

## 1. DATA PROTECTION AT A GLANCE

### **General Information**

The following information provides a simple overview of what happens to your personal data when you visit this website. Personal data is any data that can be used to identify you personally. For detailed information about data protection, please refer to our data protection declaration listed below this text.

### **Data collection on this website**

#### *Who is responsible for data collection on this website?*

Data processing on this website is carried out by the website operator. You can find the operator's contact details in the legal notice of this website.

#### *How do we collect your data?*

On the one hand, your data is collected when you provide it to us. This may, for example, be data that you enter in a future contact form.

Other data is collected automatically or with your consent by our IT systems when you visit the website. This is primarily technical data (e.g. internet browser, operating system or time of page view). This data is collected automatically as soon as you enter this website.

#### *What do we use your data for?*

Some of the data is collected to ensure that the website is provided without errors. Other data may be used to analyze your user behavior.

#### *What rights do you have regarding your data?*

You have the right to receive information about the origin, recipient and purpose of your stored personal data free of charge at any time. You also have the right to request the correction or deletion of this data. If you have given your consent to data processing, you can revoke this consent at any time for the future. You also have the right to request the restriction of the processing of your personal data under certain circumstances. You also have the right to lodge a complaint with the competent supervisory authority.

You can contact us at any time at the address given in the legal notice if you have any further questions on the subject of data protection.

#### *SSL and TLS encryption*

This site uses SSL or TLS encryption for security reasons and to protect the transmission of confidential content, such as orders or inquiries that you send to us as the site operator. 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.

## **2. hosting and content delivery networks (CDN)**

### **External hosting**

This website is hosted by an external service provider (hoster). The personal data collected on this website is stored on the hoster's servers. This may include IP addresses, contact requests, meta and communication data, contract data, contact details, names, website accesses and other data generated via a website.

The hoster 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 a secure, fast and efficient provision of our online offer by a professional provider (Art. 6 para. 1 lit. f GDPR).

Our hoster will only process your data to the extent necessary to fulfill its performance obligations and follow our instructions with regard to this data.

### **Conclusion of a contract for order processing**

In order to ensure data protection-compliant processing, we have concluded an order processing contract with our hoster.

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

### **Data protection**

The operators of these pages take the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the statutory data protection regulations and this privacy policy.

When you use this website, various personal data is collected.

Personal data is data that can be used to identify you personally. This privacy policy explains what data we collect and what we use it for. It also explains how and for what purpose this is done.

We would like to point out that data transmission over the Internet (e.g. when communicating by email) may be subject to security vulnerabilities. Complete protection of data against access by third parties is not possible.

### **Note on the responsible body**

The controller responsible for data processing on this website is

Jurconsult GmbH  
Dreischeibenhaus  
40211 Düsseldorf  
Telephone: +49 211 88250379

E-mail: info(at)jurconsult.eu

The controller is the natural or legal person who alone or jointly with others determines the purposes and means of the processing of personal data (e.g. names, e-mail addresses, etc.).

#### **Data protection officer required by law**

We have appointed a data protection officer for our company.

Fabio Pastars  
DPN Datenschutz GmbH & Co. KG  
Helmholtzstraße 26  
41747 Viersen  
E-mail: datenschutz(at)jurconsult.eu

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

Among other things, tools from companies based in the USA are integrated on our website. If these tools are active, your personal data may be transferred to the US servers of the respective companies. We would like to point out that the USA is not a safe third country within the meaning of EU data protection law. US companies are obliged to disclose personal data to security authorities without you as the data subject being able to take legal action against this. It can therefore not be ruled out that US authorities (e.g. secret services) may process, evaluate and permanently store your data on US servers for surveillance purposes.

We have no influence on these processing activities.

#### **4. What rights do you have regarding the processing of your data?**

##### **Withdrawal of your consent to data processing**

Many data processing operations are only possible with your express consent. You can withdraw your consent at any time. The legality of the data processing carried out until the revocation remains unaffected by the revocation.

##### **Right to object to data collection in special cases and to direct advertising (Art. 21 GDPR)**

If data processing is carried out on the basis of Art. 6 para. 1 lit. e or f GDPR, you have the right to object to the processing of your personal data at any time for reasons arising from your particular situation; this also applies to profiling based on these provisions. The respective legal basis on which processing is based can be found in this privacy policy. If you object, we will no longer process your personal data concerned unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or the processing

serves the establishment, exercise or defense of legal claims (objection pursuant to Art. 21 (1) GDPR).

