

Data protection declaration

As the operator of the Internet presence at "www.act.de", the protection of your private and personality spheres are extremely important to us.

We only gather and use personal data of the visitors to our Internet site if this is necessary to provide the Internet site and our contents and services in a functional manner and to make these comfortable and usable for the visitors.

Processing of personal data generally takes place only with the consent of the user. In addition, processing can take place if the prior obtaining of consent is not possible for factual reasons and the data processing is permitted by legal regulations - in particular the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG).

In accordance with Article 4 Number 1 GDPR, "*personal data*" is all information which relates to an identified or identifiable natural person ("affected person"). For example, this includes: the name, address, date of birth email address and telephone number.

In accordance with Article 4 Number 2 GDPR, "*processing*" means any procedure or sequence of procedures carried out with or without the assistance of automated processes in connection with personal data (for example gathering, saving, use or disclosure).

In accordance with Article 4 Number 7 GDPR, the "*controller*" is the natural or legal person, authority, institution or other body which takes decisions alone or together with others concerning the purposes and means of the processing of personal data.

By means of this data protection declaration, we will firstly inform you of how you can get in touch with ourselves as the controller and/or our data protection officer (Number 1).

We will also explain what data is processed when you visit and use our Internet site, for what purposes and on what legal basis this takes place, whether an obligation to provide the data exists and how long the data is saved for (Number 2).

We will also set out to what extent data transfers take place, what security measures are taken and whether automated decision making takes place (Numbers 3 to 6).

Finally, we will inform you of what rights you are entitled to in connection with the processing of your personal data (Number 7).

1. Name and contact details of the controller, contact details of the data protection officer

The controller for the data processing when you visit and use this Internet site is:

Atlantic Chemicals Trading GmbH
Hermannstraße 46
20095 Hamburg

You can contact our data protection officer as follows:

Mr. Kai Wang
bk-documents GmbH
Carl-Zeiss-Str. 1
24568 Kaltenkirchen
Email: datenschutz@act.de

2. Data processing during visits to and use of our Internet site

2.1 Saving of access data in protocol files ("logfiles")

As a rule, you can visit and use our Internet site without providing any information relating to your person. When visiting our Internet site, the Internet browser used by you automatically transfers certain access data to our server. This includes the following data:

- IP address of the accessing computer
- Browser software used, as well as its version and language
- Operating system of the accessing computer
- Date and time of the access
- Name and URL of the accessing page or file
- Internet site from which the access takes place
- Access status / http status code
- Respective data quantity transferred

Type and purpose of data processing

This data is saved temporarily in a protocol file (so-called "logfile"). Initially, this serves the purpose of ensuring constant system security and stability and enabling technical administration to take place, in order to guarantee a breakdown free establishment of a connection and operation of our website, as well as to ensure it can be used comfortably. In addition, this data is evaluated for internal administrative and statistical purposes in order to improve our online service. This data is not combined with other data or sources of data which would enable your person to be traced.

Legal basis:

The legal basis for the processing is Article 6 Paragraph 1 Sentence 1 Letter f) GDPR. By means of this data processing, we are pursuing our legitimate interest in maintaining the operational security of our Internet sites, so that these Internet sites and the information contained in them can be provided in a disruption free and comfortable manner.

Duration of the saving:

The data will be deleted, once it is no longer necessary in order to attain the named purposes for which it was gathered. In case that the data is gathered in order to make our Internet site available, the data will therefore be deleted once the respective session has come to an end. Otherwise, the data is generally deleted after a maximum of seven days.

2.2 Data processing when you get in touch with us

Type and purpose of data processing

Should you send us enquiries via the contact information provided, we process the data provided by you during this process so that we can process your query and get in touch with you. Should further information be necessary in order to respond to your query, we will inform you of this separately.

The data which is provided to us during other instances of you getting in contact will only be used in order to respond to your query. We will not pass this data on to third parties either for a fee or free-of-charge. Unless you have consented to the further saving and use of your personal data, this will only remain saved for as long as is necessary to fulfil the purpose being pursued by the transfer of the data, for example as prescribed under statutory regulations (in particular retention periods under commercial law and tax laws).

At the time of the sending of an enquiry, the IP address of the user and the date and time of the enquiry will be saved. The purpose of this is to prevent misuse of our services or the provided data and to record the contact initiation for purposes of proof.

Legal basis:

The legal basis for the processing is Article 6 Paragraph 1 Sentence 1 Letter f) GDPR. Our legitimate interest is processing the data which is necessary in order to respond to queries which are sent to us.

The legal basis for the saving of the IP address, as well as the date and time of the contact initiation is Article 6 Paragraph 1 Sentence 1 Letter f) GDPR. The data processing is necessary to safeguard our legitimate interest in ensuring our services can be used without disruption and, in case of misuse, to assert, exercise and defend legal claims. In case third party data is entered in an unauthorised manner, this data processing can also be necessary to safeguard the legitimate interests of a third party, namely the owner of the entered data.

Duration of the saving:

This data is saved for as long as is necessary to complete the processing of the query at hand. In addition, it may be necessary to save the data for longer due to statutory obligations, in particular due to retention obligations in accordance with commercial law and tax laws under the German Commercial Code (HGB) and the German Tax Code (AO), which mandate saving for up to ten years. Otherwise, the data will only be saved for longer if this is necessary in order to fulfil a contract.

