

# Privacy Policy

## 1. An overview of data protection

### General information

The following information will provide you with an easy to navigate overview of what will happen with your personal data when you visit this website. The term “personal data” comprises all data that can be used to personally identify you. For detailed information about the subject matter of data protection, please consult our Data Protection Declaration, which we have included beneath this copy.

### Data recording on this website

#### Who is the responsible party for the recording of data on this website (i.e. the “controller”)?

The data on this website is processed by the operator of the website, whose contact information is available under section “Information Required by Law” on this website.

#### How do we record your data?

We collect your data as a result of your sharing of your data with us. This may, for instance be information you enter into our contact form.

Other data shall be recorded by our IT systems automatically or after you consent to its recording during your website visit. This data comprises primarily technical information (e.g. web browser, operating system or time the site was accessed). This information is recorded automatically when you access this website.

#### What are the purposes we use your data for?

A portion of the information is generated to guarantee the error free provision of the website. Other data may be used to analyze your user patterns.

#### What rights do you have as far as your information is concerned?

You have the right to receive information about the source, recipients and purposes of your archived personal data at any time without having to pay a fee for such disclosures. You also have the right to demand that your data are rectified or eradicated. If you have consented to data processing, you have the option to revoke this consent at any time, which shall affect all future data processing. Moreover, you have the right to demand that the processing of your data be restricted under certain circumstances. Furthermore, you have the right to log a complaint with the competent supervising agency.

Please do not hesitate to contact us at any time under the address disclosed in section “Information Required by Law” on this website if you have questions about this or any other data protection related issues.

### **Analysis tools and tools provided by third parties**

There is a possibility that your browsing patterns will be statistically analyzed when you visit this website. Such analyses are performed primarily with what we refer to as analysis programs.

For detailed information about these analysis programs please consult our Data Protection Declaration below.

## **2. Hosting**

### **External Hosting**

This website is hosted by an external service provider (host). Personal data collected on this website are stored on the servers of the host. These may include, but are not limited to, IP addresses, contact requests, metadata and communications, contract information, contact information, names, web page access, and other data generated through a web site.

The host is used for the purpose of fulfilling the contract with our potential and existing customers (Art. 6 para. 1 lit. b GDPR) and in the interest of secure, fast and efficient provision of our online services by a professional provider (Art. 6 para. 1 lit. f GDPR).

Our host will only process your data to the extent necessary to fulfil its performance obligations and to follow our instructions with respect to such data.

We are using the following host:

1&1 IONOS SE, Eigendorfer Straße 57, D-56410 Montabaur, [datenschutz@ionos.de](mailto:datenschutz@ionos.de)

### **Execution of a contract data processing agreement**

In order to guarantee processing in compliance with data protection regulations, we have concluded an order processing contract with our host.

## **3. General information and mandatory information**

### **Data protection**

The operators of this website and its pages take the protection of your personal data very seriously. Hence, we handle your personal data as confidential information and in compliance with the statutory data protection regulations and this Data Protection Declaration.

Whenever you use this website, a variety of personal information will be collected. Personal data comprises data that can be used to personally identify you. This Data Protection Declaration explains which data we collect as well as the purposes we use this data for. It also explains how, and for which purpose the information is collected.

We herewith advise you that the transmission of data via the Internet (i.e. through e-mail communications) may be prone to security gaps. It is not possible to completely protect data against third-party access.

### **Information about the responsible party (referred to as the “controller” in the GDPR)**

The data processing controller on this website is:

RWK & Kuhlmann Küchen GmbH  
Unterer Hellweg 2/4  
32584 Löhne

Phone: 05732-9816-0  
E-mail: [info@kuhlmannkueche.de](mailto:info@kuhlmannkueche.de)

The controller is the natural person or legal entity that single-handedly or jointly with others makes decisions as to the purposes of and resources for the processing of personal data (e.g. names, e-mail addresses, etc.).

### **Storage duration**

Unless a more specific storage period has been specified in this privacy policy, your personal data will remain with us until the purpose for which it was collected no longer applies. If you assert a justified request for deletion or revoke your consent to data processing, your data will be deleted, unless we have other legally permissible reasons for storing your personal data (e.g. tax or commercial law retention periods); in the latter case, the deletion will take place after these reasons cease to apply.

### **Designation of a data protection officer as mandated by law**

We have appointed a data protection officer for our company.

Ernst Wilhelm Büscher  
RWK & Kuhlmann Küchen GmbH  
Unterer Hellweg 2/4  
32584 Löhne

Phone: 05732-9816-245

E-mail: datenschutz@kuhlmannkueche.de

## **Information on data transfer to the USA**

Our website uses, in particular, tools from companies based in the USA. When these tools are active, your personal information may be transferred to the US servers of these companies. We must point out that the USA is not a safe third country within the meaning of EU data protection law. US companies are required to release personal data to security authorities without you as the data subject being able to take legal action against this. The possibility cannot therefore be excluded that US authorities (e.g. secret services) may process, evaluate and permanently store your data on US servers for monitoring purposes. We have no influence over these processing activities.

