# **Privacy policy**

This data protection declaration is intended to inform the users of this website about the nature, scope and purpose of the collection and use of personal data by the website operator KP Glas GmbH & Co KG.

The website operator takes your data protection very seriously and treats your personal data confidentially and in accordance with the statutory provisions. As new technologies and the constant further development of this website may result in changes to this data protection declaration, we recommend that you read through the data protection declaration again at regular intervals.

Definitions of the terms used (e.g. "personal data" or "processing") can be found in Art. 4 GDPR.

#### Access data

We, the website operator or page provider, collect data about accesses to the website on the basis of our legitimate interest (see Art. 6 para. 1 lit. f. DSGVO) and store these as "server log files" on the website server. The following data is logged in this way:

- Visited website
- Time at the time of access
- Amount of data sent in bytes
- Source/reference from which you reached the page
- Browser used
- Operating system used
- IP address used

The server log files are stored for a maximum of 7 days and then deleted. The data is stored for security reasons, e.g. to be able to clarify cases of abuse. If data must be retained for evidentiary reasons, they are exempt from deletion until the incident is finally clarified.

#### Reach measurement & cookies

This website uses cookies for pseudonymised range measurement, which are transferred to the user's browser either by our server or by a third party server. Cookies are small files that are stored on your terminal device. Your browser accesses these files. The use of cookies increases the user-friendliness and security of this website.

If you do not want cookies to be stored on your end device for the purpose of measuring reach, you can object to the use of these files here:

- Cookie deactivation page of the Network Advertising Initiative: http://optout.networkadvertising.org/?c=1#!/
- Cookie deactivation page of the US website: http://optout.aboutads.info/?c=2#!/
- Cookie deactivation page of the European website: http://optout.networkadvertising.org/?c=1#!/

Common browsers offer the setting option to not allow cookies. Note: It is not guaranteed that you will be able to access all functions of this website without restrictions if you make the appropriate settings.

# Collection and processing of personal data

The website operator collects, uses and discloses your personal data only if this is permitted by law or if you consent to the data collection. Personal data is any information that can be used to identify you personally and that can be traced back to you - for example, your name, e-mail address and telephone number.

You can also visit this website without providing any personal information. However, in order to improve our online offer, we store (without personal reference) your access data to this website. This access data includes, for example, the file you requested or the name of your Internet provider. By making the data anonymous, it is not possible to draw conclusions about your person.

We process personal data such as first name, surname, IP address, e-mail address, place of residence, postcode and content details from the contact form. We only process personal data with the express permission of the users concerned and in compliance with the applicable data protection regulations. Personal data is processed on the basis of our legitimate interest in fulfilling our contractually agreed services, processing enquiries and offers, and optimising our online offering and marketing activities. Data may be stored permanently for contact purposes and for queries.

# Handling of contact data

If you contact us as the website operator via the contact options offered, your details will be stored so that we can use them to process and respond to your enquiry. This data will not be passed on to third parties without your consent.

## **Dealing with comments and contributions**

If you leave a contribution or comment on this website, your IP address will be stored. This is done on the basis of our legitimate interests within the meaning of Art. 6 para. 1 lit. f. DSGVO and serves the security of us as website operator: Because if your comment violates applicable law, we can be prosecuted for it, which is why we have an interest in the identity of the comment or post author.

# **Google Analytics**

This website uses due to our legitimate interests to optimize and analyze our online offer in the sense of Art. 6 para. 1 lit. f. DSGVO the service "Google Analytics", which is provided by Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA). The service (Google Analytics) uses "cookies" - text files that are stored on your terminal device. The information collected by the cookies is usually sent to a Google server in the USA and stored there.

Google LLC complies with European data protection law and is certified under the Privacy Shield agreement:

https://www.privacyshield.gov/participant?id=a2zt00000001L5AAI&status=Active

IP anonymization is used on this website. The IP address of the user is shortened within the member states of the EU and the European Economic Area and in the other contracting states of the agreement. Only in individual cases is the IP address initially transmitted unabbreviated to a Google server in the USA and shortened there. This shortening eliminates the personal reference of your IP address. The IP address of the user transmitted by the browser is not combined with other data stored by Google.

Within the scope of the agreement on the commissioned data agreement, which we as the website operator have concluded with Google Inc., the latter uses the information collected to create an evaluation of website use and website activity and provides services associated with internet use.

