

# Privacy Statement

MANN+HUMMEL takes data protection seriously and in this data privacy statement we would like to explain to you which personal data of yours we process. In our opinion, protection of your privacy is a top priority, which is why we consider compliance with strict legal data protection regulations to be a matter of course. Data protection starts with transparency. We have therefore made it our objective to make sure you always know when we store which particular aspects of your personal data, how we use the data and also how you can restrict its use or even prevent the data from being used at all. Our data privacy policy is designed to comply with the applicable data protection legislation.

## I. Address of the responsible authority

### **MANN+HUMMEL FT Poland**

**Spółka z ograniczoną odpowiedzialnością Sp. k.**

ul. Wrocławska 145,  
63-800 GOSTYŃ, POLAND  
Tel. +48 65 572 89 00

## II. Address of the group data protection officer

Should you have any questions on data protection at MANN+HUMMEL, please contact our data protection officer:

[data.protection.mhpl@mann-hummel.com](mailto:data.protection.mhpl@mann-hummel.com)

### **MANN+HUMMEL FT Poland**

**Spółka z ograniczoną odpowiedzialnością Sp. k.**

ul. Wrocławska 145,  
63-800 GOSTYŃ, POLAND

## III. Legal basis for the processing

We only collect, process and use personal data if we are permitted to do so by law, or if you have given us your consent.

As far as we obtain consent for the processing from the data subject, article 6 paragraph 1 letter a) of the EU General Data Protection Regulation (GDPR) serves as the legal basis for the processing of the personal data.

In the processing of personal data which is required to fulfil a contract where one of the contract parties is the data subject, article 6 paragraph 1 letter b) of the GDPR serves as the legal basis. This also applies to all processing actions which are required for the execution of pre-contractual measures.

Insofar as a processing of the personal data is required for the fulfilment of a legal obligation which our company is subject to, article 6 paragraph 1 letter c) of the GDPR serves as legal basis. As a company we are subject to, for example, statutory retention periods according to the German tax code (AO) and the German Commercial Code (HGB).

In the case that the vital interests of the data subject or a different individual requires that the personal data be processed, article 6 paragraph 1 letter d) of the GDPR serves as the legal basis.

If the processing is necessary to safeguard a legitimate interest of our company or a third party and the interests, fundamental rights and freedoms of the data subject do not outweigh the first-mentioned interest, article 6 paragraph 1 letter c) of the GDPR serves as the legal basis.

#### **IV. Recipient of the data**

##### **Processing location**

The processing and use of your data is made preferably within the European Union / European Economic Area. (EU/EEA). A transfer to a country outside of the EU is usually not foreseen. Certain procedures, however, may require processing outside of the EU/EWR. As far as MANN+HUMMEL commissions service providers for the processing of personal data (within the EU/EWR or in a country outside of the EU), all the necessary measures are taken in order to ensure that the processing complies with the data protection regulations.

#### **V. Your rights**

##### **Rights of the data subject**

If your personal data are processed, you are the data subject in the sense of the GDPR. In accordance with article 12 ff. of the GDPR, you have the right to information from the person responsible about your data which is processed by MANN+HUMMEL, the right to correction of the data, the right to restrict the processing of the data, the right to delete the data, the right to receive disclosure of the data, the right to data portability, the right to raise an objection against the processing of the data, the right to revoke your consent concerning the data, and the right not to be subject to a decision based solely on automated processing.

In order to exercise your rights as the data subject, simply send an email to [rodo@mann-hummel-ft.com](mailto:rodo@mann-hummel-ft.com)

##### **The right to complain to the regulatory authority**

Irrespective of an other regulatory or judicial redress, you have the right to file a complaint with a regulatory authority, in particular in the member state where you are a resident, where your workplace is, or where the presumed infringement has taken place when you are of the opinion that the processing of your personal data violates the GDPR.

The regulatory authority to which the complaint is filed, advises the complainant about the status and the results of the complaint including the possibility of legal action acc. to article 78 of the GDPR.

You are free to select the regulatory authority (article 77 GDPR). For example, you can submit your complaint to the regulatory authority responsible for MANN+HUMMEL in the German federal state of Baden-Württemberg.

#### **VI. Right of modification**

We reserve the right to modify this privacy statement under observance of the legal regulations.

