

The protection of your personal data is important to us!

1 Person in charge

The person responsible, within the meaning of the General Data Protection Regulation and other national data protection legislation of the Member States as well as any other data protection provisions, is based on which of the following companies your contract partner or contact person is affiliated with:

BOGE Anlagenbau GmbH & Co. KG
Otto-Boge-Straße 1-7
33739 Bielefeld, Germany

BOGE Compressed Air Systems GmbH & Co. KG
Otto-Boge-Straße 1-7
33739 Bielefeld, Germany

BOGE Druckluftsysteme GmbH & Co. KG
Otto-Boge-Straße 1-7
33739 Bielefeld, Germany

BOGE Komponenten GmbH & Co. KG
Zum Fliegerhorst 6
01558 Großenhain, Germany

BOGE KOMPRESSOREN Otto Boge GmbH & Co. KG
Otto-Boge-Straße 1-7
33739 Bielefeld, Germany

Boge & Co. Maschinenhandelsgesellschaft
GmbH & Co. KG
Otto-Boge-Straße 1-7
33739 Bielefeld, Germany

Central company contact information:

Telephone: +49 5206 601-0
Fax: +49 5206 601-200
Email: info@boge.de

2 Data protection officer

audatis Consulting GmbH
Thomas Otten
Lawyer
Email: datenschutz@boge.de

Regional authority responsible for data protection:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen (Data Protection and Freedom of Information Office for the state of North-Rhine Westphalia)

Kavalleriestr. 2-4
40213 Düsseldorf, Germany
Telephone: +49 211/38424-0

Postal address
Postbox 20 04 44
40102 Düsseldorf, Germany

3 General Information on Data Processing

1. Scope of personal data processing

We process the personal data of our Users only insofar as it is necessary for the provision of a functional website as well as for the provision of our content and services. The regular processing of our Users' personal data only takes place with the consent of the User. There is an exception in cases in which obtaining prior consent is not possible for actual reasons and the data processing is permitted by legal provisions.

“**Personal data**” is all information that refers to an identified or identifiable natural person (hereinafter the “**Person Affected or User**”); a natural person is deemed identifiable if they can be identified, directly or indirectly, especially through the allocation of an identifier such as a name, an identification number, location data, an online identifier or one or several characteristics which are an expression of the physical, physiological, genetic, psychological, economic, cultural or social identity of this natural person.

2. Legal basis for personal data processing

Insofar as we obtain the consent of the Person Affected for the processing of personal data, Art. 6 para. 1 lit. a of the General Data Protection Regulation (GDPR) serves as the legal basis.

For personal data processing that is required in order to fulfil a contract in which the Person Affected is a contracting party, Art. 6 para. 1 lit. b GDPR serves as the legal basis. This also applies for processing that is required for the execution of pre-contractual measures.

Insofar as personal data processing is required to fulfil a legal obligation to which the company is subject, Art. 6 para. 1 lit. c GDPR serves as the legal basis.

In the event that the vital interests of the Person Affected or of another natural person render the processing of personal data necessary, Art. 6 para. 1 lit. d GDPR serves as the legal basis.

If the processing is necessary for the protection of a legitimate interest of our company or of a third party and the first-mentioned interest does not outweigh the interests, basic rights and basic freedoms of the Person Affected, Art. 6 para. 1 lit. f GDPR serves as the legal basis for processing.

3. Deletion of data and storage period

The personal data of the Person Affected is deleted or blocked as soon as the purpose of the storage ceases to apply. Storage may also take place if this is provided for in European or national legislation through EU directives, laws or other regulations to which the person responsible is subject. The data is also deleted or blocked if a storage period stipulated in the standards mentioned expires unless it is necessary for the data to be stored for longer for the conclusion of a contract or the fulfilment of a contract.

4 Provision of the website and generation of server log files

Every time you visit our website, our system automatically collects data and information from the computer system of the data processor that called up the site. The following data is collected:

- (1) The User's IP address
- (2) Date and time of access
- (3) Address of the page visited
- (4) Information on the browser type and version used

The data is also stored in our system's log files. This data is not stored with other User personal data.

The temporary storage of the IP address by the system is necessary to facilitate the delivery of the website to the User's computer. For this purpose, the IP address of the User must remain stored for the duration of the session.