## **Revocation of your consent to the processing of data**

A wide range of data processing transactions are possible only subject to your express consent. You can also revoke at any time any consent you have already given us. This shall be without prejudice to the lawfulness of any data collection that occurred prior to your revocation.

## **Right to object to the collection of data in special cases; right to object to direct advertising (Art. 21 GDPR)**

IN THE EVENT THAT DATA ARE PROCESSED ON THE BASIS OF ART. 6 SECT. 1 LIT. E OR F GDPR, YOU HAVE THE RIGHT TO AT ANY TIME OBJECT TO THE PROCESSING OF YOUR PERSONAL DATA BASED ON GROUNDS ARISING FROM YOUR UNIQUE SITUATION. THIS ALSO APPLIES TO ANY PROFILING BASED ON THESE PROVISIONS. TO DETERMINE THE LEGAL BASIS, ON WHICH ANY PROCESSING OF DATA IS BASED, PLEASE CONSULT THIS DATA PROTECTION DECLARATION. IF YOU LOG AN OBJECTION, WE WILL NO LONGER PROCESS YOUR AFFECTED PERSONAL DATA, UNLESS WE ARE IN A POSITION TO PRESENT COMPELLING PROTECTION WORTHY GROUNDS FOR THE PROCESSING OF YOUR DATA, THAT OUTWEIGH YOUR INTERESTS, RIGHTS AND FREEDOMS OR IF THE PURPOSE OF THE PROCESSING IS THE CLAIMING, EXERCISING OR DEFENCE OF LEGAL ENTITLEMENTS (OBJECTION PURSUANT TO ART. 21 SECT. 1 GDPR).

IF YOUR PERSONAL DATA IS BEING PROCESSED IN ORDER TO ENGAGE IN DIRECT ADVERTISING, YOU HAVE THE RIGHT TO AT ANY TIME OBJECT TO THE PROCESSING OF YOUR AFFECTED PERSONAL DATA FOR THE PURPOSES OF SUCH ADVERTISING. THIS ALSO APPLIES TO PROFILING TO THE EXTENT THAT IT IS AFFILIATED WITH SUCH DIRECT ADVERTISING. IF YOU OBJECT, YOUR PERSONAL DATA WILL SUBSEQUENTLY NO LONGER BE USED FOR DIRECT ADVERTISING PURPOSES (OBJECTION PURSUANT TO ART. 21 SECT. 2 GDPR).

## **Right to log a complaint with the competent supervisory agency**

In the event of violations of the GDPR, data subjects are entitled to log a complaint with a supervisory agency, in particular in the member state where they usually maintain their domicile, place of work or at the place where the alleged violation occurred. The right to log a

complaint is in effect regardless of any other administrative or court proceedings available as legal recourses.

### **Right to data portability**

You have the right to demand that we hand over any data we automatically process on the basis of your consent or in order to fulfil a contract be handed over to you or a third party in a commonly used, machine readable format. If you should demand the direct transfer of the data to another controller, this will be done only if it is technically feasible.

### **SSL and/or TLS encryption**

For security reasons and to protect the transmission of confidential content, such as purchase orders or inquiries you submit to us as the website operator, this website uses either an SSL or a TLS encryption program. You can recognize an encrypted connection by checking whether the address line of the browser switches from “http://” to “https://” and also by the appearance of the lock icon in the browser line.

If the SSL or TLS encryption is activated, data you transmit to us cannot be read by third parties.

### **Information about, rectification and eradication of data**

Within the scope of the applicable statutory provisions, you have the right to at any time demand information about your archived personal data, their source and recipients as well as the purpose of the processing of your data. You may also have a right to have your data rectified or eradicated. If you have questions about this subject matter or any other questions about personal data, please do not hesitate to contact us at any time at the address provided in section “Information Required by Law.”

### **Right to demand processing restrictions**

You have the right to demand the imposition of restrictions as far as the processing of your personal data is concerned. To do so, you may contact us at any time at the address provided in section “Information Required by Law.” The right to demand restriction of processing applies in the following cases:

- In the event that you should dispute the correctness of your data archived by us, we will usually need some time to verify this claim. During the time that this investigation is ongoing, you have the right to demand that we restrict the processing of your personal data.
- If the processing of your personal data was/is conducted in an unlawful manner, you have the option to demand the restriction of the processing of your data in lieu of demanding the eradication of this data.
- If we do not need your personal data any longer and you need it to exercise, defend or claim legal entitlements, you have the right to demand the restriction of the processing of your personal data instead of its eradication.

- If you have raised an objection pursuant to Art. 21 Sect. 1 GDPR, your rights and our rights will have to be weighed against each other. As long as it has not been determined whose interests prevail, you have the right to demand a restriction of the processing of your personal data.

If you have restricted the processing of your personal data, these data – with the exception of their archiving – may be processed only subject to your consent or to claim, exercise or defend legal entitlements or to protect the rights of other natural persons or legal entities or for important public interest reasons cited by the European Union or a member state of the EU.