#### **VII. MANN+HUMMEL FT Poland websites:**

<http://filtron.eu>

<http://wixeuropa.com>

<http://mann-hummel-ft.pl>

<http://academy.filtron.eu/>

<http://institute.wixeuropa.com/>

<http://benefit.filtron.pl>

<http://partner.filtron.pl>

<http://russia.filtron.eu>

<http://belarus.filtron.eu>

<http://partnerby.filtron.eu>

<http://moldova.filtron.eu>

<http://moldova-ru.filtron.eu>

<http://partnermd.filtron.eu>

<http://wix.ua>

<http://akciya.wix.ua>

http://partner.wix.ua  
http://hero.wixeuropa.com

## **Usage data**

When you visit our corporate website, general information is stored in a protocol file. This is solely made for system-related purposes. The stored usage data are not stored together with other personal data. The following data record is made each time the website is accessed:

- Anonymized IP address
- Date and time of the access
- Name of the accessed file
- Message if access was successful (status code)
- Data volume transferred
- Website where the access was made
- Description of the type of browser used
- Operating system used

The above-described data is not passed on to a third party and no other analysis is made unless there is legal obligation to do so.

The corporate website uses the following cookies, tracking tools and scripts to analyze your visit<sup>1</sup>:

- Technically necessary cookies
- Cookies for the purpose of analysis
- Google Analytics
- Newsletter tracking

<sup>1</sup>Depending on their type, you can disable cookies, tracking tools and scripts at any time. More information on this is available in Chapter VIII.

So-called social bookmarks are integrated in our website. More information on this is available in Chapter IX.

## **Contact**

When you contact us, we store your data for the purpose of processing your enquiry and also in the event that further correspondence is to take place. The data are comprehensively deleted after your request has been fully processed. The exception is when the data are subject to a statutory retention period or other prescribed retention obligation.

## **Newsletter**

There is a possibility to subscribe to a free newsletter which you can use to inform yourself about product updates and offers. In this process your email address you have entered is transferred to us. Your personal data are processed in the registration process for the purpose of sending the newsletter.

After you register for the newsletter, you receive a confirmation mail to verify your person. We store your IP address and the date of the registration. The storage serves solely as evidence in case a third party abuses an email address and registers for the newsletter without the knowledge of the holder of the email address.

You can revoke your consent for us to store your data at any time. The withdrawal of your consent can be made via a link in the newsletter itself. After you have withdrawn your consent, your data will be deleted. After that you will no longer receive the newsletter.

In order to enable us to better understand how our newsletter is used, we evaluate your user behavior with the dispatch of the newsletter. This is done, however, exclusively using pseudonyms. More detailed information on newsletter tracking is available in Chapter IX. Cookies, tracking, plug-ins and scripts under b.) Newsletter tracking.

### **Applicant details (<http://mann-hummel-ft.pl>)**

We process your personal data as far as this is necessary for the execution of the application process. You can also make your application by electronic means. We will naturally only use your data for the purpose of processing your application and will not pass on the data to a third party. Please observe that emails sent unencrypted are not transmitted with protection to access.

The categories of data we process include the following:

- Applicant master data (first name, last name, address, position)
- Qualification data (cover letter, CV/resume, previous activities, professional qualification)
- References and certificates (performance data, evaluation data, etc.)
- Login data (email, password)

If you have applied for a certain position and this position is no longer available or we consider that you are even better suited to a different position, we would like to forward your application to a different department in the company. For this we must obtain your consent.

After the application process has been concluded, your personal data will be deleted unless you actively express the desire to us to store your data for any longer specified period or you have concluded a contract. The legal basis is article 6 par. 1 letters a), b) and f) GDPR and § 26 of the German Data protection Act (BDSG).

### **E- learning**

Persons who wish to receive a certificate which confirms the successful completion of the e-training module available at **academy.fitlron.eu** or **institute.wixeuropa.com** are asked to provide the following details:

- title, first name, surname,
- address,
- telephone number,
- email address.

The data you provide to us for the purposes of receiving the certificate will be collected, saved, and, where necessary, provided to any companies involved exclusively for this purpose. No other data collection, storage, amendment or transmission takes place.

