

PRIVACY POLICY

Latest update: 25 May 2018

1. General information

Thank you for visiting our website and for your interest in Novalied GmbH.

The protection and safety of our users' personal information is very important to us. For this reason we have designed our website and business processes in such a way that as little personal information as possible is generated or processed. Of course, we adhere to the legal regulations of the General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and other legal regulations relating to data protection.

2. How to contact us

The responsibility for the processing of your personal data lies with:

Novalied GmbH
Tatzberg 49
01307 Dresden

Information Security and Data Protection Officer: Petra Redieske.

If you have any questions about how we process your personal data, please contact us. You may send an e-mail at: data.privacy@novalied.com

3. Scope and purpose of data processing; legal basis

(a) Access to the website

If you visit our website or download data from our web pages, information about you is automatically transmitted and collected and stored in a log file; this information being processed includes:

- browser type and version,
- operating system used,
- previously visited website via which you came to our website (Referrer URL),
- (currently) visited webpage,
- date and time you accessed our site
- your Internet Protocol (IP) address which we subsequently anonymize.

We do not assign this data to specific users, but store it separately from other personal data.

When you use our website, we store certain information on your computer's hard drive using so-called cookies (small text or image files). Cookies allow us to tailor the website to your interests and needs. For example, a cookie may contain information about the pages you visit, which enables us to adjust the website accordingly on your next visit. Cookies do not allow us access to other areas of your computer. Most Internet browsers allow you to delete cookies or receive a warning before a cookie is stored on your hard drive. Please refer to your browser's documentation to learn more about this option. You may not be able to use all services or offers on our website if you disable cookies.

Our processing of this data is based on our legitimate interest in understanding how our website is used in order to improve our services on the website.

We also use fonts ("web fonts") provided by Google to ensure uniform display of fonts on our website. When you visit our website, your browser loads fonts from Google servers into your browser cache. In doing so, Google is informed that our website has been accessed using your IP address. If your browser does not support web fonts, your computer will use default fonts instead. For more information about Google Web Fonts, please visit <https://developers.google.com/fonts/faq>. The use of Google Web Fonts is based on our legitimate interest of a uniform and appealing presentation of our website.

(b) Contacting us

We process your personal data which you actively transmit by contacting us via e-mail or contact form.

If you contact us via the above or any other e-mail address provided on our website, or also by post, the personal data transmitted – company, surname, first name, position/title, business address, e-mail address, telephone number, content of the enquiry – will be stored and processed for the purpose of processing your request.

The data will not be passed on to third parties. Also, we do not align the data collected this way with data collected through other elements of this website.

If you positively contact us we assume your consent to the processing of your personal data to process your request.

(c) Applications

If you apply for a job with us, we collect the following categories of data, which you may enter at <http://www.novaled.de/careers/apply/>:

- First name, last name
- Address
- E-mail address
- Telephone number
- Position for which you are applying
- Cover letter
- Expected salary
- Attachments for application
- Remarks

We process the data within the scope of your application and, if necessary, for the establishment, implementation and termination of the employment relationship.

4. To whom do we disclose your personal data?

Novaled treats all personal data confidentially. We use technical service providers who process the data on our behalf to make our website available and to enable communication with you. Your personal data will not be disclosed to third parties without your express consent, unless Novaled is required or entitled to do so by law, a court or authority.

5. Duration of storage

We store your personal data for as long as necessary for the purpose for which your personal data was collected and processed. If there is no longer a need for processing, we delete your personal data. Legal storage obligations remain unaffected.

6. Use of web analytics services

This website uses the analysis service Piwik. Piwik uses cookies which enable us to analyse the use of the website. We have a legitimate interest in understanding how our website is used to improve our services on the website.

For this purpose, the usage information generated by the cookie (including your anonymized IP address) is transmitted to our server and stored for usage analysis purposes. We do this to optimize our website. Your IP address is immediately anonymized during this process, so that you as a user remain unknown to us.

If you do not wish the data of your visit to be stored and evaluated you may object to the storage and use by clicking on the link below at any time. In this case, an opt-out cookie is stored in your browser, which

means that Piwik does not collect any session data. Attention: If you delete your cookies, the opt-out cookie will also be deleted and you may have to activate it again.

Objection

Here, you can decide whether to allow a distinct web analysis cookie to be installed in your browser so as to enable the website operator to collect and analyse various statistical data. If you choose not to accept cookies, click the following link to install the Piwik deactivation cookie in your browser.

Your visit to this website is currently being tracked by Piwik web analysis software. Click here to end tracking of your session.

Your visit to this website is currently not being tracked by Piwik web analysis software. Click here to reactivate the tracking of your session.

7. International data transfer

We use service providers located in Korea, thus outside the European Economic Area. We secure the transfer of your personal data to Korea by means of EU standard contract clauses. You may request a copy of the clauses at data.privacy@novaled.com.

8. Your data protection rights

If you wish to access, correct, update or delete your personal data, you can do so at any time by contacting us at the above contact details.

You may also object to the processing of your personal data, request us to restrict the processing of your personal data or demand the transferability of your personal data. You can also exercise this right by contacting us using the contact details above.

Likewise, if we have collected and processed your personal data with your consent, you can revoke your consent at any time. The revocation of your consent has no effect on the legality of the processing that we carried out before your revocation, nor does it have an effect on the processing of your personal data if there is another legal basis for this processing besides your consent.

To exercise these rights, please contact us using the contact details given in section 2 above.

You are entitled to file a complaint with a data protection supervisory authority regarding our collection and use of your personal data. For more information, please contact your local data protection authority.

9. Links to external websites and third party providers

On our websites you can find links to other websites (e.g. Facebook, Xing, LinkedIn) for further information. If you access these links, you will leave our website. Novaled GmbH has no influence on these pages or their data protection practices].