

Privacy policy
to the
Handling data from external partners
the
Wayss & Freytag Ingenieurbau AG

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Introduction

This document contains the privacy policy of Wayss & Freytag Ingenieurbau AG (hereinafter referred to as WF, we or us) on the processing of data of customers, subcontractors, suppliers, business partners and other persons. It provides information about the processing of personal data by WF and its subsidiaries. This Privacy Policy may be amended over time. The current version is published on our website.

1. When does this privacy policy apply?

The Privacy Policy applies to the processing of all personal data of customers, subcontractors, suppliers, business partners and other persons by WF. However, it does not include the processing of personal data of employees in the context of their employment with WF.

2. Who is responsible for your personal data?

WF is responsible for the processing of all personal data that fall within the scope of this Privacy Policy. This privacy policy describes which personal data is processed by WF, for what purpose this is done and to which persons within WF or third parties this data is passed on in any case or if necessary.

3. For what purposes do we process your personal data?

3.1 If you would like to contact WF

3.1.1 For answers to your questions

a) What is meant by this?

When you contact us, we use your personal data to respond to you.

b) On what legal basis do we process your personal data for this purpose?

By contacting us, you implicitly consent to the processing of your personal data by WF for the purpose of answering your questions. However, you have the right to withdraw your consent at any time. However, this has no effect on the lawfulness of the data processing that took place on the basis of your consent before it was withdrawn.

c) What personal data do we process for this purpose?

For this purpose, we process your name, your contact details, your correspondence with WF regarding your enquiry and all other personal data required to answer your question.

d) How long do we store your personal data for this purpose?

Your data will be deleted immediately after your question has been answered.

3.1.2 To protect health and safety and to ensure the integrity of

a) What is meant by this?

Your health, safety and integrity are very important to WF. We process your personal data in order to protect our employees, customers, subcontractors, suppliers, business partners and other persons. To this end, we check your access rights when you enter our company premises and, if necessary, compare your personal data with publicly available official and/or criminal sanctions lists. We also process your personal data to protect the assets of WF, its employees and customers, subcontractors, suppliers and business partners and other persons.

b) On what legal basis do we process your personal data for this purpose?

The processing of your personal data is based on WF's legitimate interest to protect your health, safety and integrity.

c) What personal data do we process for this purpose?

We process your address and e-mail address, your personal details such as name and date of birth, your payment and order history and your visits to WF's premises.

d) How long do we store your personal data for this purpose?

Your personal data will be stored for as long as WF is required to do so by law and in accordance with tax and labour protection regulations or as long as this is sufficiently necessary to protect WF's legal interests. After this period, your personal data will be deleted from our systems.

3.1.3 To fulfil legal requirements

a) What is meant by this?

In some cases, WF processes your personal data to comply with laws and regulations. This may be the case, for example, if tax or business conduct obligations apply.

In order to fulfil applicable laws and regulations, it may be necessary to transfer your personal data to state institutions or supervisory authorities.

b) On what legal basis do we process your personal data for this purpose?

WF processes your personal data only in the context of the fulfilment of legal obligations.

c) What personal data do we process for this purpose?

We process your address and e-mail address, your personal details such as name and date of birth, payment information, payment and order history as well as your registration with the Chamber of Commerce, VAT ID and tax details.

d) How long do we store your personal data for this purpose?

Your personal data will be stored (a) for as long as WF is obliged to do so in accordance with statutory retention periods and (b) for as long as is necessary to protect WF's legal interests. After this period, your personal data will be deleted from our systems.

3.1.4 To protect your vital interests

a) What is meant by this?

We process your personal data in order to protect your vital interests, for example in the event of a medical emergency.

b) On what legal basis do we process your personal data for this purpose?

The legal basis for processing your personal data is that this is necessary to protect your vital interests.

c) What personal data do we process for this purpose?

For this purpose, we process personal data such as surname, first name, address details, date of birth, health data or marital status.

d) How long do we store your personal data for this purpose?

Your personal data will be stored for as long as WF is required to do so by law and in accordance with tax and labour protection regulations or as long as this is sufficiently necessary to protect WF's legal interests. After this period, your personal data will be deleted from our systems.

3.2 When you use our websites or applications

3.2.1 To provide the functions of our websites or applications and to manage them in terms of technical and functional aspects

a) What is meant by this?