## VIII. Cookies, tracking and scripts

### a. Cookies

#### Description and scope of the data processing

In order to make our website more attractive to visitors and to enable the use of certain functions, we use 'cookies' on various pages. These are small text files that are stored on your end device. Some of the cookies that we use are deleted after the browser session ends, i.e. after you exit your browser (known as session cookies). Other cookies remain on your end device and allow us to recognize your browser again on your next visit (known as persistent cookies). Cookies cannot be used either to access other files on your computer or to determine your email address.

Most browsers are set up so that they accept cookies automatically. If the standard settings for cookies are saved in your browser, then all the processes will run in the background without you noticing. However, you can change these settings. You can configure your browser so that you are informed about the storage of cookies and can make a decision about whether to accept them on a case-by-case basis, or so that the acceptance of cookies is excluded on a general basis or in particular circumstances.

However, some websites (including ours) cannot be used correctly without cookies because these files are needed for processes such as ordering.

#### Technically necessary cookies

We use cookies to make our website more user-friendly. A number of elements of our website require that the accessing browser can also be identified after the page changes.

The cookies store and transmit the following data:

1. Language settings
2. Login data

#### Cookies for the purpose of analysis

We also use cookies on our website which enable an analysis of the surfing behavior of the user.

In this way the following data can be transmitted:

1. Entered search terms
2. Frequency with which pages are accessed
3. Usage of website functions

The user data collected in this way is pseudonymized in a technical process. This means that a matching of the data to the user accessing the website is therefore no longer possible. The data are not stored together with other personal data of the user.

When users access our website an information banner informs them about the use of cookies for the purpose of analysis and reference is made to this privacy statement. In this context, information is also given that the storage of cookies can be disabled in the browser settings.

#### Legal basis for the data processing

The legal basis for the processing of personal data using cookies is article 6 par. 1 letter f) GDPR.

#### Purpose of the data processing

The purpose of the use of technically necessary cookies is to simplify the use of our website for users. A number of functions cannot be offered without the use of cookies. These require that also after the page changes it is again possible to recognize the browser.

We require cookies for the following applications:

1. Acceptance of language settings
2. Noting of search expressions

The user data collected by technically necessary cookies is not used to create user profiles.

The use of analysis cookies is made for the purpose of improving the quality of our website and its content. The analysis cookies provide us with information about how our website is used and this enables us to continually improve our offer.

At this point it is necessary to describe in more detail the exact purpose of the analysis cookies.

This purpose also constitutes the legitimate interest in the processing of the personal data according to article 6 par. 1 letter f) GDPR.

### **Duration of the storage and possibilities to revoke consent and remove the data**

Cookies are stored on the user's computer and transmitted to us from the computer. Therefore you as the user have full control over the use of cookies. You can deactivate or restrict the transmission of cookies by changing a setting of your internet browser. Cookies which have already been stored can be deleted at any time. This process can be automated. If cookies are deactivated for our website, it may be possible that not all of the functions on the website can be fully used.

## **b. Tracking**

### **Newsletter tracking**

In order to enable us to better understand how our newsletter is used, we evaluate your user behavior with the dispatch of the newsletter. The emails we send include so-called web beacons for this purpose which are also referred to as tracking pixels. These are pixel image files which link to our website and as a result enable us to analyze your user behavior. This is made possible through the use of web beacons which are assigned to your email address and linked to your own ID. These are also included in links integrated in the newsletter.

We use the data gained by this to create a user profile to enable us to better adapt the newsletter to your special interests. In this process we record when you read our newsletter, which links you click on in the newsletter and use this information to derive your personal interests. We link this data to your actions on our website.

You can object to the use of this tracking at any time by clicking on the special link which is included in each email. The information is stored for as long as you subscribe to the newsletter. After you cancel your subscription, we only store the data for statistical purposes in an anonymized form.

This form of tracking is also not possible if you have deactivated the viewing of images as standard in your email client. In this case the newsletter will not be fully displayed and some functions may not work. If you enable all of the images manually, the tracking described above will take effect.

## Google Analytics

This website uses Google Analytics, a web analysis service of Google Inc, (1600 Amphitheatre Parkway Mountain View, CA 94043, USA; "Google"). The use includes the "Universal Analytics" operating mode. This facilitates the assignment of data, sessions and interactions across several devices to a pseudonymous user ID and thus the analysis of a user's activities across devices.

