

# Privacy policy

Thank you for using the internet presence of Modellfabrik Papier gGmbH. We take the protection of your data very seriously and ensure compliance with data protection regulations.

In principle, the use of our Internet presence is possible without providing personal data. For the use of further services (e.g. contractually agreed service provision.) personal data may be required in individual cases.

Your data is important to us!  
As a precaution, we would like to point out that despite our strict efforts for data security and transparency towards you, security gaps can occur in principle with Internet-based data transmissions. A complete protection can therefore not be guaranteed.

In individual cases, you are therefore free to use other means of contact (e.g. by telephone) to pursue your interests.

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# **1. Definitions**

For the purposes of this data protection declaration, we use terms that are used by the European legislator in its Regulation 2016/679 (EU-GDPR) and also defined there (Art. 4 GDPR).

## **1.1. Definitions**

Individual definitions such as responsible person, processor can be found in Art. 4 GDPR.

## **1.2. Supervisory authority**

The supervisory authority is an independent body established by a Member State which is responsible for the application of data protection rules. The competent supervisory authority of Modellfabrik Papier gGmbH is the State Data Protection Commissioner in North Rhine-Westphalia, based in Düsseldorf. The contact details are:

Landesbeauftragte für Datenschutz und Informationsfreiheit  
Nordrhein-Westfalen  
Postfach 20 04 44  
40102 Düsseldorf  
Tel.: 0211/38424-0  
Fax: 0211/38424-10  
E-mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

# **2. Supervisory Authority**

Responsible for this privacy policy is

Modellfabrik Papier gGmbH  
August-Klotz-Straße 21  
52349 Düren

# **3. Processing of personal data**

## **3.1. Scope**

We collect, manage and store personal data if this is necessary for the presentation of our Internet presence. The collection may be necessary, for example, when you visit our website, you contact us via our contact form or we correspond with you by e-mail, letter or the like. correspondence.

We also collect the data you provide to us when you conclude a contract with us. In individual cases, we receive your data from our cooperation companies in order to carry out the service you have booked. In any case, we only collect and process the data that is necessary for our service provision.

In the section "Legal basis" and "Handling of personal data", we explain the legal basis for our actions and how the data is processed in our company.

### **3.2. Type and purpose**

We would like to point out that we only collect data if this is necessary for the implementation, improvement, optimization and further development of the services we offer. We respect your data and never pass it on to unauthorized third parties. Before any necessary data is passed on, we carry out extensive checks on the data recipient. We thus only work with cooperation partners who can regularly guarantee us compliance with the applicable data protection regulations.

The collection of your data in the course of an establishment of contact, execution of pre-contractual or contractual measures therefore takes place among other things:

- for the execution of the contract
- to provide you with qualified advice in individual cases or to respond to your inquiry appropriately
- to conduct correspondence with you
- to process legal claims against you
- to fulfill our obligations under tax and commercial law

### **3.3. Duration and deletion**

We thus process and store personal data only as long as they are necessary for the fulfillment of the contract and the contractually defined purpose has not yet been achieved. In the case of contracts, the maturity for deletion depends on the term agreed with us. As soon as this data is no longer required, e.g. because the purpose has been achieved, it is deleted by us as a matter of principle, unless legal retention obligations prevent deletion. The criteria for the deletion of our existing data are: Existence of a contractual relationship or initiation of a contract, compilation of statistics, tax and commercial law retention obligations. Contractual data is generally deleted by us six months after the end of the contract, provided that there are no tax retention obligations to the contrary. We carry out regular checks with regard to the deletion period. In this way, we ensure that your data is never processed for longer than is factually and legally required or permitted.

## **4. Legal basis**

#### **4.1. Consent according to Art. 6 para. 1 p. 1 lit. a GDPR**

When we process personal data, we act either as a result of a legally valid authorization (which we will name subsequently) or as a result of a consent granted by you pursuant to Art. 6 (1) sentence 1 lit. a GDPR. According to Art. 7 (2) sentence 1 GDPR, this must be made in an understandable and easily accessible form in clear and simple language in such a way that you can clearly distinguish this request from other facts. You must clearly indicate to us that you consent to the processing of your data. We ensure this with the fact that in these cases we give you a choice between granting and refusing to grant consent, compare also the explanations on voluntariness in granting consent in recital No. 42 sentence 5 to the GDPR.