When you use our websites or applications, we process technical data in order to provide you with the functions of our websites and applications and to enable our administrators to manage our websites and applications and improve their performance.

b) On what legal basis do we process your personal data for this purpose?

By contacting us, you implicitly consent to the processing of your personal data by WF for the purpose of answering your questions. However, you have the right to withdraw your consent at any time. However, this has no effect on the lawfulness of the data processing that took place on the basis of your consent before it was withdrawn.

c) What personal data do we process for this purpose?

We process the personal data that you have entered on our websites or in the applications or that has been generated via the functions you use on our websites or in the applications. We also process technically necessary data from your device, e.g. the IP address, the Internet browser used, the pages you have visited on our websites.

d) How long do we store your personal data for this purpose?

Your personal data will only be stored for as long as is necessary for the purpose described above. After this period, your personal data will be deleted from our systems.

3.2.2 If you open a WF account with us to manage the account and ensure confidentiality and security

a) What is meant by this?

When you register with us, you must enter personal data so that we can create a personal account for you. Once the account has been created, you will receive your personal login details. With this personal data, we can manage your account and ensure confidentiality and security. For example, we can change your password. However, we cannot view your password.

b) On what legal basis do we process your personal data for this purpose?

By contacting us, you also consent to the processing of your personal data by WF for the purpose of answering your questions. However, you have the right to withdraw your consent at any time. However, this has no effect on the lawfulness of the data processing that took place on the basis of your consent before it was withdrawn.

c) What personal data do we process for this purpose?

We process your name, email address, title, telephone number, gender and date of birth, address and other information you have entered in your account, your login details (including your password), display name, role, details of your purchases and your payment details.

d) How long do we store your personal data for this purpose?

Your personal data will only be stored for as long as is necessary for the purpose described above. After this period, your personal data will be deleted from our systems.

3.2.3 To enable you to contact us (e.g. via social media)

a) What is meant by this?

WF is active on social media. If you contact us via social media, we process your personal data in order to respond to your messages.

If you use one of our websites or applications, you can also contact us via various communication channels. We provide you with our contact details so that you can send us feedback and suggestions for improvement.

b) On what legal basis do we process your personal data for this purpose?

By contacting us, you also consent to the use of your personal data by WF to answer your questions. However, you have the right to withdraw your consent at any time. However, this has no effect on the lawfulness of the data processing that took place on the basis of your consent before it was withdrawn.

c) What personal data do we process for this purpose?

We use the communication channel you have chosen to contact us and the personal data you enter to contact us. This includes your (user) name, address, e-mail address, gender and other personal data that you provide to us in your message. If you click on one of the displayed icons, the respective provider may store cookies on your device.

d) How long do we store your personal data for this purpose?

Your personal data will only be stored for as long as is necessary for the purpose described above. After this period, your personal data will be deleted from our systems.

3.3 When we have business dealings with each other

3.3.1 For the evaluation and acceptance of a customer, subcontractor, supplier or business partner

a) What is meant by this?

When you contact WF, we process your personal data for evaluation and acceptance purposes, for example to confirm and verify your identity. WF also processes your personal data for other administrative purposes, e.g. for due diligence checks and comparison with publicly available regulatory and/or criminal sanctions lists.

b) On what legal basis do we process your personal data for this purpose?

When you contact WF, you consent to the processing of your personal data to the extent that this is necessary for the respective purpose. You have the right to withdraw your consent at any time. However, this has no effect on the lawfulness of the data processing that took place on the basis of your consent prior to the withdrawal.

c) What personal data do we process for this purpose?

We process your contact details, e.g. your address and e-mail address, your personal details such as name and date of birth, payment and credit details and your correspondence with us.

d) How long do we store your personal data for this purpose?

Your personal data will only be stored for as long as is necessary for the purpose described above. After this period, your personal data will be deleted from our systems.

3.3.2 For the conclusion and execution of contracts

a) What is meant by this?

If you commission us to carry out certain work, purchase a service from us or work with us as a subcontractor, supplier or business partner, we process your personal data for administrative purposes, e.g. for sending invoices and making payments. WF processes your personal data in order to fulfil contracts.

b) On what legal basis do we process your personal data for this purpose?

The processing of your personal data is necessary in order to conclude and fulfil a contract with you.

c) What personal data do we process for this purpose?

