

Privacy Policy

General Information

Thank you for your visit to our website and your interest in our services. The protection of your privacy as a user of our website is of great importance to us and we strictly adhere to the data protection regulations when collecting, processing and using data. This applies particularly to the processing of your personal data.

Purposes for Processing Personal Data and the Legal Basis for Processing:

Purposes for Processing	Legal Basis
Contacts established with data controller by visitors to the website via our online contact form	Art. 6 para. 1 item b GDPR (required to fulfill pre-contractual measures)
Uploading and submitting application documents	Art. 88 GDPR in conjunction with Section 26 (1) of the German Federal Data Protection Act (justification for employment)
Uploading files	The legal basis depends on the type of uploaded files. Possible legal bases may be: Art. 6 para. 1 item b GDPR (required to fulfill a contract or to carry out pre-contractual measures) Art. 88 GDPR in conjunction with Section 26 (1) of the German Federal Data Protection Act (justification for employment)
Conducting user behavior assessments with Google Analytics	Art. 6 para. 1 item f GDPR (legitimate interest of data controller)
Processing technical information in order to be able to provide the visitor on his respective device with the service and optimized display of the information he accessed from the website.	Art. 6 para. 1 item f GDPR (legitimate interest of data controller)
Integrating external fonts from Google	Art. 6 para. 1 item f GDPR (legitimate interest of data controller)
Using the map services of "Google Maps"	Art. 6 para. 1 item f GDPR (legitimate interest of data controller)
Integrating videos from the "YouTube" platform	Art. 6 para. 1 item f GDPR (legitimate interest of data controller)
Executing external code of the JavaScript framework "jQuery"	Art. 6 para. 1 item f GDPR (legitimate interest of data controller)
Control of the website and needs-based design of the processes during the use of cookies	Art. 6 para. 1 item f GDPR (legitimate interest of data controller)

The legitimate interests are to permanently analyze and improve the online presence and to optimize its user-friendliness, provided that your personal data are processed to safeguard the legitimate interests of the data controller in accordance with Art. 6 para. 1 item f of the GDPR. If internet audience measurement techniques are implemented, you will be notified separately in this Privacy

Statement and you will be given an opportunity to opt-out. Our legitimate interest in internet audience measurement is used for the analysis, optimization and economic operation of our website.

Categories of Personal Data Being Processed

When using our website, the following data is processed for organizational and technical reasons:

- IP addresses of visitors
- name of the pages visited
- date and time of access
- name of browser used
- name of operating system
- name of search engine or the external link
- name of downloaded files

If you provide us with data via our online forms, the personal data you provided will be processed to fulfill the particular purpose.

Unless you objected to the tracking by Google Analytics as well as the use of cookies, we evaluate the use of our website. This includes:

- pages viewed
- bounce rate
- duration of visit per page

We do not know the identity of the users and we do not take any action to obtain such information by other means. We evaluate this technical data anonymously and for statistical purposes only, in order to continuously optimize our website and to make our web content even more attractive. This anonymous data is stored separately from personal information on secured systems. Your personal data and your privacy are protected at all times.

Recipients of Your Personal Data

A disclosure of your personal data to third parties takes place exclusively on the basis of your consent granted or where it is permitted by law. Submissions of your personal data to state institutions and authorities entitled to receive information only take place in accordance with applicable laws or insofar as we are obliged to do so by a court decision. Our employees are obliged to maintain confidentiality and to comply with the provisions of data protection laws. In order to implement the technical aspects of the services provided, we have commissioned companies to process your personal data on our behalf. These include:

Service Provider	Service Provided
Siteground	Hosting of the website
Google Inc.	Web tracking with Google

Use of Cookies

This website uses cookies. These are small text files sent from our web server to your browser and stored on your computer's hard drive. In doing so, no personal data is stored, but only an individual pseudonym. This information is used, for example, to recognize you as you navigate our pages and to make navigation easier for you.

You can set your browser to inform you about the placement of cookies. Thus, the use of cookies becomes transparent for you. Alternatively, you can view this website without cookies. You can preset this in your respective browser. However, please note that as a result some functions of the website may no longer be fully functional or may not be available at all.