#### **4.2. Contract fulfillment according to Art. 6 para. 1 p. 1 lit. b GDPR**

When we conclude contracts, we collect data that we process for the purpose of executing the contract. Without the data processing, we could not perform the service agreed with you. The collected data is processed by us exclusively for the purpose of fulfilling the contract.

#### **4.3. Fulfillment of a legal obligation according to Art. 6 para. 1 sentence 1 lit. c GDPR**

If we (have to) process data in order to comply with our legal obligations, the above-mentioned legal basis is our legal authorization. This may be, for example, the fulfillment of tax retention obligations.

#### **4.4. Legitimate interest according to Art. 6 para. 1 p. 1 lit. f GDPR**

In individual cases, the legal basis for data processing may also represent a legitimate interest to us. In doing so, we carefully weigh up the interests at stake: Your interest in processing and the protection of your fundamental rights on the one hand (informational self-determination, general personal rights, etc.) and our interest in processing your data to improve and optimize our offer for you on the other. In the following, we point out at the appropriate place if we base our actions on a legitimate interest.

### **5. Execution of the contract**

#### **5.1. General information**

We process the information you provide by telephone, e-mail, fax, in person on site or by other means of communication or online, such as contact data, exclusively for the purpose of performing the agreed contractual services. We thus base the processing of your information on Art. 6 (1) sentence 1 lit. b GDPR.

## **5.2. Business customers**

If we conclude contracts with other companies, the data of our business partners (contract data) is processed by us for the purpose of contract performance in accordance with Art. 6 (1) sentence 1 lit. b GDPR.

# **6. Provision and offers on our website**

## **6.1. General provision**

### **Log files**

When you access our website, information is automatically sent to the server of our website by the browser used on your end device. This information is only stored temporarily in a so-called log file. This information can be, for example:

- the IP address of the requesting computer,
- the date and time of the accessed file,
- the website (from which the access is made, called referrer URL)
- as well as the browser used and, if applicable, the operating system of your computer,

Further information can be found below under the item "Handling of personal data - data security". A storage of this data together with other personal data of the user does not take place.

We do not draw any conclusions about the identity of your person when collecting this data. The legal basis for the collection of the aforementioned data results from Art. 6 para. 1 sentence 1 lit. f GDPR.

Our legitimate interest in data processing follows from the reasons stated below: We only collect the data in order to ensure a frictionless and seamless connection setup and a user-friendly, comfortable and thus demand-oriented use of our website. We also use the collected data to draw conclusions about system security and stability and to improve it.

## **6.2. Cookies**

Our website uses cookies. These are data of a website stored in a file on your local computer. When you visit our pages, your terminal device (smartphone, laptop, computer or similar) automatically creates cookies and stores them. Cookies neither cause damage to your end device nor do they contain malware. You can

configure your browser so that no cookies are stored on your computer. To do this, check the respective browser settings.

If you completely deactivate the use of cookies, this may result in limited use of our website.

On the one hand, we store cookies until the end of the session so that our server recognizes your web browser after you have visited our website as a user, for example (so-called session cookies). In this way, our server recognizes you on your next visit and your user experience is optimized as a result. We also use cookies to statistically record the site. In doing so, we cannot draw any conclusions about the identity of your person. We use these statistics to analyze user behavior (number of visits, etc.) and to improve and optimize our website. As a modern and trustworthy company, your visitor experience on our website is important to us. You can find more concrete information on the collection and evaluation of cookies under the item "Analysis tools".

For the reasons outlined, the processing of data is carried out for the purpose of safeguarding our legitimate interest pursuant to Art. 6 (1) sentence 1 lit. f GDPR.

### **6.3. Newsletter**

You have the possibility to register for our newsletter. The registration currently takes place via your declaration of consent to the regular sending of the newsletter. You can give us your declaration of consent by letter or by e-mail. As soon as you agree to receive information about our company and related offers of trips etc. on a regular basis, we will add you to a distribution list. You have the possibility to unsubscribe from the mailing list at any time. We will also be happy to give you this information in every newsletter e-mail. The inclusion in our distribution list and the associated sending of our newsletter is based on your consent and thus on Art. 6 para. 1 sentence 1 lit. a GDPR.