For this purpose, we process your address and e-mail address, your personal details such as name and date of birth, payment and credit details, your order history and other data stored in our database about customers, suppliers and business partners.

d) How long do we store your personal data for this purpose?

Your personal data will only be stored for as long as is necessary for the purpose described above. After this period, your personal data will be deleted from our systems.

3.3.3 For registration on construction sites and on the premises of WF

a) What is meant by this?

We register the personal data of your workers, including your employees, the employees of your subcontractors and temporary workers, in order to fulfil legal obligations (including in connection with laws and regulations on working conditions) and for security reasons.

b) On what legal basis do we process your personal data for this purpose?

The legal basis for processing your personal data is that it is necessary for compliance with laws and regulations and also for the protection of your vital interests.

c) What personal data do we process for this purpose?

We process your address and e-mail address, personal details such as name and date of birth, personal identification number, nationality, the type of identification with number and expiry date (e.g. an ID card), the name and contact details of your employer, your visits to WF's premises and other information required by law or regulation.

d) How long do we store your personal data for this purpose?

Your personal data will be stored for as long as WF is required to do so by law and in accordance with tax and labour protection regulations or as long as this is sufficiently necessary to protect WF's legal interests. After this period, your personal data will be deleted from our systems.

3.3.4 For the maintenance of our business relationships and for marketing purposes

a) What is meant by this?

WF uses information stored in our customer databases to send information, suitable offers and newsletters as well as to provide customer service and account management. If required by law, with your consent. We also use your personal data to develop, implement and analyse market surveys and marketing strategies.

b) On what legal basis do we process your personal data for this purpose?

You consent to the processing of your personal data when you provide it. However, you have the right to withdraw your consent at any time. However, this has no effect on the data processing that took place on the basis of your consent prior to the withdrawal.

c) What personal data do we process for this purpose?

We process your address and e-mail address, your personal details such as name and date of birth, payment details, order history and your correspondence with us.

d) How long do we store your personal data for this purpose?

Your personal data will only be stored for as long as is necessary for the purpose described above. After this period, your personal data will be deleted from our systems.

3.3.5 For the execution of business processes and internal administration

a) What is meant by this?

We process your personal data in the execution and organisation of our business activities. This includes general administration, order processing and the management of WF's assets. WF also processes your personal data for internal administration purposes. We provide centralised processing facilities in order to work more efficiently. We carry out audits and investigations, implement business control measures and manage and use customer, supplier and employee directories. We also process your personal data for financial and accounting purposes, for archiving and insurance purposes, for legal and business advice and in the context of dispute resolution.

b) On what legal basis do we process your personal data for this purpose?

WF has a legitimate interest in the processing of your personal data.

c) What personal data do we process for this purpose?

We process your address and e-mail address, your personal details such as name and date of birth, payment and credit details, order history, your correspondence with WF and data generated during the execution of a contract between you and WF.

d) How long do we store your personal data for this purpose?

Your personal data will only be stored for as long as is necessary for the purpose described above. After this period, your personal data will be deleted from our systems.

3.3.6 For organisation-related analyses and development, reports for company management and acquisitions and disposals

a) What is meant by this?

At WF, we process your personal data in order to prepare reports and analyses for the company management. We use personal data to prepare management reports and to analyse WF's business activities. In preparation

For example, in response to our management reports, we conduct surveys of customers, suppliers and business partners to find out more about their views and opinions. We also process your personal data for management reports in connection with mergers, acquisitions and divestitures, as well as in the administration of these transactions.

b) On what legal basis do we process your personal data for this purpose?

WF has a legitimate interest in the processing of your personal data.

c) What personal data do we process for this purpose?

We process your address and e-mail address, your personal details such as name, payment and order history, your correspondence with WF and the information you enter when answering the surveys.

d) How long do we store your personal data for this purpose?

Your personal data will only be stored for as long as is necessary for the purpose described above. After this period, your personal data will be deleted from our systems.

3.3.7 For monitoring and analysing compliance at WF

a) What is meant by this?

WF monitors its own IT systems to verify compliance with internal rules and regulations as well as applicable laws and regulations. During these monitoring activities, your personal data may be reported and accessed. Sometimes investigations have to be initiated in the context of compliance incidents or reports. This regularly involves the processing of personal data.

b) On what legal basis do we process your personal data for this purpose?

