

Privacy policy for visitors to our website

Dear Sir or Madam,

The present notice is provided to comply with our obligations under data protection law. We would like to inform you in a transparent manner below about how we handle your personal data.

1. Responsibility for data processing

IST METZ GmbH & Co. KG
Lauterstrasse 14-18
72622 Nürtingen

2. Data Protection contact

Our officially appointed data protection officer can be reached at the following contact details if required:

Mustafa Vural
Hopp + Flaig PartG mbB
Beratende Ingenieure
Neue Weinsteige 69/71,
70180 Stuttgart
E-mail: vural@hopp-flaig.de

3. Purpose of data collection

We process your personal data for the following reasons:

1. Server logfiles: These data are exchanged automatically and are indispensable for secure and functional communication. On the TYPO3 side, the following log files are written:
 - a. Deprecation Log
 - b. cleverreach Log
 - c. SOLR Log
2. Technically necessary cookies*: In the sense of § 25 paragraph 2 TTDSG: These data are processed, respectively these cookies are stored to enable the desired necessary function of our homepage.
3. Technically not necessary cookies*: In the sense of § 25 paragraph 1 TTDSG: These data are processed, respectively these cookies are stored, in order to analyze the visitor behavior and to be able to improve our offers / website. If applicable, such cookies are also stored to enable the use of an integrated external service.
4. Automated transfer of user data through the use of the integrated external service CleverReach. The integration of this external service enables our newsletter dispatch.
5. Use of our contact form: Your voluntary data entry enables us to contact you.

* A detailed explanation of the cookies used can be found under no. 16 of this privacy policy.

4. Legal basis

We process your personal data on the following legal basis:

- | | |
|---|-----------------------|
| 1. Server-Logfiles für Betrieb der Homepage: | Article 6 (1)(f) GDPR |
| 2. Technisch notwendige Cookies: | Article 6 (1)(f) GDPR |
| 3. Technisch nicht notwendige Cookies: | Article 6 (1)(a) GDPR |
| 4. Automatisierte Weitergabe von Nutzerdaten durch Nutzung eines eingebundenen externen Dienstes: | Article 6 (1)(a) GDPR |
| 5. Nutzung unseres Kontaktformulars: | Article 6 (1)(a) GDPR |

5. Legitimate interests of the person responsible

1. Server log files for operation of the homepage: These data are exchanged automatically and are indispensable and purposeful for a secure and functional communication, milder means are not purposeful. A secure and functional homepage is also in the interest of our homepage visitors. We are not aware of any conflicting interests.
2. Technically necessary cookies: A functioning homepage is in the interest of our homepage visitors as well as in our interest. We are not aware of any conflicting interests. Technically necessary cookies are necessary to achieve the purpose, a more lenient means is not available.

6. Internal and external disclosure of your personal data

Your personal data will only be passed on internally in order to comply with contractual obligations or to perform further tasks in connection with the activities referred to in sec. 3.

External disclosure of your personal data may take place in the following circumstances:

- Engaging a subcontractor to achieve the purposes set forth in sec. 3.
- Where we engage support services as to which access to your personal data is necessary or at least cannot be completely ruled out. This includes, for example, IT support services, services in connection with invoicing or the use of tax consulting services
- Disclosure of your personal data based on legal obligations
- Obtaining information from credit agencies

7. Transfer of your personal data to a third country or an international organisation (outside the scope of the GDPR)

As a matter of principle, we do not transfer your data to countries outside the scope of the GDPR (this also applies to internationally active organisations). Should a transfer take place nevertheless (e.g. in the context of the use of software applications or other IT services whose manufacturers are based in a country which is outside the scope of the GDPR), this would only take place where a corresponding EU adequacy decision or other appropriate safeguards are in place (e.g. EU standard contractual clauses). You have the right to receive detailed information regarding this. You may request the desired information from us by using our contact details (see sec. 2).

8. Storage period and erasure of your personal data

The legislator has enacted a large number of retention periods, which we observe with the utmost care, and we seek advice in order to comply with these obligations. As a general rule, we only store your personal data for as long as is permitted by the defined purpose or as required by law for evidentiary reasons. Should we wish to store your data for longer than described above, we would ask you for a voluntary declaration of consent.

Our server log files are deleted after 14 days. Information on the storage period of cookies can be found in the table under sec. 16 of this privacy policy. With regard to external integrated services, we can only refer to the storage period stated there. Please refer to the data protection declarations there under: CleverReach: <https://www.cleverreach.com/de-de/datenschutz/>

9. Right of information, erasure, rectification, objection and restriction of use in respect of your personal data

You have the right to request confirmation from us as to whether personal data relating to you is being processed. If this is the case, you have the right to access this personal data and to the following information:

- the purposes of the data processing
- the categories of personal data that are processed
- the recipients or categories of recipients to whom your personal data have been or will be disclosed, in particular in the case of recipients in third EU countries or international organisations
- if possible, the planned duration for which your personal data will be stored or, if this is not possible, the criteria for determining this duration
- the existence of a right to rectify or erase the personal data concerning you or to restrict processing by us or a right to object to such processing
- the existence of a right of to lodge a complaint with a supervisory authority
- if the personal data are not collected from the data subject, all available information on the source of the data
- where automated decision-making, including profiling, is carried out (meaningful information about the logic involved and the scope and intended effects of such processing as to you personally).

If your personal data is transferred to a third country or an international organisation, you have the right to be informed about the appropriate "safeguards" in relation to ensuring an adequate level of data protection in connection with the transfer.

We will provide you with a free copy of the personal data that is the subject of processing. For any additional copies you request, we may charge a reasonable fee based on administrative costs. If you submit the application electronically, you will receive the information in a common electronic format unless you specify otherwise.