Storage in log files takes place in order to ensure the proper functioning of the website. Furthermore, the data serves to optimise the website and ensure the security of our IT systems. The data is not analysed for marketing purposes in connection with this.

In accordance with Art. 6 para. 1 lit. f GDPR, these purposes also form our legitimate interest.

The data is deleted as soon as it is no longer required to fulfil the purpose of its collection. Long-term storage is possible. In this case, the IP addresses of Users are deleted or distorted so that allocation of the client visiting the page is no longer possible.

The collection of data for the provision of the website and the storage of data in log files is absolutely necessary for the operation of the website. Therefore, the User does not have the possibility to object.

5 Cookies

Our website uses cookies. Cookies are text files that are stored in the Internet browser or by the Internet browser on the User's computer system. If the User visits a website, a cookie can be stored on the User's operating system. This cookie contains a characteristic string of symbols that facilitates the clear identification of the browser when the website is visited again.

We use cookies in order for our website to be more User-friendly. Some elements of our website require that the browser visiting the site can also be identified after leaving the page.

The following data is stored and transferred in the cookies:

- (1) Language settings
- (2) Items in a basket
- (3) Log-in information

The purpose of the use of technically necessary cookies is to simplify the use of the website for the User. Some of the functions of our website cannot be provided without the use of cookies. For these functions, it is necessary that the browser can also be recognised again after leaving the page.

We require cookies for the following applications:

- (1) Basket in the online shop
- (2) Adoption of language settings
- (3) Registration with myBOGE

The User data collected by the cookies that are technically necessary is not used to generate User profiles.

In accordance with Art. 6 para. 1 lit. f GDPR, these purposes also form our legitimate interest in the processing of personal data.

Cookies are stored on the User's computer and transferred from there to our website. Therefore, as a User, you also have full control over the use of cookies. You can also prevent or limit the installation of cookies using the corresponding settings in your Internet browser. You can also delete cookies that have already been stored at any time. The steps and measures required for this depends on the specific Internet browser you use. If you have any questions, please use the help function or documentation provided by your Internet browser or contact the manufacturer or support service.

If cookies are deactivated for our website, it is possible that not all of the functions of the website may be used in full.

When you close your Internet browser, these session cookies are deleted.

6 Web analysis by Matomo (formerly PIWIK)

We use the open source software tool Matomo (formerly PIWIK) to analyse our Users' surfing behaviour on our website. The software places a cookie on the User's computer (see above for cookies). When individual pages of our website are accessed, the following data is stored:

- The called up web page
- Duration of stay on the website
- Name of the provider, browser used, plugins/add-ons installed in the browser (e.g. Flash, PDF-Reader, Shockwave, Java, Silverlight or QuickTime)
- Name of the operating system and resolution
- Name of the requesting domain
- Date and time of access
- Used search engines
- Name of the downloaded files
- The bounce rate
- The IP address of the User's calling system (anonymized to two blocks, e.g. 192.168.x.x)

Here, the software runs solely on the servers of our website. The Users' personal data is only stored there. The data is not passed on to third parties.

The software is set so that the IP addresses are not completely stored, but 2 bytes of the IP address are masked (e.g.: 192.168.xxx.xxx). This way, it's no longer possible to assign the shortened IP address to the calling computer.

The processing of Users' personal data enables us to analyse our Users' surfing behaviour. By evaluating the obtained data, we are able to compile information about the use of our website's individual components. This helps us to continuously improve our website and its User-friendliness. For these purposes, processing the data in accordance with Section 6 par. 1 lit. f GDPR is also in our legitimate interest. By anonymising the IP address, the Users' interest in protecting their personal data is sufficiently taken into account. The data will be deleted as soon as it is no longer needed for our recording purposes.

Cookies are stored on the User's computer and transmitted to our site from there. Therefore, you as a User also have full control over the use of cookies. You can deactivate or restrict the transmission of cookies by changing the settings in your Internet browser. Cookies that have already been stored can be deleted at any time. This can also be done automatically. When cookies are deactivated for our website, it may no longer be possible to use all website functions fully.

