PRIVACY POLICY Version 07/2025

§ 1 Information about the collection of personal data

(1) This document is to inform you about the collection of personal data when using our website. Personal data is all data pertaining to an individual, such as name, address, e-mail addresses, or user behavior.

(2) The controller, pursuant to Art. 4 Clause 7 EU General Data Protection Regulation (GDPR), is:

HARKE Germany Services GmbH & Co. KG
- HARKE GROUP -
Xantener Straße 1
45479 Mülheim an der Ruhr

You can contact our data protection officer at:

AGAD Service GmbH
Waldring 43 – 47
44789 Bochum
datenschutz@harke.com
or via our postal address, FAO “Data Protection Officer”.

(3) When contacting us via e-mail or via a contact form, the data you communicate (your e-mail address and, your company name) will be stored by us so as to enable us to answer your questions. Further information is provided on a voluntary basis and merely serves to facilitate our contact to answer your query. All data collected in this context will be deleted as soon as it is no longer required. If legal archiving duties apply, we will restrict processing.

(4) Any circumstances under which we commission processors to execute individual functions of our offer or might wish to use your data for commercial purposes are described in detail below. We will also indicate the stipulated archiving periods.

§ 2 Your rights

(1) With regard to your personal data, you have the following rights:
- right of information
- right of rectification or erasure
- right of restricted processing
- right of objection against processing
- right of data portability

(2) In addition, you are entitled to file a complaint with a data protection authority concerning our processing of your personal data.

§ 3 Collection of personal data when visiting our website

(1) If you visit our website for information purposes only, i.e., if you don't register or otherwise submit information to us, we will only collect the personal data your browser transfers to our server. If you wish to view our website, we collect the data detailed below. This is technically required for you to be able to view our website and to safeguard its stability and security (legal basis: Art. 6 Clause 1 p. 1 lit. f GDPR):
- IP address
- date and time of your request
- time zone difference to Greenwich Mean Time (GMT)
- content of query (page)
- status of access / HTTP status code
- transferred data volume
- website issuing the request
- browser
- operating system and surface
- language and version of browser software

(2) In addition to the aforementioned data, cookies will be stored on your computer when using our website. Cookies are small text files that are stored on your hard disk and allocated to your browser. They transfer certain information to the originator of the cookie (in this case, us). Cookies cannot execute programs or place viruses on your computer. Their purpose is to render our Internet service more user-friendly and more effective.

(3) Use of cookies:

a) This website uses the following types of cookies, insofar as these are absolutely necessary for the provision of the service, whose scope and functions are explained below. These include:

- transient cookies (cf. b)
- persistent cookies (cf. c).

b) Transient cookies will be automatically deleted when you close your browser. These include session cookies. Session cookies store the session ID, which serves to allocate various requests your browser issues during a session. They enable recognition of your computer upon your next visit to our website. Session cookies will be deleted as soon as you log off or close the browser.

c) Persistent cookies will be automatically deleted after a given time period, which may differ, depending on the cookie. You can delete cookies at any time via your browser's security settings. Persistent cookies are used to save the settings you have made. Your settings, which you have declared via the cookie banner, are also saved via a persistent cookie, for example. Persistent cookies can be used to save the settings you have made on this website. Such cookies generally have an expiry date after which they are deleted.

d) Our cookies are provided with a different storage period. In principle, these are only kept for as long as is necessary for the provision of our services.

e) You can configure your browser settings according to your preferences. For example, you can reject all or third-party cookies. Please note that, in this event, you may not be able to access all functions of this website.

f) In addition to the cookies that we need to operate the site and provide our services, we would like to collect further data in order to improve the user experience on our site and to display content that meets your needs. Your consent - which you can of course revoke at any time - is required for this. Which procedures these are and how they work are defined in the corresponding sections of this declaration.