If you are already a customer of ours (i.e. you have already used services from us and participated in trips, for example), you will also receive our newsletter from us, in which we will inform you about the aforementioned points such as trips, offers, etc.. You also have the option to unsubscribe from the newsletter at any time. Simply reply to our mail and inform us of your wish not to receive e-mails in the future.

### **6.4. Contact form and e-mail**

You have the possibility to send us your personal request directly via our contact form. For effective processing of your data, we need your name, your valid e-mail address and your message addressed to us. Alternatively, you can also send us an e-mail via your e-mail provider to our above address.

We use your data in the two aforementioned cases exclusively to answer your inquiry. If your request is aimed at substantiating an initiating contract or carrying out related measures, we act on the basis of Art. 6 (1) sentence 1 lit. b GDPR. If your inquiry is not aimed at initiating a contract, by sending us your message, you give us your consent to further process your data in accordance with Art. 6 para. 1 sentence 1 lit. a GDPR.

## **7. Disclosure and receipt of personal data**

### **7.1. General**

In order to offer our services to you as a website visitor in a user-friendly and optimal manner on the one hand and to fulfill our contractual obligations entered into with you on the other hand, we work closely and confidentially with service and cooperation partners who receive your personal data. They collect the data and enable your visitor experience on the one hand and the execution of contracts concluded with us on the other hand. On the other hand, we receive your data from our cooperation partners in individual cases, for example, to process your request to conclude a contract or to fulfill a contractual service to you.

### **7.2. Website**

Our website is provided by our web hoster, Strato AG (contact: Pascalstraße 10, 10587 Berlin, impressum@strato.de). The data collected when you visit our website is processed by our contractual partner. We have concluded corresponding contracts on order processing.

The transfer of data is necessary in order to offer you an optimal and needs-oriented website and to draw your attention to our services as well as to present our company to you. We base the data transfer on our legitimate interest according to Art. 6 para. 1 sentence 1 lit. f GDPR.

### **7.3. Tax consultants and lawyers**

In order to comply with our tax obligations, we work together with our tax advisor. We base the disclosure of your data (as a customer) on Art. 6 para. 1 sentence 1 lit. c GDPR. In the event of legal prosecution and enforcement of our contractual and non-contractual claims, it is necessary to forward corresponding data to our lawyer. We then base the forwarding on Art. 6 para. 1 sentence 1 lit. b GDPR.

## **8. Social Media**

### **8.1. Facebook**

#### **8.1.1. Joint responsibility with Facebook**

Jointly responsible for the operation of this Facebook page within the meaning of the EU General Data Protection Regulation and other data protection regulations are:



Facebook Ireland Ltd. (hereinafter „Facebook“)  
4 Grand Canal Square  
Grand Canal Harbour  
Dublin 2  
Ireland

and

Modellfabrik Papier gGmbH  
August-Klotz-Straße 21  
52349 Düren

### 8.1.2. Information about our Facebook page

We operate our Facebook page to draw attention to our services/products and to get in touch with you as a visitor and user of this Facebook page as well as our website(s).

As the operator of the Facebook page, we have no interest in the collection and further processing of your individual personal data for analysis or marketing purposes.

The operation of this Facebook page including the processing of users' personal data is based on our legitimate interests in providing a timely and supportive information and interaction opportunity for and with our users and visitors pursuant to Art. 6 para. 1 lit. f. GDPR.

### 8.1.3. Processing of personal data by Facebook.

The European Court of Justice (ECJ) ruled in its judgment of June 5, 2018 that the operator of a Facebook page is jointly responsible with Facebook for the processing of personal data.

We are aware that Facebook processes users' data for the following purposes:

- advertising (analysis, creation of personalized ads)
- creation of user profiles
- market research.

Based on your user behavior on Facebook, Facebook may create user profiles in order to play interest-based advertising to you based on the data collected. In the process, we as the operator of a Facebook page may be provided with statistical data, which we can use to optimize our posts, services and products. We ourselves cannot draw any conclusions about your person, nor do we receive data with which we can specifically trace your behavior.