We offer the Users of our website the possibility of an opt-out from the analysis procedure. For this, you must follow the corresponding link in the imprint, or you can use the option in the appearing popup window. This way, another cookie is placed on your system that signals to our system not to store the User's data. When the User deletes the corresponding cookie from his own system in the meantime, he will have to set the opt-out cookie again.

More information about the Matomo software's privacy settings can be found at the following link: <https://matomo.org/docs/privacy/>.

7 Google Maps

We use Google Maps on our website to display our location and to generate a description of the journey to this location. This is a service provided by Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA, hereinafter referred to only as "Google".

By way of the EU-US Privacy Shield certification,

<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>

Google guarantees that the EU data protection regulations are also observed when data is processed in the USA.

In order to display specific fonts on our website, a connection to the Google server in the USA is established when our website is called up.

If you use the Google Maps component integrated on our website, Google stores a cookie on your end device via your Internet browser. In order to display our location and generate a description of the journey,

your User settings and data are processed. We cannot exclude the possibility that Google uses servers in the USA.

The legal basis is Art. 6 para. 1 lit. f GDPR. Our legitimate interest lies in the optimisation of the functionality of our website.

Google can determine from which website your enquiry was sent and to which IP address the description of the journey is sent via the connection established in the manner described previously.

If you have not agreed to this processing, you have the option to prevent the installation of cookies using the corresponding settings in your Internet browser. Details on this subject can be found in the following under the point "Cookies".

Furthermore, the use of Google Maps as well as the information acquired using Google Maps takes place in accordance with [Google's Terms of Use https://policies.google.com/terms?gl=DE&hl=de](https://policies.google.com/terms?gl=DE&hl=de) and the [Google Maps General Terms and Conditions https://www.google.com/intl/de_de/help/terms_maps.html](https://www.google.com/intl/de_de/help/terms_maps.html).

Follow these links for more information

<https://adssettings.google.com/authenticated>,

<https://policies.google.com/privacy> on this topic provided by Google.

8 Google Fonts

On our website, we use Google Fonts to display external types of fonts. This is a service provided by Google.

In order to display specific fonts on our website, a connection to the Google server in the USA is established when our website is called up.

The legal basis is Art. 6 para. 1 lit. f GDPR. Our legitimate interest lies in the optimisation and the cost-effective operation of our website.

Google can determine from which website your enquiry was sent and to which IP address the display of fonts is to be transmitted via the connection established in the manner described previously.

Under

<https://adssettings.google.com/authenticated>

<https://policies.google.com/privacy>

Google provides more information on this topic and on the possibilities of preventing data usage.

9 Google Adwords

We use the advertising component Google AdWords and thereby so-called conversion tracking on our website. This is a service provided by Google.

We use conversion tracking for the targeted advertising of our products. The legal basis is Art. 6 para. 1 lit. f GDPR. Our legitimate interest lies in the analysis, optimisation and cost-effective operation of our website.

If you click on an advertisement that is operated by Google, a cookie is stored on your end device by the conversion tracking that we use. These so-called conversion cookies become invalid after 30 days and do not serve to identify you personally.

If the cookie is still valid and you are searching for a specific page of our website, we and Google can identify that you have clicked on one of our advertisements placed by Google and that you have subsequently been forwarded to our website.

Using the information collected in this manner, Google sends us statistics regarding your visit to our website. Furthermore, this is how we obtain information on the number of Users that have clicked on our advertisement(s) as well as the pages of our website that are visited subsequently. Neither we nor third parties that also use Google AdWords are able to identify you through this process.

If you have not agreed to this processing, you have the option to prevent the installation of cookies using the corresponding settings in your Internet browser. Details on this subject can be found in the following under the point "Cookies".

Google also provides more information under

<https://services.google.com/sitestats/de.html>

<http://www.google.com/policies/technologies/ads/>

<http://www.google.de/policies/privacy/>

on this topic, in particular regarding the possibilities of preventing data usage.

10 Online job applications / Publication of job advertisements

We offer you the opportunity to apply to our company via our website. In these digital applications, we collect and process your applicant and application data to carry out the application process.

The legal basis for this processing is Section 26 para. 1 sentence 1 of the German Federal Data Protection Act (BDSG) in conjunction with Art. 88 para. 1 GDPR.