### **Rejection of unsolicited e-mails**

We herewith object to the use of contact information published in conjunction with the mandatory information to be provided in our Site Notice to send us promotional and information material that we have not expressly requested. The operators of this website and its pages reserve the express right to take legal action in the event of the unsolicited sending of promotional information, for instance via SPAM messages.

## **4. Recording of data on this website**

### **Cookies**

Our websites and pages use what the industry refers to as “cookies.” Cookies are small text files that do not cause any damage to your device. They are either stored temporarily for the duration of a session (session cookies) or they are permanently archived on your device (permanent cookies). Session cookies are automatically deleted once you terminate your visit. Permanent cookies remain archived on your device until you actively delete them or they are automatically eradicated by your web browser.

In some cases, it is possible that third-party cookies are stored on your device once you enter our site (third-party cookies). These cookies enable you or us to take advantage of certain services offered by the third party (e.g. cookies for the processing of payment services).

Cookies have a variety of functions. Many cookies are technically essential since certain website functions would not work in the absence of the cookies (e.g. the shopping cart function or the display of videos). The purpose of other cookies may be the analysis of user patterns or the display of promotional messages.

Cookies, which are required for the performance of electronic communication transactions (required cookies) or for the provision of certain functions you want to use (functional cookies, e.g. for the shopping cart function) or those that are necessary for the optimization of the website (e.g. cookies that provide measurable insights into the web audience), shall be stored on the basis of Art. 6 Sect. 1 lit. f GDPR, unless a different legal basis is cited. The operator of the website has a legitimate interest in the storage of cookies to ensure the technically error

free and optimized provision of the operator's services. If your consent to the storage of the cookies has been requested, the respective cookies are stored exclusively on the basis of the consent obtained (Art. 6 Sect. 1 lit. a GDPR); this consent may be revoked at any time.

You have the option to set up your browser in such a manner that you will be notified any time cookies are placed and to permit the acceptance of cookies only in specific cases. You may also exclude the acceptance of cookies in certain cases or in general or activate the delete function for the automatic eradication of cookies when the browser closes. If cookies are deactivated, the functions of this website may be limited.

In the event that third-party cookies are used or if cookies are used for analytical purposes, we will separately notify you in conjunction with this Data Protection Policy and, if applicable, ask for your consent.

### **Cookie Consent with Borlabs Cookie**

Our website uses the Borlabs cookie consent technology to obtain your consent to the storage of certain cookies in your browser and for their data privacy protection compliant documentation. The provider of this technology is Borlabs - Benjamin A. Bornschein, Georg-Wilhelm-Str. 17, 21107 Hamburg, Germany (hereinafter referred to as Borlabs).

Whenever you visit our website, a Borlabs cookie will be stored in your browser, which archives any declarations or revocations of consent you have entered. These data are not shared with the provider of the Borlabs technology.

The recorded data shall remain archived until you ask us to eradicate them, delete the Borlabs cookie on your own or the purpose of storing the data no longer exists. This shall be without prejudice to any retention obligations mandated by law. To review the details of Borlabs' data processing policies, please visit <https://de.borlabs.io/kb/welche-daten-speichert-borlabs-cookie/>

We use the Borlabs cookie consent technology to obtain the declarations of consent mandated by law for the use of cookies. The legal basis for the use of such cookies is Art. 6 Sect. 1 Sentence 1 lit. c GDPR.

### **Server log files**

The provider of this website and its pages automatically collects and stores information in so-called server log files, which your browser communicates to us automatically. The information comprises:

- The type and version of browser used
- The used operating system
- Referrer URL
- The hostname of the accessing computer
- The time of the server inquiry
- The IP address

This data is not merged with other data sources.

This data is recorded on the basis of Art. 6 Sect. 1 lit. f GDPR. The operator of the website has a legitimate interest in the technically error free depiction and the optimization of the operator's website. In order to achieve this, server log files must be recorded.

### **Contact form**

If you submit inquiries to us via our contact form, the information provided in the contact form as well as any contact information provided therein will be stored by us in order to handle your inquiry and in the event that we have further questions. We will not share this information without your consent.

The processing of these data is based on Art. 6 para. 1 lit. b GDPR, if your request is related to the execution of a contract or if it is necessary to carry out pre-contractual measures. In all other cases the processing is based on our legitimate interest in the effective processing of the requests addressed to us (Art. 6 Para. 1 lit. f GDPR) or on your agreement (Art. 6 Para. 1 lit. a GDPR) if this has been requested.

The information you have entered into the contact form shall remain with us until you ask us to eradicate the data, revoke your consent to the archiving of data or if the purpose for which the information is being archived no longer exists (e.g. after we have concluded our response to your inquiry). This shall be without prejudice to any mandatory legal provisions – in particular retention periods.

### **Request by e-mail, telephone or fax**

If you contact us by e-mail, telephone or fax, your request, including all resulting personal data (name, request) will be stored and processed by us for the purpose of processing your request. We do not pass these data on without your consent.

