data, as well as concerning the withdrawal of provided consent, please contact:

*Kartonfabrik Buchmann GmbH
Data Protection Coordinator
Wasgaustraße 5
76855 Annweiler
Telephone: 06346 - 927-0
E-mail: qw@buchmannkarton.de*

13. Downloading and printing

You can also download this text in PDF format. In order to view and print out PDF files, you require a PDF viewer, which you can download, for example, from Adobe Systems GmbH at no charge. You can print out the PDF file with the help of the Adobe Reader by selecting the Print point in the File menu.