If an employment contract is concluded after the application process, we shall store the data given by you in the application in your personnel file for the purposes of the conventional organisation and administration process - this of course takes place under consideration of further legal obligations.

The legal basis for this processing is also Section 26 para. 1 sentence 1 BDSG in conjunction with Art. 88 para. 1 GDPR.

If an application is rejected, we automatically delete the data transmitted to us six months after notification of the rejection. However, the data is not deleted if continued storage for up to four months or until the conclusion of a court procedure is required on the basis of legal provisions, for example, the burden of proof in accordance with the General Equal Treatment Act (AGG).

In this case, the legal basis is Art. 6 para. 1 lit. f GDPR and Section 24 para. 1 No. 2 BDSG. Our legitimate interest lies in legal defence or enforcement.

If you have expressly consented to your data being stored for longer, for example, to be included in an applicant or potential client database, the data shall be processed further on the basis of your consent. The legal basis is then Art. 6 para. 1 lit. a GDPR. However, you can of course revoke your consent at any time with effect for the future in accordance with Art. 7 para. 3 GDPR by informing us.

11 SSL encryption

For security reasons and to protect the transmission of confidential content, for example, the registration data that you send to us as the operator of the website, this website uses SSL encryption. You can recognise an encrypted connection by the address bar on your browser, which changes from "http://" to "https://", and the padlock symbol that appears in your browser bar. If SSL encryption is activated, the data that you transmit to us cannot be read by third parties.

12 Newsletter

If you register for our free newsletter, the data requested from you for this purpose, i.e. your email address and your name (optional), is transmitted to us. We require a valid email address for effective registration. To ensure legal registration and to verify that the registration has indeed been submitted by the owner of an email address, we use the "double opt-in" procedure. For this purpose, we log the newsletter order, the dispatch of a confirmation email and the entry of the answer thereby requested. No further data is collected. The data is exclusively used for the dispatch of the newsletter and is not transmitted to third parties.

The legal basis for this is Art. 6 para. 1 lit. a GDPR.

You may revoke your consent to receiving the newsletter at any time with effect for the future in accordance with Art. 7 para. 3 GDPR. You need only inform us of your revocation or click the unsubscribe link contained in each newsletter.

13 Registration

On our website, we offer Users the opportunity to register by entering their personal data. The data is entered into an input form, transmitted to us and then stored.

The following data is collected for the registration process:

- Surname, first name, company
- Address
- Email address
- Customer no. (if already available)

If you register with us, you can access content and services that we only offer to registered Users.

The data collected by us for this purpose is used exclusively for the provision of a customer account. The data is not transmitted to third parties.

The legal basis for the processing of data with the consent of the User is Art. 6 para. 1 lit. a GDPR.

If the registration serves to fulfil a contract to which the User is a contracting party, or to execute pre-contractual measures, the additional legal basis for the processing of the data is Art. 6 para. 1 lit. b GDPR.

Registered Users also have the opportunity to amend or delete the data disclosed during registration at any time on request. Furthermore, we shall of course send you information regarding the personal data we have stored in relation to you at any time. We shall amend or delete this at your request provided that no legal retention obligations oppose this. To contact us regarding this, please use the contact details listed in this Privacy Policy.

14 Order process

All of the data that you enter during the ordering process on the online shop is stored. This includes:

- Surname, first name
- Country
- Address
- Individual order no. (optional)
- Different delivery address (optional)
- Customer no.
- Email address

Any data that is absolutely necessary for delivery or to process the order is forwarded to third parties.

The legal basis for the processing of data is Art. 6 para. 1 lit. b GDPR as the processing is necessary for the fulfilment of a contract to which the User is a contracting party, or the execution of pre-contractual measures.

The data collected in this respect is deleted as soon as the processing is no longer necessary. We must, however, observe the retention periods in accordance with fiscal and commercial law.

15 Credit assessment

To protect you and ourselves from abusive behaviour and to protect against financial risks presented by insecure payment methods, your personal data (name, address, date of birth) is occasionally transmitted to us by Creditreform Bielefeld Riegel & Unger, Sunderweg 3 in 33649 Bielefeld, Coface, Isaac-Fulda-Allee 1 in 55124 Mainz or by Euler Hermes AG, Gasstr. 27 in 22761 Hamburg and processed by us within the framework of a credit assessment before a contract is concluded.