§ 4 SSL or TLS encryption

For security reasons and to protect the transmission of confidential content, such as orders or enquiries that you send to us as the site operator, this site uses SSL or TLS encryption. You can recognize an encrypted connection by the fact that the address line of the browser changes from "http://" to "https://" and by the lock symbol in your browser line.
If SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

§ 5 Other website functions and offers

(1) In addition to providing you with information, our website offers various services. To use these services, you will, generally, have to enter additional personal data as required for us to provide the respective services. This data is also subject to the aforementioned data processing principles.

(2) We sometimes use third-party service providers to process your data. We carefully select such providers, they are bound to our instructions, and they are monitored on a regular basis.

(3) We may also transfer your personal data to third parties if promotional activities, prize competitions, contract conclusions, or other services are offered jointly with our partners. You will receive detailed information upon entering your personal data or in the description of the respective offers below.

(4) If our service providers or partners are headquartered outside the EEA (European Economic Area), you will be informed of the consequences in the description of the respective offers.

§ 6 Objection to or revocation of consent to the processing of your data

(1) You are free to withdraw your consent to the processing of your personal data at any time. Such revocation will impact the reliability of the processing of your personal data once it has been issued to us.

(2) To the extent that the processing of your personal data is based on the balancing of interests, you may object to the processing. This is the case if the processing is not required to execute a contract we may have with you. Please refer to the descriptions of the respective functions below for details. Should you object to the processing of your personal data, please indicate the reasons why you do not wish for your personal data to be processed as commonly practiced by us. In the event of your justified objections, we will examine the situation and will either discontinue/adapt the processing of your personal data or explain our compelling and justified reasons why we will continue to process your personal data.

(3) As a matter of course, you may object to the processing of your personal data for advertising and data analysis purposes at any time. To object to the processing of your personal data for advertising purposes, please contact us at:

HARKE Germany Services GmbH & Co. KG
- HARKE GROUP -
Xantener Straße 1
45479 Mülheim an der Ruhr
datenschutz@harke.com

§ 7 Use of our webshop

(1) If you wish to place an order in our webshop, it is necessary for the conclusion of the contract that you provide your personal data, which we require for the processing of your order. Mandatory data required for the processing of contracts are marked separately, other data are voluntary. We process the data you provide to process your order. For this purpose, we may pass on your payment data to our house bank. The legal basis for this is Art. 6 Sec. 1 no. 1 lit. b GDPR.

We may also process the data you provide to inform you about other interesting products from our portfolio or to send you e-mails with technical information.

(2) We are obliged by commercial and tax law to store your address, payment and order data for a period of ten years.

(3) To prevent unauthorized access by third parties to your personal data, in particular financial data, the ordering process is encrypted using TLS technology.

§ 8 Newsletter

(1) You may opt to subscribe to our newsletter, via which we will inform you about our current offers. The goods and services promoted are listed in the declaration of consent.

(2) We use the double opt-in procedure for subscription to our newsletter. This means that, after registration, we will send an e-mail to your e-mail address, asking you to confirm that you have actually subscribed to our newsletter. Should you not confirm your subscription within 48 hours, your information will be blocked and automatically deleted after one month. In addition, we will store your IP addresses and the times of registration and confirmation. Via this process, we will be able to substantiate your registration and, if necessary, investigate any misuse of your personal data.

(3) The only mandatory field for newsletter subscription is your e-mail address. Any additional information is provided on a voluntary basis and will be used to personalize our communication. Once you have confirmed your subscription, we will store your e-mail address for newsletter distribution purposes. The legal basis for this transaction is Art. 6 Clause 1 p. 1 lit. a GDPR.

(4) You may revoke your consent to receive our newsletter and unsubscribe from our newsletter at any time. You can send an e-mail to the contact information indicated in our disclaimer to unsubscribe from our newsletter.

§ 9 Embedded YouTube videos

(1) We have embedded YouTube videos on our website. They are stored at http://www.YouTube.com and can be accessed via our website. They are included in the "extended privacy mode", i.e., no user data will be transferred to YouTube unless you play the videos. If you play the videos, the data listed in Clause 2 will be transferred. We have no control of this transfer of data.