These data are processed on the basis of Art. 6 Sect. 1 lit. b GDPR if your inquiry is related to the fulfillment of a contract or is required for the performance of pre-contractual measures. In all other cases, the data are processed on the basis of our legitimate interest in the effective handling of inquiries submitted to us (Art. 6 Sect. 1 lit. f GDPR) or on the basis of your consent (Art. 6 Sect. 1 lit. a GDPR) if it has been obtained.

The data sent by you to us via contact requests remain with us until you request us to delete, revoke your consent to the storage or the purpose for the data storage lapses (e.g. after completion of your request). Mandatory statutory provisions - in particular statutory retention periods - remain unaffected.

### **Communication via WhatsApp**

For communication with our customers and other third parties, one of the services we use is the instant messaging service WhatsApp. The provider is WhatsApp Ireland Limited, 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland.

The communication is encrypted end-to-end (peer-to-peer), which prevents WhatsApp or other third parties from gaining access to the communication content. However, WhatsApp does gain access to metadata created during the communication process (for example, sender, recipient, and time). We would also like to point out that WhatsApp has stated that it shares personal data of its users with its U.S.-based parent company Facebook. Further details on data processing can be found in the WhatsApp privacy policy at: <https://www.whatsapp.com/legal/#privacy-policy>.

The use of WhatsApp is based on our legitimate interest in communicating as quickly and effectively as possible with customers, interested parties and other business and contractual partners (Art. 6(1)(f) GDPR). If a corresponding consent has been requested, data processing is carried out exclusively on the basis of the consent; this consent may be revoked at any time with effect for the future.

The communication content exchanged between and on WhatsApp remains with us until you request us to delete it, revoke your consent to storage or the purpose for which the data is stored ceases to apply (e.g. after your request has been processed). Mandatory legal provisions - in particular retention periods - remain unaffected.

We use WhatsApp in the “WhatsApp Business” variant.

Data transmission to the US is based on the Standard Contractual Clauses (SCC) of the European Commission. Details can be found here: <https://www.whatsapp.com/legal/business-data-processing-terms?lang=en>.

We have set up our WhatsApp accounts in such a way that there is no automatic synchronization of data with the address book on the smartphones in use.

We have concluded a contract for order processing with WhatsApp.

## **5. Analysis tools and advertising**

### **Google Analytics**

This website uses functions of the web analysis service Google Analytics. The provider of this service is Google Ireland Limited (“Google”), Gordon House, Barrow Street, Dublin 4, Ireland.

Google Analytics enables the website operator to analyze the behavior patterns of website visitors. To that end, the website operator receives a variety of user data, such as pages accessed, time spent on the page, the utilized operating system and the user’s origin. Google may consolidate these data in a profile that is allocated to the respective user or the user’s device.

Google Analytics uses technologies that make the recognition of the user for the purpose of analyzing the user behavior patterns (e.g. cookies or device fingerprinting). The website use

information recorded by Google is, as a rule transferred to a Google server in the United States, where it is stored.

This analysis tool is used on the basis of Art. 6 Sect. 1 lit. f GDPR. The operator of this website has a legitimate interest in the analysis of user patterns to optimize both, the services offered online and the operator's advertising activities. If a corresponding agreement has been requested (e.g. an agreement to the storage of cookies), the processing takes place exclusively on the basis of Art. 6 para. 1 lit. a GDPR; the agreement can be revoked at any time.

Data transmission to the US is based on the Standard Contractual Clauses (SCC) of the European Commission. Details can be found here:

<https://privacy.google.com/businesses/controllerterms/mccs/>.

### **IP anonymization**

On this website, we have activated the IP anonymization function. As a result, your IP address will be abbreviated by Google within the member states of the European Union or in other states that have ratified the Convention on the European Economic Area prior to its transmission to the United States. The full IP address will be transmitted to one of Google's servers in the United States and abbreviated there only in exceptional cases. On behalf of the operator of this website, Google shall use this information to analyze your use of this website to generate reports on website activities and to render other services to the operator of this website that are related to the use of the website and the Internet. The IP address transmitted in conjunction with Google Analytics from your browser shall not be merged with other data in Google's possession.

### **Browser plug-in**

You can prevent the recording and processing of your data by Google by downloading and installing the browser plugin available under the following link:

<https://tools.google.com/dlpage/gaoptout?hl=en>.

For more information about the handling of user data by Google Analytics, please consult Google's Data Privacy Declaration at:

<https://support.google.com/analytics/answer/6004245?hl=en>.

### **Contract data processing**

We have executed a contract data processing agreement with Google and are implementing the stringent provisions of the German data protection agencies to the fullest when using Google Analytics.

### **Archiving period**

Data on the user or incident level stored by Google linked to cookies, user IDs or advertising IDs (e.g. DoubleClick cookies, Android advertising ID) will be anonymized or deleted after 14

month. For details please click the following link:  
<https://support.google.com/analytics/answer/7667196?hl=en>

## 6. Newsletter

### Newsletter data

If you would like to subscribe to the newsletter offered on this website, we will need from you an e-mail address as well as information that allow us to verify that you are the owner of the e-mail address provided and consent to the receipt of the newsletter. No further data shall be collected or shall be collected only on a voluntary basis. We shall use such data only for the sending of the requested information and shall not share such data with any third parties.