The legal basis for this is Art. 6 para. 1 lit. f GDPR and our legitimate interest is the protection against abusive behaviour and protection against financial risks, which is also in your interest.

As soon as the credit information collected is no longer required, it is deleted. In general, this is the case when the entire order transaction has been settled. We must, however, observe the retention periods in accordance with fiscal and commercial law.

16 Rights of the Person Affected

If your personal data is processed, you are the affected person within the meaning of the GDPR and you have the following rights in respect of the person responsible:

a) Right to information

You may request confirmation from the person responsible regarding whether personal data that relates to you is processed by us.

If such data is processed, you may request information from the responsible person on the following:

- (1) the purposes for which the personal data is processed;
- (2) the categories of personal data that is processed;
- (3) the recipients or categories of recipients to which the personal data that relates to you is disclosed or has been disclosed;
- (4) the planned storage period of the personal data relating to you or, if specific information on this is not possible, criteria for the definition of the storage period;
- (5) the existence of a right to amendment or deletion of the personal data relating to you, a right to the restriction of the processing of data by the person responsible or a right to objection against this processing;
- (6) the existence of a right to file a complaint with a regulatory authority;
- (7) all available information on the origin of the data if the personal data was not collected from the Person Affected;
- (8) the existence of automatic decision-making including profiling in accordance with Art. 22 para. 1 and 4 GDPR and - at least in these cases - significant information on the logic involved as well as the scope and the desired effects of such processing on the Person Affected.

You have the right to request information on whether the personal data relating to you is transmitted to a third-party country or to an international organisation. In this context, you can request information on the suitable guarantees in place in accordance with Art. 46 GDPR in connection with the transmission.

b) Right to amendment

You have the right to ask the person responsible to amend and/or complete the personal data relating to you that is processed, provided that it is incorrect or incomplete. The person responsible must make the amendment immediately.

c) Right to restrict processing

Under the following conditions, you may request the restriction of the processing of personal data that relates to you:

- (1) If you contest the accuracy of the personal data relating to you for a period that allows the person responsible to verify the accuracy of the personal data;
- (2) The processing is unlawful and you object to the deletion of the personal data and instead request the use of the personal data to be restricted;
- (3) The person responsible no longer requires the personal data for the purposes of processing, but you require this for the assertion, exercise or defence of legal claims or
- (4) If you have filed an objection against the processing in accordance with Art. 21 para. 1 GDPR and it is not yet certain if the justified reasons of the person responsible outweigh your reasons.

If the processing of the personal data relating to you has been restricted, this data may only be processed - other than for storage - with your consent or for the assertion, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of the substantial public interests of the European Union or of a Member State.

If the restriction of processing has been repealed in accordance with the aforementioned conditions, you shall be informed by the responsible person before the restriction is repealed.

d) Right to deletion

I. Obligation to delete

You may request the responsible person to immediately delete the personal data relating to you and the responsible person is obligated to delete this data immediately, provided one of the following reasons applies:

- (1) The personal data that relates to you is no longer necessary for the purposes for which it was collected or was processed in any other way.
- (2) You revoke the consent on which the processing was based in accordance with Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. a GDPR and there is no other legal basis for the processing.
- (3) You file an objection against the processing in accordance with Art. 21 para. 1 GDPR and there is no prioritised justified reasons for the processing, or you file an objection against the processing in accordance with Art. 21 para. 2 GDPR.
- (4) The personal data relating to you has been unlawfully processed.
- (5) The deletion of the personal data relating to you is required for the purpose of fulfilling a legal obligation in accordance with European Union legislation or the law of the Member States to which the person responsible is subject.
- (6) The personal data relating to you was collected in relation to information society services offered in accordance with Art. 8 para. 1 GDPR.

II. Information to third parties

If the person responsible has released the personal data relating to you and is obligated to delete this in accordance with Art. 17 para. 1 GDPR, they shall implement suitable measures, including of a technical nature, taking into consideration the technology available and the costs of implementation, in order to inform the persons responsible for processing who process the personal data that you, as the Person Affected, have requested that they delete all links to this personal data or copies or replications of such personal data.

