

## **Data protection declaration**

### **Scope**

The protection of personal data is very important to us.

Personal data are information that enable the identification of a natural person. This includes, in particular, your name, date of birth, address, telephone number, email address and your IP address. Anonymous data is data that cannot be linked to a specific user.

The legal basis for data protection can be found in the General Data Protection Regulation (hereinafter referred to as GDPR) and in the Federal Data Protection Act (BDSG).

With the help of this privacy policy, we provide you with comprehensive information about the processing of your personal data and your rights.

The following information applies to all content at [www.westermann-logistik.de](http://www.westermann-logistik.de) (hereinafter referred to as 'offer' / 'website') and other offers from the provider if reference is made to this privacy policy. This also includes, for example, newsletters or competitions for which you register.

### **Responsible entity and Data Protection Officer**

**Westermann Logistik GmbH**

**Georg-Westermann-Allee 66, 38104 Braunschweig, Germany**

**T. +49 531 708 0**

**F. +49 531 708 127**

[service@westermanngruppe.de](mailto:service@westermanngruppe.de)

Data protection officer contact: [datenschutzbeauftragter@westermanngruppe.de](mailto:datenschutzbeauftragter@westermanngruppe.de).

### **Your rights as an affected person**

Here, we would like to inform you of your rights as an affected person. These rights are standardised in Article 15-22 of the EU-GDPR. This encompasses:

- Right to information (Article 15 of the EU-GDPR),
- The right to deletion (Article 17 of the EU-GDPR),
- The right to rectification (Article 16 of the EU-GDPR),
- Right of data portability (Article 20 of the EU-GDPR),
- The right to restriction of processing (Article 18 of the EU-GDPR),
- The right to object to data processing (Article 21 of the EU-GDPR).

In order to exercise these rights please contact: Email: [datenschutz@westermanngruppe.de](mailto:datenschutz@westermanngruppe.de), Telephone: +49 (0) 531 - 708-86 86 Post: Westermann Logistik GmbH, Georg-Westermann-Allee 66, 38104 Braunschweig, Germany

The same applies should you have any questions regarding data processing at our company. You have the right to appeal at a data protection authority.

## **Right to object to data processing**

**Please note the following with regards to the right to object to data processing: If we process your data for the purpose of direct advertising, you have the right to object to the processing of this data at any time without providing reasons. This also applies to profiling insofar as it is associated with such direct advertising.**

**If you object to the processing of your personal data for direct marketing purposes, we will no longer process your personal data for these purposes. This objection is free of charge and can take place in any format, ideally via:**

**Email: [datenschutz@westermanngruppe.de](mailto:datenschutz@westermanngruppe.de), Telephone: +49 531 - 708-86 86 Post: Westermann Logistik GmbH, Georg-Westermann-Allee 66, 38104 Braunschweig, Germany**  
**In the event that we process your data to safeguard justified interests, you may object to the processing of this data which arises as a result of your particular situation at any time; this also applies to profiling based on these clauses. We shall no longer process your personal data unless we can establish compelling legitimate grounds for processing it that outweigh your interests, rights and freedoms, or processing it for purposes of asserting, exercising or defending against legal claims.**

## **Purpose and legal bases of data processing**

We use your data

- to provide, troubleshoot and improve our services. These purposes we pursue also constitute a legitimate interest within the meaning of Art. 6(1)(f) GDPR/Section 25(2) TDDDG.
- to perform a contractual relationship in accordance with Art. 6(1)(b) GDPR
- to initiate business relationships in accordance with Art. 6 (1) (b) GDPR
- to fulfil legal obligations in accordance with Art. 6 (1) (c) GDPR
- to communicate with customers in accordance with Art. 6 (1) (f) GDPR after weighing up interests
- to offer products and services and to strengthen customer relationships, which may also include analyses for marketing purposes and direct advertising. Art. 6(1)(a), (f) GDPR/Section 25(1) and (2) TDDDG.