Facebook uses cookies, i.e. small text files that are stored on the user's various end devices, to store and further process this information. If the user has a

Facebook profile and is logged in to it, the storage and analysis also takes place across devices.

Further information and answers to your possible questions about data protection by Facebook can be found below under "Supplementary data protection information about Facebook".

Facebook Inc., the U.S. parent company of Facebook Ireland Ltd., is certified under the EU-U.S. Privacy Shield and thus gives a commitment to adhere to European data protection guidelines. More information on Facebook's Privacy Shield status is available here:

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

The transfer and further processing of users' personal data to third countries, such as the U.S., as well as the associated possible risks for users cannot be ruled out by us as the operator of the site.

#### 8.1.4. Statistical data

Via the so-called "Insights" of the Facebook page, statistical data of different of different categories can be retrieved for us. These statistics are generated and provided by Facebook. As the operator of the page, we have no influence on the generation and presentation. We cannot turn off this function or prevent the generation and processing of the data. For a selectable period of time as well as for the categories fans, subscribers, reached persons and interacting persons, the following data is provided to us by Facebook in relation to our Facebook page:

- total number of page views,
- "Like" votes,
- page activity,
- post interactions,
- reach,
- video views,
- post reach,
- comments,
- shared content,
- responses,
- proportion of men and women,
- origin related to country and city,
- language, views and clicks in the store,
- clicks on route planners,
- clicks on telephone numbers.

Data on the Facebook groups linked to our Facebook page is also provided in this way. Due to the constant development of Facebook, the availability and processing of the data changes, so that we refer to the already above-mentioned privacy policy of Facebook for further details on this.

We use this data, which is available in aggregated form, to make our posts and activities on our Facebook page more attractive to users. For example, we use the

distributions by age and gender for an adapted address and the preferred visiting times of the users for a time-optimized planning of our posts. Information about the type of end devices used by visitors helps us to adapt the visual design of the posts accordingly. In accordance with the Facebook Terms of Use, which each user has agreed to as part of creating a Facebook profile, we can identify subscribers and fans of the site and view their profiles and other shared information from them.

#### 8.1.5. Rights of users

Since only Facebook has full access to User Data, we recommend that you contact Facebook directly with any requests for information or other questions regarding your rights as a User (e.g., right to deletion).

If you no longer wish to have the data processing described here in the future, please cancel the connection of your user profile to our page on Facebook by using the functions "I no longer like this page" and/or "Do not subscribe to this page".

#### 8.1.6. Processing during your visit to this page

If you call up individual pages of ours and are logged into Facebook as a user at the same time, Facebook will recognize you as a user and thus also each individual page you call up. Facebook collects this information and assigns it to the respective user account on Facebook. If, for example, you click on a button integrated on our site, such as a so-called "Facebook Like button" (Like Me button), this information is assigned to your user account with Facebook and stored by Facebook. Your friends at Facebook can see the result of their interaction.

Facebook may also use this information for the purposes of advertising, market research and demand-oriented design of the Facebook pages. You can prevent this type of storage on the part of by visiting our website and not being logged into Facebook with your user data at the same time.

Even if you do not have a user account with Facebook or are already logged out, Facebook receives information about the fact that you visit our website, for example. This information is transmitted directly to Facebook and sent directly to a Facebook server and stored there.

#### 8.1.7. Plugins

We use so-called plugins from Facebook on our website. Facebook is a social network, a digital meeting place where users can communicate with each other in a virtual space. Users of the social network can, for example, exchange opinions, pictures and videos with each other.

The operating company of Facebook is Facebook, Inc, 1 Hacker Way, Menlo Park, CA 94025, USA. If data subjects do not live in the USA or Canada, the contact details of the Facebook responsible party are: Facebook Ireland Ltd, 4 Grand Canal Square, Grand Canal Harbour, Dublin 2 Ireland (source: <https://www.facebook.com/policy.php>, as of last retrieval: May 24, 2018).