III. Exceptions

The right to deletion does not exist if the processing is necessary

- (1) To exercise the right to free expression and information;
- (2) To fulfil a legal obligation that requires the processing in accordance with European Union legislation or the law of the Member States to which the person responsible is subject or to carry out a task that is in the public interest or in the exercise of official authority that the person responsible has been assigned;
- (3) For reasons of public interest in the field of public health in accordance with Art. 9 para. 2 lit. h and i as well as Art. 9 para. 3 GDPR;
- (4) For archiving purposes that are in the public interest, for scientific or historical research purposes or for statistical purposes in accordance with Art. 89 para. 1 GDPR, provided that the law referred to in Section a) is likely to make the achievement of the objectives of this processing impossible or significantly restricted, or
- (5) For the assertion, exercise or defence of legal claims.

e) Right to information

If you have asserted the right to amendment, deletion or restriction of the processing against the person responsible, they are obligated to inform all recipients of the personal data relating to you of the amendment or deletion of the data or restriction of the processing unless this is proven impossible or entails a disproportionate amount of effort.

You have the right to be informed by the person responsible about these recipients.

f) Right to data portability

You have the right to receive the personal data relating to you that you have provided to the person responsible in a structured, accessible and machine-readable format. Furthermore, you have the right to

transfer this data to another responsible person without obstruction by the responsible person to which the personal data was provided if

- (1) The processing is based on consent in accordance with Art. 6 para. 1 lit. a GDPR or Art. 9 para. 2 lit. a GDPR or on a contract in accordance with Art. 6 para. 1 lit. b GDPR and
- (2) The processing takes place by means of automatic procedures.

In exercising this right, you also have the right to have the personal data referring to you transferred directly from one responsible person to another responsible person insofar as this is technically feasible. The freedoms and rights of other persons must not be impaired by this.

The right to data portability does not apply to the processing of personal data that is required to carry out a task that is in the public interest or in the exercise of official authority that the person responsible has been assigned.

g) Right to objection

You have the right to file an objection against the processing of personal data relating to you that takes place on the basis of Art. 6 para. 1 lit. e or f GDPR at any time for reasons that result from your particular situation. The person responsible shall no longer process the personal data relating to you unless they can prove compelling reasons for the processing that outweigh your interests, rights and freedoms or the processing serves to assert, exercise or defend legal claims.

If the personal data relating to you is processed to carry out direct advertising, you have the right to file an objection against the processing of the data relating to you for the purposes of such advertising at any time.

If you object to the processing for the purposes of direct advertising, the personal data relating to you shall no longer be processed for these purposes.

You have the possibility, in connection with the use of information society services - notwithstanding Directive 2002/58/EC - to exercise your right to objection by means of automatic processes for which technical specifications are used.

h) Right to revoke the declaration of consent under data protection law

If the processing of the personal data relating to you depends on your consent, you have the right to revoke the declaration of consent under data protection law at any time. By revoking your consent, the legality of the processing carried out on the basis of the consent until the point of revocation is not affected.

i) Right to file a complaint with a regulatory authority

Irrespective of any other administrative or judicial remedies, you have the right to file a complaint with a regulatory authority, particularly in the Member State in which you reside, work or the location of the presumed infringement if you are of the opinion that the processing of the personal data relating to you has breached the GDPR.

The regulatory authority with which the complaint has been filed shall inform the complainant of the status and results of the complaint, including the possibility of judicial remedy in accordance with Art. 78 GDPR.

17 Transmission to third parties

For some of the services and information on our website (e.g. online advertising or registration to the newsletter), we must obtain personal data from you, e.g. your full name, address or email address. We only collect such data if this is necessary for processing your enquiry. Your enquiries and the data and information contained in them are forwarded internally to company employees or companies appointed by us (e.g. retail partners), who support us in processing your request.

As BOGE operates globally, it can be necessary for the purposes of improved processing of your request to forward your personal data to local subsidiaries or sales partners, whose headquarters may also be located outside of the European Economic Area.

Your personal data is not transmitted to other third parties unless we are obligated to do so by legal provisions or a judicial order.

18 Right of modification

We reserve the right to occasionally amend this privacy statement so that it always corresponds to the current legal requirements or in order to implement changes to our services in the Privacy Policy, e.g. when introducing new services. The new Privacy Policy shall apply to your next visit.