The processing of the information entered into the newsletter subscription form shall occur exclusively on the basis of your consent (Art. 6 Sect. 1 lit. a GDPR). You may revoke the consent you have given to the archiving of data, the e-mail address and the use of this information for the sending of the newsletter at any time, for instance by clicking on the “Unsubscribe” link in the newsletter. This shall be without prejudice to the lawfulness of any data processing transactions that have taken place to date.

The data deposited with us for the purpose of subscribing to the newsletter will be stored by us until you unsubscribe from the newsletter or the newsletter service provider and deleted from the newsletter distribution list after you unsubscribe from the newsletter. Data stored for other purposes with us remain unaffected.

After you unsubscribe from the newsletter distribution list, your e-mail address may be stored by us or the newsletter service provider in a blacklist to prevent future mailings. The data from the blacklist is used only for this purpose and not merged with other data. This serves both your interest and our interest in complying with the legal requirements when sending newsletters (legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR). The storage in the blacklist is indefinite. **You may object to the storage if your interests outweigh our legitimate interest.**

## 7. Plug-ins and Tools

### YouTube with expanded data protection integration

Our website embeds videos of the website YouTube. The website operator is Google Ireland Limited (“Google”), Gordon House, Barrow Street, Dublin 4, Ireland.

We use YouTube in the expanded data protection mode. According to YouTube, this mode ensures that YouTube does not store any information about visitors to this website before they watch the video. Nevertheless, this does not necessarily mean that the sharing of data with

YouTube partners can be ruled out as a result of the expanded data protection mode. For instance, regardless of whether you are watching a video, YouTube will always establish a connection with the Google DoubleClick network.

As soon as you start to play a YouTube video on this website, a connection to YouTube's servers will be established. As a result, the YouTube server will be notified, which of our pages you have visited. If you are logged into your YouTube account while you visit our site, you enable YouTube to directly allocate your browsing patterns to your personal profile. You have the option to prevent this by logging out of your YouTube account.

Furthermore, after you have started to play a video, YouTube will be able to place various cookies on your device or comparable technologies for recognition (e.g. device fingerprinting). In this way YouTube will be able to obtain information about this website's visitors. Among other things, this information will be used to generate video statistics with the aim of improving the user friendliness of the site and to prevent attempts to commit fraud.

Under certain circumstances, additional data processing transactions may be triggered after you have started to play a YouTube video, which are beyond our control.

The use of YouTube is based on our interest in presenting our online content in an appealing manner. Pursuant to Art. 6 Sect. 1 lit. f GDPR, this is a legitimate interest. If a corresponding agreement has been requested, the processing takes place exclusively on the basis of Art. 6 para. 1 lit. a GDPR; the agreement can be revoked at any time.

For more information on how YouTube handles user data, please consult the YouTube Data Privacy Policy under: <https://policies.google.com/privacy?hl=en>.

### **Google Web Fonts (local embedding)**

This website uses so-called Web Fonts provided by Google to ensure the uniform use of fonts on this site. These Google fonts are locally installed so that a connection to Google's servers will not be established in conjunction with this application.

For more information on Google Web Fonts, please follow this link: <https://developers.google.com/fonts/faq> and consult Google's Data Privacy Declaration under: <https://policies.google.com/privacy?hl=en>.

### **Google Maps**

This website uses the mapping service Google Maps. The provider is Google Ireland Limited ("Google"), Gordon House, Barrow Street, Dublin 4, Ireland.

To enable the use of the Google Maps features, your IP address must be stored. As a rule, this information is transferred to one of Google's servers in the United States, where it is archived. The operator of this website has no control over the data transfer.

We use Google Maps to present our online content in an appealing manner and to make the locations disclosed on our website easy to find. This constitutes a legitimate interest as defined in Art. 6 Sect. 1 lit. f GDPR. If a respective declaration of consent has been obtained, the data shall be processed exclusively on the basis of Art. 6 Sect. 1 lit. a GDPR. This declaration of consent may be revoked at any time.

For more information on the handling of user data, please review Google's Data Privacy Declaration under: <https://policies.google.com/privacy?hl=en>.

## **Our social media appearances**

### **Data processing through social networks**

We maintain publicly available profiles in social networks. The individual social networks we use can be found below.

Social networks such as Facebook, Google+ etc. can generally analyze your user behavior comprehensively if you visit their website or a website with integrated social media content (e.g. like buttons or banner ads). When you visit our social media pages, numerous data protection-relevant processing operations are triggered. In detail:

If you are logged in to your social media account and visit our social media page, the operator of the social media portal can assign this visit to your user account. Under certain circumstances, your personal data may also be recorded if you are not logged in or do not have an account with the respective social media portal. In this case, this data is collected, for example, via cookies stored on your device or by recording your IP address.

Using the data collected in this way, the operators of the social media portals can create user profiles in which their preferences and interests are stored. This way you can see interest-based advertising inside and outside of your social media presence. If you have an account with the social network, interest-based advertising can be displayed on any device you are logged in to or have logged in to.