Facebook is certified under the Privacy Shield agreement and thus guarantees compliance with European data protection law. (<https://www.privacyshield.gov/participant?id=a2zt0000000GnywAAC&status=Active>)

#### 8.1.8. Facebook Pixel, Custom Audiences and Facebook-Conversion

We use the so-called Facebook pixel from Facebook for analysis, optimization and needs-based adaptation. Through the use of this pixel, it is possible for us to place ads on Facebook according to need and thus interest. In this way, we can permanently ensure that our ads are only displayed to people who are also interested in our services or meet certain characteristics that we determine before placing our ads (Custom Audiences). This information, which is collected by visiting our page(s), is forwarded to Facebook.

For example, by getting you to our website via clicking one of our ads (conversion), we can find out how effectively our ads are working as part of our statistical and research work. In this way, we create optimal analysis and interpretation bases so that, on the one hand, you are not bothered with ads that contradict your interest and, on the other hand, so that we can offer you the best possible user experience. After all, our primary goal is the user-friendly and needs-based presentation of our offer.

The processing of the above data is carried out by Facebook via their aforementioned data processing policy. You can find more information about the Facebook pixel here:

<https://de-de.facebook.com/business/help/651294705016616>

In any case, we cannot draw any conclusions about the identity of your person. Overall, we base our measures on a legitimate interest according to Art. 6 para. 1 sentence 1 lit. f GDPR.

#### 8.1.9. Supplementary data protection information on Facebook

Below we provide you with external links to further helpful references and information regarding data processing by Facebook:

Facebook (Facebook Ireland Ltd., 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland)

- Shared responsibility agreement with Facebook: [https://www.facebook.com/legal/terms/page\\_controller\\_addendum](https://www.facebook.com/legal/terms/page_controller_addendum)
- Privacy policy: <https://www.facebook.com/about/privacy/>
- Opt-out option: <https://www.facebook.com/settings?tab=ads> und <http://www.youronlinechoices.com> ,
- Privacy Shield: <https://www.privacyshield.gov/participant?id=a2zt0000000GnywAAC&status=Active>.

## **8.2. LinkedIn**

We are also represented on the LinkedIn site.

We maintain an online presence on LinkedIn to present our company and our services and to communicate with customers/prospects. LinkedIn is a service of LinkedIn Ireland Unlimited Company, Wilton Plaza, Wilton Place, Dublin 2, Ireland, a subsidiary of LinkedIn Corporation, 1000 W. Maude Avenue, Sunnyvale, CA 94085, USA.

In this respect, we would like to point out that there is a possibility that user data may be processed outside the European Union, in particular in the USA. This may pose increased risks to users in that, for example, it may be more difficult to access user data at a later date. We also do not have access to this user data. The access possibility lies exclusively with LinkedIn.

The LinkedIn Corporation is certified under the Privacy Shield and has thus undertaken to comply with European data protection standards: <https://www.privacyshield.gov/participant?id=a2zt0000000LOUZAA0&status=Active>

You can find LinkedIn's data protection notice at: <https://www.linkedin.com/legal/privacy-policy>

## **8.3. Instagram**

We also use the Instagram platform to draw attention to our company. You can reach our account, for example, by clicking the corresponding button on our page.

On this social media platform, we are jointly responsible with Facebook Ireland Ltd, 4 Grand Canal Square, Grand Canal Harbour, Dublin 2 Ireland.

The data protection officer of Instagram can be reached via a contact form: <https://www.facebook.com/help/contact/540977946302970>

We have regulated the joint responsibility in an agreement regarding the respective obligations within the meaning of the GDPR. This agreement, from which the mutual obligations arise, can be accessed at the following link: [https://www.facebook.com/legal/terms/page\\_controller\\_addendum](https://www.facebook.com/legal/terms/page_controller_addendum)

If you leave our site by clicking the button and enter our Instagram user page, personal data may be transmitted to the provider (e.g. your IP address, possibly also other data). If you yourself have a user account with Instagram, corresponding data will be transmitted for recognition purposes. For the scope of data processing by Instagram, please refer to the privacy policy below: <https://help.instagram.com/155833707900388>

The legal basis for the processing is our legitimate interest (sales, marketing and advertising of our products) according to Art. 6 para. 1 sentence 1 lit. f GDPR.