Google Analytics uses "cookies" to help the website analyze how users interact with the site. The information generated by the cookie about your use of this website is usually transferred to a Google server in the USA and stored there. As the IP anonymization is activated on this website, Google will reduce your IP address within the member states of the European Union or in other states party to the agreement on the European Economic Area beforehand. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and shortened there. The IP address transmitted by your browser in the context of Google Analytics is not merged with other Google data. Google is commissioned by the operator of this website to analyze your use of the website in order to compile reports on the website activities and offer further services to the website operator which are linked to the website and use of the internet. This purpose also constitutes a legitimate interest for us with regard to the data processing. The legal basis for the use of Google Analytics is § 15 par. 3 of the German Telemedia Act (TMG) and art. 6 par. 1 letter f) of the GDPR. The data sent by us which is linked to cookies, login names (e.g. user ID) or advertising IDs are automatically deleted after 26 months. The deletion of data where the retention period has expired is made automatically once per month. For more information on terms of use and data protection, please visit <https://www.google.com/analytics/terms/de.html> or <https://policies.google.com/?hl=de>.

### Disable Google Analytics

Further information on the use of data for advertising purposes by Google and possibilities for settings and revoking your consent is available of the websites of Google:

- <https://www.google.com/intl/de/policies/privacy/partners/> ("use of data by Google when you visit the websites or apps of our partners ")
- <http://www.google.com/policies/technologies/ads> ("Use of data for advertising purposes ")
- <http://www.google.de/settings/ads> ("Manage information which Google uses to show advertising ")
- <http://www.google.com/ads/preferences/> ("Define which advertising Google shows you")."

Google Ad Services / Google AdWords Conversion / Google Dynamic Remarketing:

We work in the area of online marketing together with the company Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, US to recognize whether an internet user has become aware of our website by a Google ad. Google uses cookies which are stored on your computer which enable an analysis of the use of the website. Cookies are set for so-called conversion tracking when you click on an ad placed by Google. These cookies become invalid after 30 days and are not used for the purpose of personal identification. If you wish to deactivate the cookies used for conversion tracking, you can set your browser to block cookies from the domain googleadservices.com. In order to totally prevent the execution of JavaScript code by Google, you can install a JavaScript blocker (e.g. [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)). If you would like to know more about these methods or know which possibilities you have to prevent this information being used by Google, please click on the following link: <https://support.google.com/adwords/answer/1722022?hl=en>.

**Google:**

Our website loads JavaScript code from the company Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA (in the following: Google). If you have activated JavaScript in your browser and have not installed a JavaScript blocker, your browser will possibly send personal data to Google. In order to totally block the execution of JavaScript code from Google, you can install a JavaScript blocker (e.g. [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)).

**Google Video:**

Our website loads JavaScript code from the company Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA (in the following: Google Video). If you have activated JavaScript in your browser and have not installed a JavaScript blocker, your browser will possibly send personal data to Google Video. Further information on this is available in the data privacy statement of Google Video: <http://www.google.de/intl/de/policies/privacy/>. In order to totally block the execution of JavaScript code from Google Video, you can install a JavaScript blocker (e.g. [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)).

**Gstatic:**

Our website loads JavaScript code from the company Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA (in the following: Google). If you have activated JavaScript in your browser and have not installed a JavaScript blocker, your browser will possibly send personal data to Google. In order to totally block the execution of JavaScript code from Google, you can install a JavaScript blocker (e.g. [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)).

**YouTube:**

This online offer uses the video platform YouTube, which is provided by YouTube, LLC, 901 Cherry Ave. San Bruno, CA 94066, USA ("YouTube"). YouTube is a platform which allows the playback of audio and video files.

If you access a corresponding page of our offer, the embedded YouTube player will establish a connection to YouTube so that the video or audio file can be transmitted and played. In the process, data are also transmitted to YouTube as the responsible body. We are not responsible for the processing of this data by YouTube.

Further information concerning the extent and purpose of the collected data, on the further processing and utilization of your data by YouTube, on your rights and on your selectable data protection options can be found in the privacy policy of YouTube. Further information on this is available in the privacy statement from YouTube (<http://www.google.de/intl/de/policies/privacy/>). In order to totally prevent the execution of JavaScript code from YouTube, you can install a JavaScript blocker (e.g. [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)).