

## PRIVACY POLICY

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### PRIVACY POLICY OBJECTIVES

We take data protection very seriously. The objective is to protect and process the personal data of our customers and employees in accordance with the statutory provisions. We comply with the relevant laws, rules and regulations on data protection.

### RESPONSIBILITIES

The company's management is responsible for the company's privacy policy. Every employee is responsible for the compliance with data protection within their area of responsibility, and notifies the data protection officer of the introduction of new processes or procedures in which personal data are processed. The data protection officer monitors compliance with the statutory provisions and consults or raises awareness of staff and management. Upon request, they provide advice with regards to the data protection impact assessment and are the point of contact for the relevant supervisory authority.

### AVAILABILITY OF THE DATA PROTECTION OFFICER

The data protection officer can be contacted as follows:

Herr Joachim Kramer  
Kramer & Partner GbR  
Büro für Datenschutz und Datensicherheit  
Dipl.-Ing. (FH) Sylvia Kramer & Joachim Kramer  
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E-Mail: [info@datenschutz-kramer.de](mailto:info@datenschutz-kramer.de)

### DATA PROTECTION RISKS

Management and staff are aware that the processing of personal data poses a risk to the rights and legitimate interests of data subjects. Regular training to create a consciousness and raise awareness is carried out on a regular basis. Data protection impact assessments are conducted when processing sensitive data in order to minimize risks.

### EMPLOYEES' COMMITMENT TO DATA SECURITY

At the start of their employment, we ask all employees of our company to provide a written commitment on data security, and they in turn are provided with the corresponding guidelines at the same time.

### DIRECTORY OF A PROCESSING ACTIVITY

Our company keeps corresponding directories of a processing activity for processes where personal data are processed. This makes it possible to carry out a very good assessment of procedures, in particular on the risks to the rights and freedoms of data subjects, and thus also the privacy impact assessment.

### DOCUMENTATION OF DATA PRIVACY-RELEVANT PROCESSES

Descriptions in the form of process schedules, e.g. in the event of a breach in data protection, information requests from data subjects, involvement of the data protection officer etc. are provided in our data privacy concept. This documentation provides our employees with the tools to comply with the data privacy regulations within the company.

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