(2) Your visit to the website will trigger the notification to YouTube that you have opened the corresponding subsite to our website. Only the data listed in § 3 of this Statement will be transferred, irrespective of whether YouTube provides a user account via which you log in, or whether no user account exists. If you are logged in on Google, your data will immediately be allocated to your account. If you do not want your data to be allocated to your YouTube profile, please log off before activating the button. YouTube will save your personal data as user profiles and use it for advertising or market research purposes and/or the user friendly design of its website. Such data use is, in particular, intended (even for users that are not currently logged in) for the selection of tailored advertising and to inform other social network users about your activities on our website. You may object to such user profiles being created. Please file your objection with YouTube.

(3) Please refer to the YouTube privacy statement for details concerning the purpose and scope of data collection as well as data processing. You will also find further information concerning your rights and setting configurations to protect your privacy: https://www.google.de/intl/de/policies/privacy and https://policies.google.com/technologies/types?hl=de. Google also processes your personal data in the USA The legal basis for carrying out a data transfer is your express consent in accordance with Art. 49 I 1 a) GDPR.

§ 10 OpenStreetMap

(1) On this website we use OpenStreetMap. Through the embedded open source map geographic-material, you can use the interactive map material directly on our homepage.

(2) To use OpenStreetMap it is necessary that the information after § 3 of this statement are transferred to the OpenStreetMap Foundation St John's Innovation Centre, Cowley Road, Cambridge CB4 0WS, United Kingdom.

(3) We use OpenStreetMap to provide a better service at our homepage so that named places can be found easily. The legal basis is here Art. 6 Sec. 1 f) GDPR. Please see http://wiki.openstreetmap.org/wiki/Legal_FAQ, to check how OpenStreetMap stores your data.

§ 11 Social media plugins

We currently use the following social media plugins: Facebook/Instagram, LinkedIn, X (formerly Twitter).

(1) **Facebook**
Type and scope of processing
We have integrated components from Facebook Plugin into our website. Facebook Plugin is a service provided by Meta Platforms Ireland Limited and enables us to aggregate content from the social media platform and display it on our website.

When you access this content, you establish a connection to servers of Meta Platforms Ireland Limited, 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland, whereby your IP address and, if applicable, browser data such as your user agent are transmitted. This data is processed exclusively for the above-mentioned purposes and to maintain the security and functionality of Facebook Plugin.

If a user is registered with Meta Platforms Ireland Limited, Facebook Plugin can assign the viewed content to the profile.

Purpose and legal basis
The use of Facebook Plugin is based on your consent in accordance with Art. 6 para. 1 lit. a. GDPR and § 25 para. 1 TDDDG.
We intend to transfer personal data to third countries outside the European Economic Area, in particular the USA. Data transfer to the USA is carried out in accordance with Art. 45 (1) GDPR on the basis of the adequacy decision of the European Commission. The US companies involved and/or their US subcontractors are certified under the EU-US Data Privacy Framework (EU-US DPF).

In cases where no adequacy decision has been made by the European Commission (including US companies that are not certified under the EU-US DPF), we have agreed on other suitable safeguards with the recipients of the data in accordance with Art. 44 ff. GDPR. Unless otherwise specified, these are standard contractual clauses of the EU Commission in accordance with Implementing Decision (EU) 2021/914 of 4 June 2021. You can view a copy of these standard contractual clauses at https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX:32021D0914&from=DE .

In addition, we will obtain your consent in accordance with Art. 49 (1) sentence 1 lit. a GDPR prior to any such transfer to a third country, which you can give via the Consent Manager (or other forms, registrations, etc.). We would like to point out that third-country transfers may involve unknown risks (e.g. data processing by security authorities in the third country, the exact scope of which and the consequences for you are unknown to us, over which we have no influence and of which you may not be aware).