The processing of your personal data is based on WF's legitimate interest in verifying compliance with internal rules and regulations.

c) What personal data do we process for this purpose?

Personal data stored in WF's IT systems may be opened and viewed for compliance purposes. Personal data that has been opened and viewed is only stored for compliance purposes if it is required for the further investigation of a potential violation.

d) How long do we store your personal data for this purpose?

We will only retain your personal data if it is associated with an offence. In this case, we will retain your personal data until the investigation has been completed.

3.4 For your information about WF

We process your personal data for the purpose of sending you relevant information about WF, provided you have given your consent to this when you created your account.

a) What is meant by this?

When you register for an account on our website or in our applications, we ask for your consent to send you personalised newsletters, information about WF products, services, events and promotions. If you give your consent, we will process your personal data to send you information that may be of interest to you. In doing so, we take into account which account information you have entered, which pages you have visited on our websites or applications, which data you have entered on our websites or applications (including your preferences), the history of your online and offline purchases and also your registered use of the WF website and application or other associated websites and applications. We will contact you by email, post, SMS, apps, social media and other communication channels that you have provided to us. This enables us to learn more about your interests and to ensure that we offer you information and promotions that are of interest to you. We may also ask for your opinion about our products and services. If you no longer wish to receive messages or opt out of receiving or viewing certain communications from us (e.g. SMS, social media, email or post), please follow the steps in the relevant communications or unsubscribe via your account page.

b) On what legal basis do we process your personal data for this purpose?

You consent to the processing of your personal data when you provide it. However, you have the right to withdraw your consent at any time. However, this has no effect on the data processing that took place on the basis of your consent prior to the withdrawal.

c) What personal data do we process for this purpose?

For this purpose, we process your name, gender, date of birth, e-mail address and postal address, your preferences and interests that you have communicated to us directly and that we have been able to derive from your registered actions via WF's websites and applications (we may use cookies for this purpose), your online (if you link your purchases to your profile) and offline (if you make an offline purchase) purchase history and the links you click on in our e-mails.

d) How long do we store your personal data for this purpose?

Your personal data will only be stored for as long as is necessary for the purpose described above. After this period, your personal data will be deleted from our systems.

4. Cookies

WF only uses technically necessary cookies. Cookies are small information files in which information about your visit to our websites is recorded and retrieved. This includes, for example, how you accessed the websites, navigation on the websites and what information was of interest to you. Further information about our use of cookies can be found in our data protection information on our website.

5. Who has access to your personal data?

5.1 Access to your personal data at WF

WF employees are only authorised to access personal data to the extent that this is necessary for the respective purpose and the performance of their work.

5.2 Access to your personal data by third parties

The following external parties will have access to your personal data if this is necessary for the provision of your products or services to WF:

- Banks
- Insurance company
- IT service provider
- Accountant
- Forensic specialists
- Security services

- Authorities
- Other external parties required for the execution of business processes

If external parties are given access to your personal data, WF will implement the necessary contractual, technical and organisational measures to ensure that your personal data is only processed to the extent necessary in each case. The external party processes your personal data exclusively within the framework of the applicable law.

If your personal data is transferred to a recipient in a country that cannot guarantee adequate protection of personal data, WF will take measures to ensure that your personal data is adequately protected. This includes, for example, concluding an agreement of the EU standard contractual clauses with these parties.

In other cases, your personal data will only be transferred to third parties if this is required by law.

5.3 The use of your personal data by processors

If third parties process your personal data exclusively on behalf of WF, they act as processors. We conclude a contract with these processors for the processing of personal data. In this contract, we include obligations to ensure that the processor processes personal data exclusively in the context of providing services for us.

6. How is your personal data protected?

WF has taken appropriate security measures to ensure the confidentiality and security of your personal data. WF has implemented appropriate technical, physical and organisational measures to protect personal data against accidental or unlawful destruction or accidental loss, damage, alteration, unauthorised disclosure or access, and against all other unlawful forms of processing (in particular unnecessary collection) or further processing. This includes IT security guidelines, employee training and secure servers.

7. Questions or requests regarding access, correction and removal

You can request access, correction, restriction, portability or removal of the data processed by WF at any time by sending an email to datenschutz@wf-ib.de.

If you have any questions about the processing of your personal data, please also send your questions to the above e-mail address.