The right to receive a copy may be restricted if this affects the rights and freedoms of other persons.

You have the right to request that we rectify any inaccurate personal data relating to you without delay. Taking into account the purposes of processing, you have the right to request the completion of incomplete personal data, including by means of a supplementary declaration. To exercise this right, you are welcome to contact us.

You have the right to request the erasure of your personal data stored by us insofar as one of the following criteria is met:

- The personal data is no longer required in order to fulfil the agreed purpose.
- You withdraw a voluntary declaration of consent you have given (the lawfulness of the processing carried out on the basis of the consent up to the withdrawal of your consent remains unaffected by this, however).
- Your personal data has previously been processed unlawfully.
- There is a legal obligation to erase the data.
- The personal data was collected in relation to information society services provided (persons under 16 years of age).

Furthermore, you have the right to demand that we restrict processing if one of the following conditions is met:

- You dispute the accuracy of the personal data for a period of time that allows us to verify the accuracy of the personal data.
- The processing is unlawful and you object to the erasure of your personal data and instead request the restriction of use of your personal data.
- If we no longer need your personal data for the purposes of processing but you need it to assert, exercise or defend legal claims.
- If you have objected to the processing as long as it has not yet been determined whether our legitimate grounds outweigh your own.

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10. Right to data portability

You have the right to receive the personal data stored by us about you, insofar as it is processed in an automated procedure, in a structured, common and machine-readable format.

You also have the right to transfer this data without hindrance on our part to another controller to whom the personal data has been provided.

When exercising your right to data portability, you have the right to cause your personal data to be transferred directly from us to another controller, where this is technically feasible.

The right to data portability may be restricted insofar as the rights or freedoms of other persons are affected by the exercise of this right.

11. Right of withdrawal of consent and continued validity of consent previously granted

You have the right to receive the personal data stored by us about you, insofar as it is processed in an automated procedure, in a structured, common and machine-readable format.

You also have the right to transfer this data without hindrance on our part to another controller to whom the personal data has been provided.

When exercising your right to data portability, you have the right to cause your personal data to be transferred directly from us to another controller, where this is technically feasible.

The right to data portability may be restricted insofar as the rights or freedoms of other persons are affected by the exercise of this right.

12. Right of appeal to the supervisory authority

Insofar as you feel the need to lodge a complaint with the competent supervisory authority, you are free to do so at any time. The address of the competent supervisory authority in Baden-Württemberg is:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit [State Commissioner for Data Protection and Freedom of Information]
Lautenschlagerstrasse 20
70173 Stuttgart

13. . Obligatory surrender of your personal data and possible consequences in case of refusal to surrender

visit of our homepage is voluntary. However, necessary processing (see sec. 5 of this privacy policy) is necessary for the correct function of our homepage.

14. Automated decision-making and profiling

There is no automated decision-making undertaken with respect to you. There is no "profiling" (meaningful information about the logic involved and the scope and intended effects of such processing for your person) carried out using the personal data collected from you.

15. Change of purpose

If we intend to change the purpose for which your personal data was originally collected, we will inform you of this in advance in a detailed and transparent manner. In this case, we will of course provide you with all the information required by law. If the change of purpose involves processing of personal data collected or held on the legal basis of a voluntary declaration of consent, we will inform you accordingly and ask for your formal consent.

16. Cookies

| Name | Purpose | Ablauf | Type | Category |
|----------------------|---|---------|-----------|------------------|
| be_typo_user | Tells TYPO3 if the user has logged into the TYPO3 backend and which backend user is being used. | Session | HTTP only | Techn. necessary |
| fe_typo_user | Standard session cookie from TYPO3 <ul style="list-style-type: none"> • frontend login • Shopping carts • Session based individual logics on TYPO3 side in application | Session | HTTP only | Techn. necessary |
| ACMDCD_prev | Preview function of TYPO3 | Session | secure | Techn. necessary |
| be_lastLoginProvider | Saves the last used login method for the backend login (by default there is only the login form as login method) | 90 Tage | HTTP only | Techn. necessary |
| PHPSESSID | Identification of the PHP session. Usually, the initialization of the session is done by TYPO3 (cookie fe_typo_user), in exceptional cases the PHP session can also be identified via this cookie. | Session | HTTP only | Techn. necessary |
| Typo3InstallTool | Session cookie for install tool | Session | HTTP only | Techn. necessary |

Extended Cookie Notice:

| Name | Purpose | Procedure | Type | Category |
|----------------------------|--|-----------|----------|------------------|
| cookieconsent_optin_status | Saves whether the cookie opt-in dialog should be displayed or not. | 1 Jahr | Standard | Techn. necessary |
| avsite_optin_* | Stores consent in Cookie_Consent by appropriate category, e.g. avsite_optin_statistic, avsite_optim_remarketing, amount and suffix of these cookies depends on how many and which categories the customer places his cookies in. | 2 Jahre | Standard | Techn. necessary |

| Name | Tool/Anbieter | Zweck | Procedure | Type | Category |
|--------------------|------------------|---|-----------|------|-----------|
| _ga | Google Analytics | Used to distinguish users. | 2 years | | Marketing |
| _gat | Google Analytics | Used to throttle request rate. If Google Analytics is deployed via Google Tag Manager, this cookie will be named <i>_dc_gtm_<property-id></i> . | 1 minute | | Marketing |
| _gid | Google Analytics | Used to distinguish users. | 24 hours | | Marketing |
| VISITOR_INFO1_LIVE | YouTube | Tries to estimate user bandwidth on pages with integrated YouTube videos | 179 days | | Marketing |

17. Remaining questions, complaints or suggestions

You are welcome to contact us with any questions, complaints or suggestions regarding data protection. Whenever you have any need to do so, you are welcome to contact us for this (see sec. 2).

Stand: 01.09.2023