Storage
We have no influence on the specific storage period of the processed data; this is determined by Meta Platforms Ireland Limited. Further information can be found in the privacy policy for the Facebook plugin: https://www.facebook.com/policy.php.

(2) **Instagram**

Type and scope of processing
We have integrated components of the Instagram plugin on our website. The Instagram plugin is a service provided by Meta Platforms Ireland Limited and allows us to aggregate content from the social media platform and display it on our website.
When you access this content, you establish a connection to the servers of Meta Platforms Ireland Limited, 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland, whereby your IP address and, if applicable, browser data such as your user agent are transmitted. This data is processed exclusively for the above-mentioned purposes and to maintain the security and functionality of the Instagram plugin.
If a user is registered with Meta Platforms Ireland Limited, Instagram Plugin can assign the viewed content to the profile.

Purpose and legal basis
The use of Instagram Plugin is based on your consent in accordance with Art. 6 para. 1 lit. a. GDPR and § 25 para. 1 TDDDG.

Storage
The specific storage period for the processed data cannot be influenced by us, but is determined by Meta Platforms Ireland Limited. Further information can be found in the privacy policy for Instagram Plugin: https://help.instagram.com/519522125107875 .

(3) **LinkedIn**

LinkedIn is a social network operated by LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland, which enables the creation of private and professional profiles of natural persons and company profiles. Users can maintain their existing contacts and make new ones within the social network. Companies and other organizations can create profiles on which photos and other company information can be uploaded in order to present themselves as employers and recruit employees. Other LinkedIn users have access to this information and can write their own articles and share this content with others. The focus of the network is on professional exchange on specialist topics with people who have the same professional interests.
When you use or visit the network, LinkedIn automatically collects data from users or visitors during their use or visit, such as their user's name, job title and IP address. This is done using various tracking technologies. LinkedIn provides information, offers and recommendations based on the data collected in this way, among other things.
We collect your data via our company profile solely for the purpose of enabling communication and interaction with us. This collection generally includes your name, message content, comment content and the profile information you have made 'public'.

The processing of your personal data for the purposes mentioned above is based on our legitimate business and communication interests in offering an information and communication channel in accordance with Art. 6 para. 1 f GDPR. If you as a user have given your consent to data processing to the respective social network provider, the legal basis for processing is Art. 6 para. 1 a, Art. 7 GDPR.

Due to the fact that the actual data processing is carried out by the social network provider, our access to your data is limited. Only the social network provider is authorized to access your data in full. For this reason, only the provider can take and implement appropriate measures to fulfil your user rights (request for information, deletion request, objection, etc.). The most effective way to assert your rights is therefore directly against the respective provider.
We are jointly responsible with LinkedIn for the personal content of our company profile. Data subject rights can be asserted against LinkedIn Inc. and against us.

We do not make any decisions regarding the data collected on the LinkedIn website using tracking technologies.
Further information about LinkedIn can be found at: https://about.linkedin.com.
Further information on data protection at LinkedIn can be found at: https://www.linkedin.com/legal/privacy-policy.
Further information on the storage period/deletion and guidelines on the use of cookies and similar technologies in the context of registration and use of LinkedIn can be found at: https://de.linkedin.com/legal/cookie-policy?trk=homepage-basic_footer-cookie-policy .

(4) **X** (formerly Twitter)

Type and scope of processing
We have integrated components from X Plugin on our website. X Plugin is a service provided by Twitter International Unlimited Company and allows us to aggregate content from the social media platform and display it on our website. When you access this content, you establish a connection to servers of Twitter International Unlimited Company, One Cumberland Place, Fenian Street, Dublin 2, D02 AX07, Ireland, whereby your IP address and, if applicable, browser data such as your user agent are transmitted. This data is processed exclusively for the above-mentioned purposes and to maintain the security and functionality of X Plugin.
If a user is registered with Twitter International Unlimited Company, X Plugin can assign the viewed content to the profile.