Please also note that we cannot retrace all processing operations on the social media portals. Depending on the provider, additional processing operations may therefore be carried out by the operators of the social media portals. Details can be found in the terms of use and privacy policy of the respective social media portals.

### **Legal basis**

Our social media appearances should ensure the widest possible presence on the Internet. This is a legitimate interest within the meaning of Art. 6 (1) lit. f GDPR. The analysis processes initiated by the social networks may be based on divergent legal bases to be specified by the operators of the social networks (e.g. consent within the meaning of Art. 6 (1) (a) GDPR).

## **Responsibility and assertion of rights**

If you visit one of our social media sites (e.g., Facebook), we, together with the operator of the social media platform, are responsible for the data processing operations triggered during this visit. You can in principle protect your rights (information, correction, deletion, limitation of processing, data portability and complaint) vis-à-vis us as well as vis-à-vis the operator of the respective social media portal (e.g. Facebook).

Please note that despite the shared responsibility with the social media portal operators, we do not have full influence on the data processing operations of the social media portals. Our options are determined by the company policy of the respective provider.

## **Storage time**

The data collected directly from us via the social media presence will be deleted from our systems as soon as the purpose for their storage lapses, you ask us to delete it, you revoke your consent to the storage or the purpose for the data storage lapses. Stored cookies remain on your device until you delete them. Mandatory statutory provisions - in particular, retention periods - remain unaffected.

We have no control over the storage duration of your data that are stored by the social network operators for their own purposes. For details, please contact the social network operators directly (e.g. in their privacy policy, see below).

## **Individual social networks**

### **Facebook**

We have a profile on Facebook. The provider of this service is Facebook Ireland Limited, 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland. According to Facebook's statement the collected data will also be transferred to the USA and to other third-party countries.

**You can customize your advertising settings independently in your user account. Click on the following link and log in: <https://www.facebook.com/settings?tab=ads>.**

Details can be found in the Facebook privacy policy:  
<https://www.facebook.com/about/privacy/>.

### **Instagram**

We have a profile on Instagram. The provider is Instagram Inc., 1601 Willow Road, Menlo Park, CA, 94025, USA. For details on how they handle your personal information, see the Instagram Privacy Policy: <https://help.instagram.com/519522125107875>.

### **YouTube**

We have a profile on YouTube. The provider is Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. Details on how they handle your personal data can be found in the YouTube privacy policy: <https://policies.google.com/privacy?hl=en>.

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## 2. Data protection information for business partners

This data protection information for business partners provides you with all the information you need about the use of your personal data at RWK & Kuhlmann Küchen GmbH.

According to article 4, item 1 of the GDPR, your personal data includes all information that identifies or could identify you, in particular by means of an identifier such as a name, organisation or customer number linked to your person.

We have made this data protection information available for business partners ("Information") as the responsible authority for data processing, in order to inform our suppliers, customers and business partners (collectively referred to as "business partners"), as well as any employees that are connected to RWK & Kuhlmann Küchen GmbH, of how we process data.

### **Scope:**

This Information applies if you are an independent business partner of RWK & Kuhlmann Küchen GmbH (e.g. a trade partner, consultant, supplier) or are an employee of one of our business partners acting in a role associated with a partnership with RWK & Kuhlmann Küchen GmbH.

### **Categories of personal data and data sources:**

RWK & Kuhlmann Küchen GmbH processes the following types of personal data relating to your company and third parties (e.g. public authorities or resources):

- Personal data relating to independent business partners: Name, professional contact information, services or products offered, contract information, communication content (such as emails or business letters), payment information, invoicing details and business relationship history
- Personal data relating to employees of our business partners: Name, professional contact information, name of employee, title/position and communication content (such as emails or business letters)

### **Data processing purposes, legal basis and consequences:**

Your personal data is used for the purposes of fulfilling the contractual relationship of the business partnership (including the fulfilment of contractual service obligations, invoice processing, communication, and regulatory compliance) for marketing and customer relationship management (CRM) activities and fraud prevention processes.

RWK & Kuhlmann Küchen GmbH processes data on the following legal basis:

- Fulfilment of the contractual relationship with the business partner (article 6, item b of the GDPR);

- Legitimate interest of RWK & Kuhlmann Küchen GmbH or third parties (e.g. governmental agencies or courts) (article 6, item f of the GDPR). Legitimate interest may include, in particular, exchange of information, marketing and CRM activities, fraud prevention, IT abuse, money laundering, whistle-blower operations, physical security, IT and network security, internal information or potential mergers and acquisitions
- Consent (article 6 item of GDPR);
- Fulfilment of legal requirements (article 6 item c of the GDPR);

The provision of personal data is required for the conclusion and or/execution of the business partner agreement and is provided voluntarily. However, if you do not provide this data, this may delay, disrupt, or render impossible business partner management and administrative processes.

### **Recipient categories:**

RWK & Kuhlmann Küchen GmbH may use service providers who offer IT and other administrative support (e.g. service providers who provide accounting support, IT hosting or maintenance support) who act as data processors.

These service providers may have access to your personal data, if and insofar as this is required for the provision of these services.