## **8.4. XING**

We would like to inform you here about the processing of personal data via the XING Share button function.

The "XING Share Button" is used on this website. When you access this website, a connection is briefly established via your browser to XING servers (contact: New Work SE, Dammtorstraße 30, 20354 Hamburg Germany), with which the "XING Share Button" functions (in particular the calculation/display of the counter value) are provided. XING does not store any personal data about you when you call up this website. In particular, XING does not store any IP addresses. There is also no evaluation of your usage behavior via the use of cookies in connection with the "XING Share Button".

The current data protection information on the "XING Share button" and supplementary information can be found on this website:

[https://www.xing.com/app/share?op=data\\_protection](https://www.xing.com/app/share?op=data_protection)

## **9. Google Services**

### **9.1. Google Maps**

To make it easier for you to find us, we use the online map service of Google on our website. Google Maps is a map service provided by Google Inc. (Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland). We use this service to create interactive maps and directions for you. If you use this service on our site, in addition to your IP address, the data that you enter in the course of the route planning function (e.g. start address) may also be transmitted to the aforementioned provider.

When you call up the page of our website that contains the aforementioned service, a direct connection is established with Google's servers. We ourselves have no influence on the scope of the data collected and thus processed. However, according to the current status, these can be at least: Date and time of your visit, Internet address or URL of the page accessed and the IP address, as well as the data entered by you, such as your address. If you do not wish to use the service from the named provider, you can deactivate JavaScript in your browser settings and thus prevent the use of the service.

The corresponding privacy policy of the provider informs you about the type and scope of data processing by Google Maps:

<https://policies.google.com/privacy?hl=de>

### **9.2. Google Fonts**

We integrate the fonts ("Google Fonts") of the provider Google LLC (Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland). You can find the privacy policy here: <https://www.google.com/policies/privacy/>

An opt-out option is available here:  
<https://adssettings.google.com/authenticated>.

## **8.5. Google Analytics**

In order to achieve the aforementioned goals, we use Google Analytics. This is a web analytics service provided by Google Inc. (Google Ireland Limited, Gordon House, Barrow Street, Dublin).

As part of the data collection, pseudonymized user profiles are created and cookies are used. The following data is transmitted and stored by Google Inc. to a Google server in the USA:

- browser type/version,
- operating system used,
- referrer URL (the previously visited page),
- host name of the accessing computer (IP address),
- time of the server request.

However, you have the option to disable the storage of cookies by selecting the appropriate settings on your browser. However, it may then not be possible to use certain functions of this website to their full extent.

If you want to prevent the collection as well as the processing of personal data by Google Inc. (through the generation of cookies), by downloading and installing a browser add-on. You can find the associated link here: (<https://tools.google.com/dlpage/gaoptout?hl=de>).

Alternatively, you can click on the following link:

<https://tools.google.com/dlpage/gaoptout> (suitable for Microsoft Edge, Google Chrome, Mozilla Firefox, Apple Safari und Opera)

A so-called opt-out cookie will then be set. This will prevent your data from being collected when you visit this website in the future. However, this opt-out cookie is only valid in the browser you are using and only affects our website. If you delete the cookies in this browser, you must set this opt-out cookie again.

For more information on data protection in connection with Google Analytics, please refer to the Google Analytics Help at the address below: (<https://support.google.com/analytics/answer/6004245?hl=de>).

## **10. Data security**

### **10.1. Website**

One of our company characteristics is the confidential handling of your personal data. We attach great importance to transparency and integrity. Therefore, we only enter into contracts with other companies (website providers, etc.) that can meet our security requirements.

Our website is provided by our web hoster. In addition to SSL encryption, the provider assures us of all measures within the meaning of Art. 28 GDPR. In order

to provide you with the best possible security for your data, we have concluded a corresponding order processing agreement.

## **10.2. Other measures**

Taking into account the measures prescribed in Art. 32 GDPR, we ensure a level of protection appropriate to the risk. Our company has been analyzed with regard to data protection aspects and has been evaluated, in particular, in the areas of pseudonymization and encryption of personal data; the ability to ensure the confidentiality, integrity, availability and resilience of systems and services related to processing on a permanent basis; the ability to quickly restore the availability of and access to personal data in the event of a physical or technical incident; procedures for periodic review, assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing.