If your personal data are processed for direct marketing purposes, you have the right to object at any time to the processing of personal data concerning you for such marketing, which includes profiling to the extent that it is related to such direct marketing. If you object, your personal data will subsequently no longer be used for the purpose of direct marketing (objection pursuant to Art. 21 (2) GDPR).

### **Right to lodge a complaint with the competent supervisory authority**

In the event of violations of the GDPR, data subjects have the right to lodge a complaint with a supervisory authority, in particular in the Member State of their habitual residence, place of work or place of the alleged violation. The right to lodge a complaint is without prejudice to any other administrative or judicial remedy.

### **Right to data portability**

You have the right to have data that we process automatically on the basis of your consent or in fulfillment of a contract handed over to you or to a third party in a common, machine-readable format. If you request the direct transfer of the data to another controller, this will only take place if it is technically feasible.

### **Information, erasure and rectification**

Within the framework of the applicable legal provisions, you have the right to free information about your stored personal data, its origin and recipients and the purpose of the data processing and, if necessary, a right to correction or deletion of this data at any time. You can contact us at any time at the address given in the legal notice if you have further questions on the subject of personal data.

#### **Right to restriction of processing**

You have the right to request the restriction of the processing of your personal data. To do so, you can contact us at any time at the address given in the legal notice. The right to restriction of processing exists in the following cases:

If you dispute the accuracy of your personal data stored by us, we generally need time to verify this. For the duration of the review, you have the right to request that the processing of your personal data be restricted.

If the processing of your personal data was/is carried out unlawfully, you can request the restriction of data processing instead of erasure.

If we no longer need your personal data, but you need it for the exercise, defense or assertion of legal claims, you have the right to request the restriction of the processing of your personal data instead of its erasure.

If you have lodged an objection in accordance with Art. 21 para. 1 GDPR, a balance must be struck between your interests and ours. As long as it has not yet been determined whose interests prevail, you have the right to request the restriction of the processing of your personal data.

If you have restricted the processing of your personal data, this data - apart from its storage - may only be processed with your consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the European Union or of a Member State.

### **Objection to advertising emails**

We hereby object to the use of contact data published as part of our obligation to provide a legal notice for the purpose of sending unsolicited advertising and information material. The operators of this website expressly reserve the right to take legal action in the event of the unsolicited sending of advertising information, such as spam e-mails.

## **5. data collection on this website**

### **cookies**

Our Internet pages use so-called "cookies". Cookies are small text files and do not cause any damage to your end device. They are stored on your device either temporarily for the duration of a session (session cookies) or permanently (permanent cookies). Session cookies are automatically deleted at the end of your visit. Permanent cookies remain stored on your device until you delete them yourself or they are automatically deleted by your web browser.

In some cases, cookies from third-party companies may also be stored on your device when you visit our website (third-party cookies). These enable us or you to use certain services of the third-party company (e.g. cookies for processing payment services).

Cookies have various functions. Many cookies are technically necessary, as certain website functions would not work without them (e.g. the shopping cart function or the display of videos). Other cookies are used to evaluate user behavior or display advertising.

Cookies that are required to carry out the electronic communication process (necessary cookies) or to provide certain functions that you have requested (functional cookies, e.g. for the shopping cart function) or to optimize the website (e.g. cookies to measure the web audience) are stored on the basis of Art. 6 para. 1 lit. f GDPR, unless another legal basis is specified. The website operator has a legitimate interest in the storage of cookies for the technically error-free and optimized provision of its services. If consent to the storage of cookies has been requested, the cookies in question are stored exclusively on the basis of this consent (Art. 6 para. 1 lit. a GDPR); consent can be revoked at any time.

You can set your browser so that you are informed about the setting of cookies and only allow cookies in individual cases, exclude the acceptance of cookies for certain

cases or in general and activate the automatic deletion of cookies when closing the browser. If cookies are deactivated, the functionality of this website may be restricted.

If cookies are used by third-party companies or for analysis purposes, we will inform you about this separately in this privacy policy and, if necessary, request your consent.

### **Server log files**

The provider of the pages automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. These are

- Browser type and browser version
- Operating system used
- referrer URL
- Host name of the accessing computer
- Time of the server request
- IP address

This data is not merged with other data sources.