The data collected by Google on our behalf is used to evaluate the use of our online offering by individual users, e.g. to create reports on website activity in order to improve our online offering.

You have the option of preventing cookies from being stored on your device by making the appropriate settings in your browser. It is not guaranteed that you can access all functions of this website without restrictions if your browser does not allow cookies.

Furthermore, you can use a browser plug-in to prevent the information collected by cookies (including your IP address) from being sent to and used by Google Inc. The following link will take you to the corresponding plugin: https://tools.google.com/dlpage/gaoptout?hl=de

Alternatively, you can prevent Google Analytics from collecting data about you within this website by clicking on this link (IMPORTANT: insert opt-out link). By clicking on the above link, you download an "opt-out cookie". Your browser must therefore generally allow cookies to be stored for this purpose. If you delete your cookies regularly, you will need to click on the link again each time you visit this website.

Here you can find more information about data usage by Google Inc:

- https://policies.google.com/privacy/partners?hl=de (data collected by Google partners)
- https://adssettings.google.de/authenticated (settings about advertisements that are displayed to you)
- https://policies.google.com/technologies/ads?hl=de (use of cookies in advertisements)

## Use of social media plugins from Facebook

Due to our legitimate interest in the analysis, optimisation and operation of our online offer (within the meaning of Art. 6 para. 1 lit. f. DSGVO), this website uses the Facebook social plugin, which is operated by Facebook Inc. (1 Hacker Way, Menlo Park, California 94025, USA). The integrations are recognizable by the Facebook logo or the terms "Like", "Like", "Share" in Facebook's colors (blue and white). Information on all Facebook plugins can be found via the following link: https://developers.facebook.com/docs/plugins/

Facebook Inc. complies with European data protection law and is certified under the Privacy Shield agreement:

https://www.privacyshield.gov/participant?id=a2zt0000000GnywAAC&status=Active

The plugin establishes a direct connection between your browser and the Facebook servers. The website operator has no influence on the nature and extent of the data that the plugin transmits to the servers of Facebook Inc. You can find information about this here: https://www.facebook.com/help/186325668085084

The plugin informs Facebook Inc. that you as a user have visited this website. There is the possibility that your IP address is stored. If you are logged into your Facebook account during your visit to this website, the aforementioned information will be linked to it.

If you use the functions of the plugin - for example by sharing or "liking" a post - the corresponding information will also be transmitted to Facebook Inc. If you would like to prevent Facebook. Inc. linking this data to your Facebook account, please log out of Facebook before visiting this website and delete the stored cookies. Via your Facebook profile, you can make further settings regarding data processing for advertising purposes or object to the use of your data for advertising purposes. You can access the settings here:

- Facebook profile settings: https://www.facebook.com/ads/preferences/?entry\_product=ad\_settings\_screen
- Cookie deactivation page of the US website: http://optout.aboutads.info/?c=2#!/
- Cookie deactivation page of the European website: http://optout.networkadvertising.org/?c=1#!/

What data, for what purpose and to what extent Facebook collects, uses and processes data and what rights and setting options you have to protect your privacy, you can read in the privacy policy of Facebook. You can find them here: https://www.facebook.com/about/privacy/

## **INSTAGRAM**

is an offer of Facebook Ireland Ltd, 4 Grand Canal Square, Dublin 2, Ireland ("Facebook Ireland") The information automatically collected by Facebook Ireland about your use of our online presence on Instagram is usually transmitted to a server of Facebook, Inc, 1601 Willow Road, Menlo Park, California 94025, USA and stored there. For the USA, there is no adequacy decision of the European Commission. Our cooperation is based on standard data protection clauses of the European Commission. Data processing in the context of a visit to an Instagram fan page takes place on the basis of an agreement between jointly responsible parties in accordance with Art. 26 DSGVO. You can find more information (Insights data information) <a href="https://example.com/here/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/bases/

## **YOUTUBE**

is a service of Google Ireland Ltd, Gordon House, Barrow Street, Dublin 4, Ireland ("Google"). The information automatically collected by Google about your use of our online presence on YouTube is usually transmitted to a server of Google LLC, 1600 Amphitheatre Parkway Mountain View, CA 94043, USA and stored there. For the USA, there is no adequacy decision of the European Commission. Our cooperation is based on standard data protection clauses of the European Commission.