RWK & Kuhlmann Küchen GmbH may also use your personal data to process information for operational management purposes, as well as for the management and analysis of customer relationships and interactions, and any related IT support.

By implementing the relevant data transmission agreements and taking other measures to protect data, we have assured that RWK & Kuhlmann Küchen GmbH provides an appropriate level of data protection.

Only persons who require your personal data in order to carry out their professional activities will be granted access.

RWK & Kuhlmann Küchen GmbH may share your personal data if this is required by government agencies, courts, external authorities or similar third parties.

### **Data retention period:**

Personal data is stored for as long as it is required by RWK & Kuhlmann Küchen GmbH and our service providers in order to fulfil our obligations. The data will be stored for as long as required for the the purposes it was collected in accordance with the applicable data protection law.

Once RWK & Kuhlmann Küchen GmbH no longer requires the data in order to meet contractual or statutory obligations, the data is removed from our system and records and/or measures will be taken to ensure that your personal data is duly anonymised so that you can no longer be identified with the data, unless RWK & Kuhlmann Küchen GmbH is under statutory or supervisory obligation to retain this data.

Some examples of these obligations include statutory retention periods under commercial and tax laws, which are usually between 6 and 10 years, or obligations to provide evidence under the statute of limitations, which usually applies for a period of three years, but in certain cases may apply for up to 30 years.

## **Your rights:**

If you have provided your consent for certain processing activities to be carried out, you may revoke this consent at any time with future effect. This revocation will not affect any prior data processing.

In accordance with applicable data protection laws, you have the right:

- to access your personal data;
- to amend or correct your personal data
- to request the deletion of your personal data;
- to require restrictions on the processing of your personal data;
- to request the transfer of your personal data;
- to revoke your consent for your personal data to be processed.

Please note that all of the above rights may be restricted by national law.

### **a) Right of access:**

You have the right to obtain our confirmation as to whether or not your personal data is processed by us and to request access to this data. You may request information, among other things, on the processing purposes, categories of personal data, categories of data subject and categories of data recipient. This, however, is not an unconditional right and the interests of other persons may restrict your rights.

You have the right to obtain a copy of any of your personal data that has been processed. For any further copies of the data you request, we have the right to charge a reasonable fee for any administrative costs incurred.

### **b) Right to rectification:**

You have the right to obtain from us the rectification of any inaccurate personal data concerning you. Depending on the processing purpose, you have the right to complete any incomplete personal data by means of an additional statement.

### **c) Right to erasure (right to be forgotten):**

Under certain circumstances, you have the right to the erasure of any personal data concerning you.

### **d) Right to restriction of processing:**

Under certain circumstances, you have the right to obtain from us the restriction of any personal data concerning you. Under these circumstances, the data in question will be marked and only processed for certain purposes.

### **e) Right to data portability:**

Under certain circumstances, you have the right to obtain any personal data concerning you in a structured, commonly used and machine-readable format. You also have the right to transmit this data to another company.

In order to exercise your rights, contact us at the address provided in the 'Queries' section. You also have the right to lodge a complaint with the competent supervisory authority.

#### **f) Right to object in accordance with article 21 of the GDPR**

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6 (1), including profiling based on those provisions.

As RWK & Kuhlmann Küchen GmbH primarily uses processes your personal data for the purposes of the contractual relationship with you, RWK & Kuhlmann Küchen GmbH has a legitimate interest in processing your data, which overrides any request you may make for restriction.

In order to exercise your rights, contact us at the address provided in the 'Queries' section.

RWK & Kuhlmann Küchen GmbH does not currently carry out any automated decision-making processes.

#### **Queries:**

Should you have any questions regarding this information or your rights, please contact us at:

RWK & Kuhlmann Küchen GmbH  
Unterer Hellweg 2/4  
32584 Löhne, Germany  
Telephone: +49 (0) 5732 9816-0  
Email: [info@kuhlmannkueche.de](mailto:info@kuhlmannkueche.de)

You can contact the data protection officer for RWK & Kuhlmann Küchen GmbH at:

Ernst-Wilhelm Büscher  
RWK & Kuhlmann Küchen GmbH  
Unterer Hellweg 2/4  
32584 Löhne, Germany  
[datenschutz@kuhlmannkueche.de](mailto:datenschutz@kuhlmannkueche.de)

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### **3. Data protection information for applicants**

This data protection information for applicants provides you with all the information you need about the use of your personal data at RWK & Kuhlmann Küchen GmbH.

According to article 4, item 1 of the GDPR your personal data includes all information that identifies or could identify you, in particular by means of an identifier such as a name, organisation or customer number linked to your person.

#### **Personal information and personal data:**

RWK & Kuhlmann Küchen GmbH collects and processes the following types of personal information and data (both in paper and in digital format) that you provided as part of your application (collectively referred to as "application data"):

- Contact data, such as your name, address, telephone number and email address;
- Information on your professional skills and experience, as well as previous employment history, language skills, performance assessments, evaluations and quotas;
- Photo (if voluntarily provided).

There are no provisions for the processing of specific types of personal data. However, should you provide us with certain data, such as information on your health, please be aware that this will be processed.