This data is collected on the basis of Art. 6 para. 1 lit. f GDPR. The website operator has a legitimate interest in the technically error-free presentation and optimization of its website - for this purpose, the server log files must be recorded.

Data processing is carried out on the basis of Art. 6 para. 1 lit. f GDPR. The website operator has a legitimate interest in the appealing acoustic design of its website.

### **Contact form**

If you send us inquiries via the contact form in the future, your details from the inquiry form, including the contact data you provide there, will be stored by us for the purpose of processing the inquiry and in the event of follow-up questions. We will not pass on this data without your consent.

This data is processed on the basis of Art. 6 para. 1 lit. b GDPR if your request is related to the fulfillment of a contract or is necessary for the implementation of pre-contractual measures. In all other cases, the processing is based on our legitimate interest in the effective processing of the inquiries addressed to us (Art. 6 para. 1 lit. f GDPR) or on your consent (Art. 6 para. 1 lit. a GDPR) if this has been requested.

We will retain the data you provide on the contact form until you request its deletion, revoke your consent for its storage, or the purpose for its storage no longer pertains (e.g. after fulfilling your request). Mandatory statutory provisions - in particular retention periods - remain unaffected.

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

If you contact us by e-mail, telephone or fax, we will store and process your request, including all personal data (name, request), for the purpose of processing your request. We will not pass on this data without your consent.

This data is processed on the basis of Art. 6 para. 1 lit. b GDPR if your request is related to the fulfillment of a contract or is necessary for the implementation of pre-contractual measures. In all other cases, the processing is based on our legitimate interest in the effective processing of the inquiries addressed to us (Art. 6 para. 1 lit. f GDPR) or on your consent (Art. 6 para. 1 lit. a GDPR) if this has been requested.

The data you send to us via contact requests will remain with us until you ask us to delete it, revoke your consent to storage or the purpose for data storage no longer applies (e.g. after your request has been processed). Mandatory statutory provisions - in particular statutory retention periods - remain unaffected.

### **Registration on this website**

You can register on this website in the future in order to use additional functions on the site. We will only use the data you enter for the purpose of using the respective offer or service for which you have registered. The mandatory information requested during registration must be provided in full. Otherwise we will reject the registration.

In the event of important changes, for example to the scope of the offer or technically necessary changes, we will use the e-mail address provided during registration to inform you in this way.

The data entered during registration is processed for the purpose of implementing the user relationship established by the registration and, if necessary, for the initiation of further contracts (Art. 6 para. 1 lit. b GDPR).

The data collected during registration will be stored by us for as long as you are registered on this website and will then be deleted. Statutory retention periods remain unaffected.

You can request the deletion of your own account by email. After verification of your identity and final deletion of the account and the associated data, the e-mail will also be deleted.

### **Contents / file attachments**

Please ensure that the file attachments submitted to us do not contain any viruses or other malware. Please also ensure that you do not send us any information that contains certain types of personal data, in particular information about ethnic origin, political, religious or philosophical beliefs, trade union membership, health and sexual orientation. We reserve the right to reject applications containing the aforementioned content.

Information that you submit to us must be truthful and must not infringe the rights of third parties, in particular copyright or trademark rights, intellectual property rights or ethical principles.

## **6. Analysis tools and advertising**

### **Google Analytics**

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

Google Analytics enables the website operator to analyze the behavior of website visitors. In doing so, the website operator receives various usage data, such as page views, length of visit, operating systems used and origin of the user. This data may be summarized by Google in a profile that is assigned to the respective user or their end device. Google Analytics uses technologies that enable the recognition of the user for the purpose of analyzing user behavior (e.g. cookies or device fingerprinting). The information collected by Google about the use of this website is generally transmitted to a Google server in the USA and stored there.

The use of this analysis tool is based on Art. 6 para. 1 lit. f GDPR. The website operator has a legitimate interest in the analysis of user behavior in order to optimize both its website and its advertising. If a corresponding consent has been requested (e.g. consent to the storage of cookies), the processing is carried out exclusively on the basis of Art. 6 para. 1 lit. a GDPR; the consent can be revoked at any time.

### **IP anonymization**

We have activated the IP anonymization function on this website. This means that your IP address will be shortened by Google within member states of the European Union or in other contracting states of the Agreement on the European Economic Area before being transmitted to the USA. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and shortened there. Google will use this information on behalf of the operator of this website for the purpose of evaluating your use of the website, compiling reports on website activity and providing other services relating to website activity and internet usage to the website operator. The IP address transmitted by your browser as part of Google Analytics will not be merged with other Google data.