2.3 Data processing in connection with job applications

Type and purpose of data processing

In the course of the application process, your core data (for example first name, surname and nationality) and your contact information (for example telephone number, email address and address) will be processed in particular. However in addition, data processing also takes place in relation to the additional information provided by applicants (for example references, questionnaires and interviews).

Should you have provided special categories of personal data in accordance with Article 9 GDPR (data which states racial and ethnic origin, political opinions, religious or ideological views or trade union membership, as well as genetic data, biometric data for clear identification of a natural person, health data or data relating to the sex life or sexual orientation of a natural person), corresponding data processing only takes place with your prior consent.

The data processing services the purpose of carrying out the application process, in particular in relation to the assessment of your suitability for the respective post.

Only persons and institutions which are involved in the decision making concerning the outcome of the application or who must be informed in order to fulfil any statutory obligations have access to the data provided by you in the course of the application process. For example, these can include company management, the personnel department and/or the respective superior.

Legal basis:

The legal basis for the processing in the course of the application process is Article 6 Paragraph 1 Sentence 1 Letter b) GDPR and § 26 Paragraph 2 of the German Federal Data Protection Act (BDSG). In case of the processing of special categories of personal data, this is based on consent (Article 9 Paragraph 2 Letter a) GDPR and § 26 Paragraph 2 of the German Federal Data Protection Act - BDSG)

Duration of the saving:

Once the application process has been completed, your data will be deleted after 6 months, unless statutory provisions allow continued saving, continued saving is necessary in order to provide proof or you have issued your consent to longer saving.

3. Requirement or obligation to provide data, necessity to provide data in order to conclude a contract, possible consequences of failure to provide data

Should you send us a query via the contact information provided, it is necessary for you to provide your contact information, so that we can process your enquiry. If you do not provide suitable contact information, we cannot process your enquiry.

4. Data transfer and recipients of data

The transfer of your personal data to third parties only takes place in accordance with the purposes listed below.

We only pass your personal data on to third parties:

- if you have issued your consent to this in accordance with Article 6 Paragraph 1 Sentence 1 Letter a) GDFPR or
- if the passing on of the personal data is necessary in accordance with Article 6 Paragraph 1 Sentence 1 Letter f) in order to assert, exercise or defend legal claims and there is no reason to assume that you have an overriding protectable interest in the non-disclosure of your data or
- if a statutory obligation to pass on the data under Article 6 Paragraph 1 Sentence 1 Letter c) GDPR exists or
- if this is legally permitted and the passing on of the data is necessary in accordance with Article 6 Paragraph 1 Sentence 1 Letter b) GDPR in order to fulfil a contract with you.

5. Data security

We do our best to ensure the security of your data. In order to prevent loss, misuse and alteration of personal data, we have set up corresponding physical, electronic and administrative procedures and adjust these accordingly to the current state of technology. This includes the training of members of staff who have access to the personal data.

6. No use of automated decision making, including profiling

We do not use so-called profiling or other decision making tools which are based exclusively on automated data processing and which have legal effect on you or otherwise significantly impair you.

7. Your rights as affected persons

In relation to the processing of your personal data, you have the following rights:

- **Right of information** (Article 15 GDPR)
You have the right to request information relating to your personal data which is being processed by us. In particular, you can request information concerning the purposes of the processing, the categories of personal data, the categories of recipients to whom your data has been disclosed or is being disclosed, the planned duration of the saving, the existence of a right of correction, deletion, restriction of the processing or objection, the existence of a right of complaint, the origin of your data should this not have been gathered by us, as well as concerning the existence of automated decision making including profiling and, if applicable, detailed information concerning the specifics.
- **Right to rectification** (Article 16 GDPR)
You have the right to request the correction of data relating to your person which has been saved by us in an incorrect form or to request its completion, should the data be saved by us in an incomplete manner.
- **Right to erasure** (Article 17 GDPR)
You have the right to request the deletion of your personal data which is being saved by us, unless the processing is necessary to exercise the right to freely express opinions and information, in order to fulfil a legal obligations, for reasons connected to the public interest or in order to assert, exercise or defend legal claims.

- **Right to restriction of processing** (Article 18 GDPR)
You have the right to request that the processing of your personal data be restricted, should the correctness of the data be disputed by you, should the processing be unlawful but you reject the deletion of the data, should we no longer require the data but you require this in order to assert, exercise or defend legal claims or should you have raised an objection to the processing in accordance with Article 21 GDPR.
- **Right of data portability** (Article 20 GDPR)
You have the right to receive the personal data which you have provided to us in a structured, up-to-date and machine readable format or to request transfer to another controller.
- **Right to revoke consent which has been issued at any time**
(Article 7 Paragraph 3 and Article 6 Paragraph 1 Sentence 1 Letter a) and Article 9 Paragraph 2 Letter a) GDPR)
You have the right at any time to revoke the consent you have issued us with The consequence of this will be that we may not continue the data processing which was based on this consent in the future, unless this can be based on another legal condition.
- **Right to complain to a supervisory authority**
(Article 77 GDPR and § 19 of the German Federal Data Protection Act - BDSG 2018)
You have the right to complain to a supervisory authority, should you be of the opinion that the processing of your personal data breaches the GDPR. As a rule, you can contact the supervisory authority of your usual place of residence or place of work or of our place of business.

You also have a

right of objection (Article 21 GDPR)

Should we process data relating to your person due to legitimate interests, you can object to this for reasons connected to your specific situation.

You can also object to data processing if we carry this out for purposes connected to direct advertising.