#### **XING**

KP Glas Gmbh & Co.KG uses the technical platform and services of XING SE, Dammtorstraße 30, 20354 Hamburg, for the information service offered on Xing under <a href="https://www.xing.com/profile/Tobias\_Peukert3">https://www.xing.com/profile/Tobias\_Peukert3</a>.

We would like to point out that you use this XING page and its functions on your own responsibility. This applies in particular to the use of the interactive functions (e.g. commenting, sharing, rating). When you visit our XING site, XING collects, among other things, your IP address as well as other information that is stored on your PC in the form of cookies. This information is used to provide us, as the operator of the XING pages, with statistical information about the use of the XING page. XING provides more detailed information on this at the following link: <a href="https://www.xing.com/terms">https://www.xing.com/terms</a>. The data collected about you in this context is processed by XING Inc. and may be transferred to countries outside the European Union. XING describes in general terms what information XING

receives and how it is used in its data usage guidelines. There you will also find information on how to contact XING and on the setting options for advertisements. The data usage guidelines are available at the following link: https://privacy.xing.com/en/privacy-policy.

The way in which XING uses data from visits to XING pages for its own purposes, the extent to which activities on the XING page are assigned to individual users, how long XING stores this data, and whether data from a visit to the XING page is passed on to third parties is not conclusively and clearly stated by XING and is not known to us. When you access a XING page, the IP address assigned to your terminal device is transmitted to XING. According to information provided by XING, this IP address is anonymized (in the case of "German" IP addresses) and deleted after 90 days. XING also stores information about the end devices of its users (e.g. as part of the "registration notification" function); this may enable XING to assign IP addresses to individual users. If you are currently logged in to XING as a user, a cookie with your Facebook ID is stored on your end device. This enables XING to track that you have visited this page and how you have used it. This also applies to all other XING pages. XING can use XING buttons embedded in websites to record your visits to these website pages and assign them to your XING profile. This data can be used to offer content or advertising tailored to you.

If you wish to avoid this, you should log out of XING or deactivate the "stay logged in" function, delete the cookies present on your device, and close and restart your browser. In this way, XING information by which you can be directly identified will be deleted. This allows you to use our XING site without revealing your XING identifier. When you access interactive features of the site (Like, Comment, Share, News, etc.), a XING login screen will appear. Once you have logged in, you will again be identifiable to XING as a specific user. You can find information on how to manage or delete information about you on the following XING support pages: <a href="https://privacy.xing.com/en/privacy-policy.">https://privacy.xing.com/en/privacy-policy.</a>

#### LINKEDIN

Our online offer uses functions of the LinkedIn network on the basis of our legitimate interests (i.e. interest in the analysis, optimisation and economic operation of our online offer within the meaning of Art. 6 (1) letter f DS-GVO). The provider is LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. Each time one of our pages containing LinkedIn functions is accessed, a connection to LinkedIn servers is established. LinkedIn is informed that you have visited our web pages with your IP address. If you click the "Recommend Button" of LinkedIn and are logged into your account at LinkedIn, it is possible for LinkedIn to assign your visit to our website to you and your user account. We point out that we as the provider of the pages have no knowledge of the content of the transmitted data and their use by LinkedIn. Privacy policy: <a href="https://www.linkedin.com/psettings/guest-controls/retargeting-opt-out">https://www.linkedin.com/psettings/guest-controls/retargeting-opt-out</a>

## Rights of the user

As a user, you have the right to receive, upon request and free of charge, information about what personal data has been stored about you. You also have the right to have inaccurate data corrected and to have your personal data processed restricted or deleted. If applicable, you may also exercise

your right to data portability. If you believe that your data has been processed unlawfully, you may lodge a complaint with the competent supervisory authority.

## **Deletion of data**

Unless your request conflicts with a legal obligation to retain data (e.g. data retention), you have the right to have your data deleted. Data stored by us will be deleted if it is no longer

required for its intended purpose and there are no legal retention periods. If deletion cannot be carried out because the data is required for permissible legal purposes, data processing will be restricted. In this case, the data will be blocked and not processed for other purposes.

# Right of objection

Users of this website may exercise their right of objection and object to the processing of their personal data at any time. If you wish to have your personal data corrected, blocked, deleted or if you wish to obtain information about the personal data stored about you or if you have any questions regarding the collection, processing or use of your personal data or if you wish to revoke any consent you have given, please contact us at the following e-mail address: <a href="mailto:info@kp-glas.de">info@kp-glas.de</a>.

Status: July 2021; KP Glas GmbH & Co. KG