Traffic Analysis Google Analytics

This website uses Google Analytics, a web analysis service provided by Google Inc. ("Google"). Google Analytics uses so-called "cookies", text files that are saved to your computer and that allow an analysis of your use of the website. The information generated by the cookie about your use of this website is usually transmitted to a Google server in the USA and stored there. The IP anonymization is activated for this website. For this, your IP address will be truncated and saved without the last octet. While this lets us know which network is making the request, it does not tell us from which computer it comes. Your IP address will generally be truncated by Google within member states of the European Union or in other contracting states of the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be transmitted to a Google server in the US and shortened there. Google will use this information on behalf of the operator of this website to evaluate your use of the website, compiling reports on website activity and providing other services to the operator of this website related to the use of our web content and internet usage. The IP address transmitted by your browser as part of Google Analytics will not be merged with other Google data. You can prevent the use of cookies by selecting the appropriate settings on your browser software; however, we would like to point out that in doing so, you may not be able to make full use all the functions of this website. Furthermore, you can prevent Google from collecting and processing the data (including your IP address), which was generated by the cookie and is related to your use of the website, by downloading and installing the browser plug-in available under the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>.

Use of External Services

Our website uses content from third-party providers. This may include videos, fonts or scripts. The respective purposes and legal basis which determine the use of this content are explained in detail in the section "Purposes for which personal data is processed and the legal basis for processing". For technical reasons, it is necessary to provide your IP address to the respective provider in order to display the contents of the third-party services used. We have no control over how each third party uses your personal information. However, you will find a list of all third-party services below that are used by this website. If available, we will also provide you with the respective link to the privacy statement of each third-party provider, where you can access the information regarding the processing of your personal data and, if available, we point out any opt-out options in place.

External Services	Privacy Statement	Opt-Out Option
External fonts from Google, Inc., https://www.google.com/fonts ("Google Fonts"). The integration of Google fonts is done via server call on Google (usually in the US).	https://www.google.com/policies/privacy/	https://www.google.com/settings/ads/
Videos on the "YouTube" platform by third-party provider Google Inc., 1600 Amphitheater Parkway, Mountain View, CA 94043, USA	https://www.google.com/policies/privacy/	https://www.google.com/settings/ads/
External code of the JavaScript framework "jQuery", by third-party provider jQuery Foundation, https://jquery.org		

Links to Other Websites

Our website contains links to other websites. We have no influence on whether their operators comply with data protection regulations. Despite careful content monitoring, we assume no liability for the content of external links. The operators of the linked pages are solely responsible for their content.

Your Security

We protect your data by implementing technical and organizational measures against unauthorized access, loss, tampering or destruction. Our security measures are constantly updated as new technology becomes available. All communications between your device and our servers are encrypted. This applies both to the download of documents or information that we make available to you via our website, as well as to information that you provide to us via the contact form or the application form.

Duration of Data Retention

The personal data you have provided to us will be automatically deleted, provided that the purpose for processing no longer applies. Specifically, the following retention periods apply:

Category of Stored Data	Deletion period
Technical data and protocols to ensure the operation of the website	12 months
Web tracking data	The moment web tracking takes place, anonymization of your IP address occurs by deleting the last octet. As the analysis continues, there will be no processing of personal data.
Content that you submit to us via the contact or application form.	The retention periods of this content depend on the type of information transmitted and the respective statutory retention periods. If a submitted application does not lead to the conclusion of an employment contract, the data will be automatically deleted 6 months after completing the application process. If you request deletion at an earlier date as part of

	your data subject rights, the data will be deleted immediately at your request.
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Data Subject Rights

You have the right to gain access at any time to the personal data stored about you. In accordance with Articles 16 to 20 of the GDPR, you also have the right to correct incorrect data, the right to delete your personal data, the right to restrict the processing of your personal data and the right to data portability.

Right to Revoke Consent

You have the right to revoke your consent at any time. The revocation applies with immediate effect for the future. The legitimacy of the processing that occurred on the basis of a consent until the revocation is not affected by the revocation.

Right of Appeal

If you believe that the processing of your personal data violates the GDPR, you have the right to appeal to a regulatory authority.

Providing Your Personal Data

Personal data is information about your identity. This includes, for example, information such as name, address, telephone number or even your e-mail address. Using this website does not require that you disclose personal information. However, in certain cases, we may need your name and address, as well as other information, so that we can provide the services you requested.

This is needed, for example, when using our contact form, for sending information, answering individual questions or when using our online application form. Where necessary, we will inform you accordingly. In addition, we only store and process data that you provide voluntarily or automatically. If you make use of consulting services, we generally only collect the data needed to provide these services. To the extent that we ask you for additional information, it is voluntary information. The personal data you provided will be processed solely for the purposes communicated and explained to you.

Amending Data Protection Regulations

We reserve the right to change the security and data protection measures at any time, particularly where this becomes necessary due of technical developments. In these cases, we may also adjust these privacy statements accordingly. We therefore ask you to please note the latest version of our privacy statement.

Questions, Suggestions, Complaints

If you have any further questions regarding the information on data protection and the processing of your personal data, you can contact our Data Protection Officer directly using the contact details provided above.