Your consent also constitutes a permission requirement under data protection law. In this context, we will inform you about the purposes of data processing and your right of withdrawal. If the consent also relates to the processing of special categories of personal data, we will expressly point this out to you in the consent form.

## **Dissemination of data to third parties**

We shall only pass on your data to third parties within the scope of legal provisions or corresponding consent. Otherwise, this shall not be transferred to third parties unless we are

obliged to as a result of a legal requirement (transfer to external authorities such as supervisory authorities or law enforcement authorities).

### **Recipients of data / Categories of recipients**

At our company and our company group, we ensure that only those persons who require your data to fulfil our contractual and legal obligations shall gain access (to it).

These are:

- WSB (Westermann Service und Beratung GmbH) is responsible for customer support and answers questions about using the application
- Westermann GmbH & Co. KG operates and maintains the IT systems for this application

### **Third country transfer / Third country intent to transfer**

Transfer of data to third countries (outside of the European Union or European Economic Area) shall only take place if we are contractually or legally obliged to do so, or you have given your consent. You may withdraw your consent at any time with future effect. To do so, simply access our consent banner in the footer or in this privacy policy under 'Cookies' and deselect the corresponding setting.

### **Storage duration of data**

We store your data as long as is required to process your order. Please note that various retention periods demand that data is stored after this time. This particularly concerns commercial law or fiscal regulations (e.g. commercial code, fiscal law, etc.). If no additional retention periods are required, the data will be routinely deleted after fulfilling its purpose. This means that we may store data if you have consented to this or if legal regulations require us to do so and we use statutory limitation periods which may last up to thirty years; the regular limitation period is three years.

### **Secure transmission of your data**

In order to protect your data against accidental or wilful manipulation, loss, destruction or access by unauthorised persons, we use technical and organisational security measures. The security level is continuously reviewed in collaboration with security experts and adapted to meet new security standards. There is also the option of using alternative communication channels (e.g. post).

### **Obligation to provide data**

Various personal data are necessary for the establishment, implementation and termination of the contractual relationship and the fulfilment of the associated contractual and legal obligations. The same applies to the use of our website and the various functions it provides.

We have summarised the details for you in the above section. In certain cases, data must also be collected or made available due to legal requirements. Please note that it is not possible to process your enquiry or execute the underlying contractual obligation without providing this data.

### **Categories, sources and origin of data**

The data we process depends on the context: This may depend on whether you place an order online, submit an enquiry or send us an application or complaint. Please note that we store information in appropriate places depending on the processing situation, e.g. when uploading application documents or a contact enquiry.

We collect and process the following data when visiting our website:

- Name of the internet service provider
- Details about the websites from which you visit us
- Web browser and operating system used
- The IP address issued by your internet service provider
- Requested files
- The amount of data transmitted, downloads/file export
- Details about the websites visited through our site including date and time

For technical security reasons (in particular to defend against hacking attempts on our web server), this data is stored pursuant to Article 6 para. 1 lit. F EU-GDPR ans. § 25 para 2 TDDD G. After no more than 7 days, anonymisation takes place by shortening the IP address so that no reference to the user can be found.

We collect and process the following data upon receipt of a contact enquiry:

- Surname, first name
- Contact information
- Title
- Details of the enquiry and interests

### **Contacting by formular or email (Article 6 para. 1 lit. a), b) of the EU-GDPR)**

Our website features a contact form that can be used to contact us electronically. If you write to us using the contact form, we will process the data you provide in the contact form in order to contact you and respond to your questions and requests.

In doing so, we observe the principle of data minimisation and data avoidance by only requiring you to provide the data that we absolutely need to contact you. This includes your email address, your name and the message field, including the subject line. As many of our products are offered on a state-specific basis, we also ask for your state.

In addition, your IP address is processed for technical reasons and for legal protection. All other data is optional and can be provided voluntarily (e.g. to enable us to respond to your questions in a more personalised manner).