### **Browser plugin**

You can prevent the collection and processing of your data by Google by downloading and installing the browser plugin available at the following link: [tools.google.com/dlpage/gaoptout](https://tools.google.com/dlpage/gaoptout).



You can find more information on how Google Analytics handles user data in Google's privacy policy:  
<https://support.google.com/analytics/answer/6004245?hl=de>.

### **Order processing**

We have concluded an order processing contract with Google and fully implement the strict requirements of the German data protection authorities when using Google Analytics.

### **Demographic characteristics with Google Analytics**

This website uses the "demographic characteristics" function of Google Analytics in order to be able to display suitable advertisements to website visitors within the Google advertising network. This allows reports to be generated that contain statements about the age, gender and interests of site visitors. This data comes from interest-based advertising from Google and from visitor data from third-party providers. This data cannot be assigned to a specific person. You can deactivate this function at any time via the ad settings in your Google account or generally prohibit the collection of your data by Google Analytics as described in the section "Objection to data collection".

### **Storage period**

Data stored by Google at user and event level that is linked to cookies, user IDs or advertising IDs (e.g. DoubleClick cookies, Android advertising ID) is anonymized or deleted after 14 months. For details, please see the following link:  
<https://support.google.com/analytics/answer/7667196?hl=de>

### **Google Ads**

The website operator uses Google Ads. Google Ads is an online advertising program of Google Ireland Limited ("Google"), Gordon House, Barrow Street, Dublin 4, Ireland.

Google Ads enables us to display advertisements in the Google search engine or on third-party websites when the user enters certain search terms into Google (keyword targeting). Furthermore, targeted advertisements can be displayed based on the user data available at Google (e.g. location data and interests) (target group targeting). As the website operator, we can evaluate this data quantitatively, for example by analyzing which search terms led to the display of our advertisements and how many advertisements led to corresponding clicks. The use of Google Ads is based on Art. 6 para. 1 lit. f GDPR. The website operator has a legitimate interest in marketing its service products as effectively as possible.

## **7. Social media and other online presences**

**Social media - LinkedIn, Xing,**

Wherever you see the logos of the aforementioned service providers, these are not plugins from the providers, but purely redirects to our public company pages. No personal data is collected or transmitted by us.

**Information on data processing with regard to online presences in social media**

We maintain online presences within social networks and platforms in order to communicate with the customers, interested parties and users active there and to inform them about our services. The processing of users' personal data is based on our legitimate interests in effectively informing users and communicating with users in accordance with Art. 6 para. 1 lit. f. GDPR. If users are asked by the respective providers to consent to data processing (i.e. to give their consent, e.g. by ticking a checkbox or confirming a button), the legal basis for processing is Art. 6 para. 1 lit. a., Art. 7 GDPR.

In accordance with the ECJ ruling of June 5, 2018, we must provide you with comprehensive information about the data processing that takes place via and through social media. As we unfortunately do not currently have sufficient information available, we would like to refer you to the data processing policy and the opt-out options of the respective social network. Requests for information and the assertion of data subject rights can only be made to the respective providers, as only they have access to user data.

LinkedIn (LinkedIn Ireland Unlimited Company Wilton Place, Dublin 2, Ireland)

Privacy policy: <http://www.linkedin.com/legal/privacy-policy>

Opt-out: <http://www.linkedin.com/psettings/guest-controls/retargeting-opt-out>

Xing (XING AG, Dammtorstraße 29-32, 20354 Hamburg, Germany)

Privacy policy/ Opt-Out: <https://privacy.xing.com/de/datenschutzerklaerung>

**8. own services**

**Handling of applicant data**

We offer you the opportunity to apply to us (e.g. by e-mail, post or in future via an online application form). In the following, we inform you about the scope, purpose and use of your personal data collected during the application process. We assure you that your data will be collected, processed and used in accordance with applicable data protection law and all other statutory provisions and that your data will be treated in strict confidence.