Purpose and legal basis
The use of X Plugin is based on your consent in accordance with Art. 6 para. 1 lit. a. GDPR and § 25 para. 1 TDDDG.

Storage
The specific storage period for the processed data cannot be influenced by us, but is determined by Twitter International Unlimited Company. Further information can be found in the privacy policy for X Plugin: https://twitter.com/de/privacy.

§ 12 Google Fonts

(1) Type and scope of processing
We use Google Fonts from Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland, as a service to provide fonts for our online offering. To obtain these fonts, you connect to servers of Google Ireland Limited, whereby your IP address is transmitted.

(2) Purpose and legal basis
The use of Google Fonts is based on your consent pursuant to Art. 6 para. 1 lit. a. DSGVO and § 25 para. 1 TTDSG.
We intend to transfer personal data to third countries outside the European Economic Area, in particular the USA. In cases where no adequacy decision of the European Commission exists (e.g. in the USA), we have agreed with the recipients of the data on other suitable guarantees within the meaning of Art. 44 ff. DSGVO. These are - unless otherwise stated - standard contractual clauses of the EU Commission pursuant to Implementing Decision (EU) 2021/914 of 4 June 2021. You can view a copy of these standard contractual clauses at https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX:32021D0914&from=DE .
In addition, prior to such a third country transfer, we obtain your consent pursuant to Art. 49 para. 1 sentence 1 lit. a. DSGVO, which you give via the consent in the Consent Manager (or other forms, registrations, etc.). We would like to point out that in the case of third country transfers, there may be unknown risks in detail (e.g. data processing by security authorities of the third country, the exact scope of which and its consequences for you we do not know, over which we have no influence and of which you may not become aware).

(3) Storage period
The concrete storage period of the processed data cannot be influenced by us, but is determined by Google Ireland Limited. Further information can be found in the privacy policy for Google Fonts: https://policies.google.com/privacy .

§ 13 Data protection information for applicants

We process the data you send us in connection with your application to assess your suitability for the position (or other open positions in our company, if applicable) and to carry out the application process.

The legal basis for the processing of your personal data in this application process is primarily Section 26 of the German Federal Data Protection Act (BDSG) in the version applicable from 25 May 2018. According to this, the processing of data that is necessary in connection with the decision on the establishment of an employment relationship is permissible.

For online applications, we work with the applicant tool **Personio** from Personio SE & Co. KG, Seidlstraße 3, 80335 Munich, Germany. There you can register and share your application documents with us for the position that is relevant to you. The terms of use of Personio SE & Co. KG apply. Personio SE & Co. KG collects and processes your personal data on its own responsibility for the purpose of providing your user account for the applicant portal. In this regard, we refer you to the privacy policy Personio SE & Co. KG https://harke.jobs.personio.de/privacy-policy?language=en .

We will have online access to your applicant data if you grant us separate permission to do so as part of your application. The legal basis for this is Section 26 of the German Federal Data Protection Act (BDSG) in the version applicable from 25 May 2018 and Article 88(1) of the GDPR.

If the data is required for legal purposes after the application process has been completed, data processing may take place on the basis of the requirements of Art. 6 GDPR, in particular for the exercise of legitimate interests pursuant to Art. 6 para. 1 lit. f) GDPR. Our interest then lies in the assertion or defence of claims.

Data from applicants will be deleted after 6 months in the event of rejection. If you have consented to the further storage of your personal data, we will transfer your data to our applicant pool. The data will be deleted after two years.

If you are offered a position during the application process, the data will be transferred from the applicant data system to our personnel information system.
Your application data will be reviewed by the Human Resources department upon receipt of your application. Suitable applications will then be forwarded internally to the department managers responsible for the respective vacant position. The further procedure will then be coordinated. Within the company, only those persons who need your data for the proper execution of our application process have access to it.

The data will be processed exclusively in data centers in the Federal Republic of Germany.
With regard to your data, you are of course also entitled to the rights specified in § 2 and § 6.