If you contact us by email, we will only process the personal data provided for the purpose of handling your enquiry. No further data collection will take place.

#### **Automated case-by-case decision**

We do not use any automated processing methods to make a decision.

#### **Cookies (Article 6 para. 1 lit. f of the EU-GDPR / Article 6 para. 1 lit. a of the EU-GDPR upon consent)**

Our website uses so-called cookies in several places. Cookies help make our website more user-friendly, efficient, and secure. Cookies are small text files that are stored on your computer and saved by your browser (locally on your hard drive).

Cookies only contain pseudonymous, mostly even anonymous data. Some cookies remain for the duration of a browser session (so-called session cookies), others are stored for a longer period (so-called persistent cookies, e.g. consent settings). The latter are automatically deleted after the specified time (usually 6 months). In addition to our own cookies, we also use cookies that are controlled by third-party providers. These use the information contained in the cookies to display content to you, for example, or to record the pages you have visited.

Based on our legitimate interest (Art. 6(1)(f) GDPR), we use technically necessary cookies that are essential for the operation of the website and to ensure its functionality. Furthermore, we use cookies without your consent if their sole purpose is to store or access information stored on your device for the transmission of messages or if they are absolutely necessary to provide the service you have expressly requested, Section 25 (2) TDDDGD.

Provided you give your consent, additional cookies are used to enable us or third parties to evaluate how our services are used. This allows us to tailor content to user needs. Cookies also enable us to measure the effectiveness of a particular advertisement and to place it, for example, depending on the thematic interests of users. The legal basis for this is your express consent (Art. 6 (1) (a) GDPR, Section 25 (1) TDDDGD).

You can revoke your consent at any time with effect for the future. To do so, simply call up our consent banner in the footer or in this privacy policy under 'Cookies' and deselect the corresponding setting. Please note that the change in the consent banner settings must be made individually for each device.

If you have accounts with the third-party providers we use and are logged in there, your data may be linked to the respective account. You can avoid such a link by not giving your consent to the relevant cookies or by revoking your consent, or by logging out of the respective third-party providers in advance.

Most browsers automatically accept cookies. You can also manually deactivate, restrict or delete cookies on your device via your browser settings or with the help of software. If you deactivate the setting of cookies, you will not be able to use our website to its full extent or only to a limited extent.

Please also note our information in the section of the respective service that uses cookies.

We distinguish between the following types of cookies on our website:

### Technically necessary cookies

Technically necessary cookies are required for the basic functionality of this website. They serve to ensure safe and proper use and cannot therefore be deactivated.

These cookies are used exclusively by us. This means that all information stored in the cookies is returned to our website. For example, these cookies ensure that logged-in users remain logged in when accessing the various subpages of our website and do not have to re-enter their login details each time they visit a new page.

### Statistics cookies

Cookies in this category enable us to analyse the use of the website and measure its performance.

These cookies help us to determine whether, which, how often and for how long subpages of our website are visited and which content users are particularly interested in. We also collect search terms, the country, region and, where applicable, the city from which the access originates, as well as the proportion of mobile devices accessing our websites.

We use this information to compile statistics in order to tailor the content of our website more specifically to the needs of users and to optimise our offering.

### **Social plugins by social networks**

We do not use social plugins.

### **Online offers for children**

Persons under 16 years of age should not send us personal data without the consent of their parents or legal guardians. We encourage parents and guardians to actively participate in the online activities and interests of their children.

### **Links to other providers**

Our website clearly displays links to other websites. We have no influence over the content of other websites to which we provide a link. For this reason, we cannot accept liability for such third-party content. The respective provider or operator of such sites is always responsible for the content of linked sites.

The linked sites were checked at the time of linking for possible legal violations or clearly identifiable infringements. Illegal content was not evident at that time. A permanent inspection of linked sites is not reasonable without concrete evidence of an infringement of the law. On becoming aware of legal violations, we will remove such links immediately.