### **Scope and purpose of data collection**

If you send us an application, we process your associated personal data (e.g. contact and communication data, application documents, notes taken during interviews, etc.) insofar as this is necessary for the decision on the establishment of an employment relationship. The legal basis for this is § 26 BDSG-new under German law (initiation of an employment relationship), Art. 6 para. 1 lit. b GDPR (general contract initiation) and - if you have given your consent - Art. 6 para. 1 lit. a GDPR. Consent can be revoked at any time. Your personal data will only be passed on within our company to persons who are involved in processing your application. If the application is successful, the data submitted by you will be stored in our data processing systems on the basis of § 26 BDSG-new and Art. 6 para. 1 lit. b GDPR for the purpose of implementing the employment relationship.

### **Retention period of the data**

If we are unable to make you a job offer, you reject a job offer or withdraw your application, we reserve the right to retain the data you have submitted on the basis of our legitimate interests (Art. 6 para. 1 lit. f GDPR) for up to 6 months from the end of the application process (rejection or withdrawal of the application). The data will then be deleted and the physical application documents destroyed. The retention serves in particular as evidence in the event of a legal dispute. If it is apparent that the data will be required after the 6-month period has expired (e.g. due to an impending or pending legal dispute), the data will only be deleted when the purpose for further storage no longer applies.

Longer storage may also take place if you have given your consent (Art. 6 para. 1 lit. a GDPR) or if statutory retention obligations prevent deletion.

### **Inclusion in the applicant pool**

If we do not make you a job offer, it may be possible to include you in our applicant pool. If you are accepted, all documents and details from your application will be transferred to the applicant pool in order to contact you in the event of suitable vacancies.

Inclusion in the applicant pool takes place exclusively on the basis of your express consent (Art. 6 para. 1 lit. a GDPR). Giving consent is voluntary and is not related to the current application process.

The data subject can withdraw their consent at any time. In this case, the data will be irrevocably deleted from the applicant pool, provided there are no legal grounds for retention. The data from the applicant pool will be irrevocably deleted no later than two years after consent has been granted.

### **Regular information for our candidates**

We also use your data to provide regular support as a candidate, for example by informing you about events or other information. This processing is based on Article 6(1)(b) GDPR. For this purpose, we use email addresses - if provided to us - to send information by email. You can, of course, object to the use of your email address for this purpose at any time.

### **Recipients**

Only our employees who are responsible for the technical administration, maintenance and further development of the website have access to your personal data.

If you contact us, employees who are responsible for processing the respective process will also have access to your personal data.

In addition, we may employ external IT service companies to maintain our IT systems, which may gain access to your personal data as part of their work. The same applies to the hosting provider.

### **Transmission**

Within the scope of the aforementioned purposes, we transmit your data to the partner companies named on our website in order to approach suitable candidates. We may also transfer your personal data to other companies insofar as this is permissible or necessary within the scope of the purposes and legal bases described. In addition, personal data is processed on our behalf by external service providers, in particular in the area of information technology and data processing, on the basis of order processing contracts in accordance with Art. 28 GDPR. Under no circumstances will your data be transferred outside the EU.

### **How long will your personal data be stored?**

Your personal data will only be stored for as long as knowledge of the data is required for the purposes of the contractual relationship or the purposes for which it was collected, or as long as statutory or contractual retention requirements exist. Statutory retention periods result, among other things, from social and tax law regulations and last up to ten years for documents and receipts relevant to tax law. Your personal data will be deleted if you have revoked your consent to processing, for example by deleting your profile, or if the personal data is no longer required to fulfill the purpose for which it was processed.

Cookies are deleted at the end of the session or after one month.

Data that has been collected in connection with a contact will be deleted after the contact has been completed, provided there is no longer a purpose for storing it. The deletion of your personal data generated by Google Analytics and the social media plugins takes place as described in the respective data protection declarations of the operators.

**Status: 20.12.2023**

Jurconsult GmbH  
Dreischeibenhaus  
40211 Düsseldorf  
Telefon: +49 170 21 77 628  
E-Mail: [kontakt@jurconsult.eu](mailto:kontakt@jurconsult.eu)  
Web: [www.jurconsult.eu](http://www.jurconsult.eu)

Sitz: Königstein/Taunus  
Registergericht: AG Düsseldorf  
Handelsregister-Nr.: HRB 98048  
Umsatzsteuer-Idnr.: DE265800397  
Geschäftsführer: Tobias Rütten

Frankfurter Volksbank  
IBAN: DE93 5019 0000 6200 0165 20  
BIC: FFVBDEFF  
Deutsche Bank  
IBAN: DE61 5007 0024 0168 1154 00  
BIC: DEUTDE33HAN30