We thus take into account the protection of personal data through technology design and data protection-friendly default settings in accordance with Art. 25 GDPR.

## **11. Rights of the data subject**

### **11.1. Right of revocation according to Art. 7 Para. 3 GDPR**

If you have given us consent to process personal data, you have the right to revoke your consent at any time. Your revocation then has the consequence that we may no longer continue the data processing. Your revocation thus relates to future processing of your data, but does not affect the lawfulness of the processing carried out up to the time of revocation.

### **11.2. Right to information pursuant to Art. 15 (1) GDPR.**

You have the right to first receive confirmation from us as the controller as to whether personal data of yours is being processed by us. If we answer your request in the affirmative, you have the right to receive information about the following:

- the purposes of processing;
- the categories of personal data that are processed (such as address, etc.);
- the recipients to whom we disclose personal data;
- if possible, the planned duration for which the personal data will be stored or, if this is not possible, the criteria for determining this duration;
- if we do not collect data directly from you, any available information about the origin of that data;
- and whether automated decision-making (e.g. profiling) is in place.

Also, in our response, we will inform you of your right to rectification, erasure, restriction of processing of your personal data. Our information will be provided



within one month; otherwise, we will notify you separately of both the extension of the information period and the reasons for this.

### **11.3. Correction of incorrect data, Art. 16**

You have the right to request that we correct inaccurate data. If there is incomplete data about you, you also have the right to request that we complete it. We will comply with your request without delay, i.e. without culpable hesitation.

### **11.4. Deletion of data, Art. 17 GDPR**

You also have the right to demand that we delete your data. However, one of the following conflicting reasons must not apply:

The processing is necessary for us:

- to exercise the right to freedom of expression and information;
- for the fulfillment of a legal obligation;
- for reasons of public interest;
- for archiving purposes in the public interest, scientific or historical research purposes
- or for the assertion, exercise or defense of legal claims.

### **11.5. Restriction of processing, Art. 18 GDPR**

You have the right to demand that we restrict the processing of your personal data if

- the data is inaccurate in your opinion,
- the processing is unlawful,
- we no longer need the data, but you as the data subject need it to assert, exercise or defend legal claims
- you have objected to the processing in accordance with Art. 21 GDPR.

### **11.6. Receipt in a structured, common and machine-readable format and right to data portability, Art. 20 GDPR**

You have the right to receive your personal data that you have provided to us in a structured, common and machine-readable format.

Also, you have the right to request us to transfer your data to another controller if the processing is based on consent pursuant to Art. 6 (1) sentence 1 lit a GDPR or on a concluded contract pursuant to Art. 6 (1) sentence 1 lit b GDPR.

### **11.7. Right of objection Art. 21 GDPR**

You have the right to object to the processing of your personal data at any time on grounds relating to your particular situation, if the processing is necessary for the performance of a task, is in the public interest or if we are processing data to protect a legitimate interest, Art. 6 (1) sentence 1 lit. e and f GDPR.

If you wish to exercise your right to object, a simple e-mail to [info@modellfabrikpapier.de](mailto:info@modellfabrikpapier.de) will suffice.

### **11.8. Right to complain to the supervisory authority, Art. 77 GDPR**

If you believe that the processing of your personal data violates data protection law, you have the right to lodge a complaint (and this regardless of any other administrative or judicial remedy) with a supervisory authority. The competent supervisory authority is the supervisory authority of your habitual residence, your place of work or the place of the alleged infringement.

## **12. Existence of automatic decision-making**

We do not use automatic decision-making, including profiling in accordance with Art. 22 (1) - (4) GDPR.

## **13. Status and change**

This privacy policy was updated on 12.06.2020 and is valid. Taking into account the improvement, optimization and further development of our website as well as due to legal and regulatory requirements, an adjustment of this provision may become necessary. You can access and print out the currently valid data protection policy of our company at any time at this Internet address.

This data protection declaration was created with the kind support of the lawyer and external data protection officer, Data & Business Consulting Engel ([www.databusiness-consulting.de](http://www.databusiness-consulting.de)).