### **Data processing purposes, legal basis and consequences:**

Application data is collected and processed for recruitment purposes to identify the skills and suitability of candidates who have applied for a position (collectively referred to as "processing purposes").

RWK & Kuhlmann Küchen GmbH uses the following legal basis for data processing:

- Recruiting requirements (article 88 of the GDPR in conjunction with article 26 of the BDSG (neu) [German Federal Data Protection Act]);
- Legitimate interest of RWK & Kuhlmann Küchen GmbH or third parties who have a legitimate interest in the management of a particular application (article 6 (1) item f of the GDPR);
- Consent has been provided, in cases where the applicant has legally consented to the processing of data (article 6 (1) item a of the GDPR in conjunction with article 88 of the GDPR and article 26 (2) of the BDSG (neu));
- Fulfilment of legal obligations (article 6 (1) item c of the GDPR).

This data is provided voluntarily by the applicant. If the applicant does not provide this information, this could impede the recruitment process and RWK & Kuhlmann Küchen GmbH may not be able to process your application.

### **Recipient categories:**

RWK & Kuhlmann Küchen GmbH processes personal data within the HR department, as well as other relevant departments. RWK & Kuhlmann Küchen GmbH may transmit information to third parties for the following processing purposes:

- **Data processing companies:**

Certain third parties may receive your personal data for processing in accordance with appropriate instructions ("data processors"), provided that this is necessary for processing purposes. Data processing companies are contractually obliged to implement appropriate technical and organisational measures to protect and process personal data as contractually specified.

### **Data retention period:**

Application data is stored by RWK & Kuhlmann Küchen GmbH and our service providers to the extent that and for as long as this is required for the fulfilment of our obligations. The data is only stored for duration required for this purpose in accordance with the applicable data protection law.

If your application is unsuccessful, your data will be promptly deleted and your application returned to you in paper form, unless required for any other legal purpose or action.

If you are interested in any future vacancies, you will be included in our new pool of applicants. Your data will then be stored in our system until a decision is made. We will ask you for your consent in our rejection letter before adding you to our pool of applicants.

### **Automated decision-making:**

RWK & Kuhlmann Küchen GmbH does not implement any automated decision making processes related to your application.

Responsible authority for the processing of your personal data

The competent and responsible authority for the collection, processing and use of your personal data, unless otherwise otherwise contractually agreed, is RWK & Kuhlmann Küchen GmbH in Germany.

Application data may be stored and processed in digital and/or paper format. Our technical set-up ensures that only a small circle of authorised persons is granted access to your personal data and all other access or perusal of data is excluded as far as possible with the current state of technology.

### **Your rights:**

If you have provided your consent for certain processing activities to be carried out, you may revoke this consent at any time with future effect. This revocation will not affect any prior data processing. In accordance with applicable data protection laws, you have the right:

- to access your personal data;
- to amend or correct your personal data;
- to request the deletion of your personal data;
- to require restrictions on the processing of your personal data;
- to request the transfer of your personal data;
- to revoke your consent for your personal data to be processed. Please note that all of the above rights may be restricted by national law.

#### **a) Right to information:**

You have the right to obtain confirmation from us as to whether personal data relating to you is being processed. If this is the case, you have the right to information regarding this personal data.

This right to information includes, among other things, information on the purposes of processing, the categories of personal data concerned and the recipients or categories of recipients to whom the personal data has been disclosed or are being disclosed. This, however, is not an unconditional right and the interests of other individuals may limit your right to information.

You can the right to receive a copy of the personal data that is the subject of any processing. For any further copies you request, we have the right to charge you a reasonable fee for any administrative costs incurred.

**b) Right to rectification:**

You have the right to obtain from us the rectification of any inaccurate personal data concerning you. Depending on the processing purpose, you have the right to complete any incomplete personal data by means of an additional statement.

**c) Right to erasure (right to be forgotten):**

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**e) Right to data portability:**

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You also have the right to lodge a complaint with the competent supervisory authority.

**f) Right to object in accordance with article 21 of the GDPR**

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6 (1), including profiling based on those provisions.

As RWK & Kuhlmann Küchen GmbH primarily uses processes your personal data for the purposes of the contractual relationship with you, RWK & Kuhlmann Küchen GmbH has a legitimate interest in processing your data, which overrides any request you may make for restriction.

In order to exercise your rights, contact us at the address provided in the 'Queries' section.

**Queries:**

Should you have any questions regarding this information or your rights, please contact us at:

RWK & Kuhlmann Küchen GmbH  
Unterer Hellweg 2/4  
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Telephone: +49 (0) 5732 9816-0  
Email: [info@kuhlmannkueche.de](mailto:info@kuhlmannkueche.de)

You can contact the data protection officer for RWK & Kuhlmann Küchen GmbH at:

Ernst-Wilhelm Büscher  
RWK & Kuhlmann Küchen GmbH  
Unterer Hellweg 2/4  
32584 Löhne, Germany  
[datenschutz@kuhlmannkueche.de](mailto:datenschutz@kuhlmannkueche.de)