

As at: 25/05/2018

**Privacy policy
in accordance with Regulation (EU) 2016/679 (General Data Protection
Regulation)
for LSR Materials GmbH & Co. KG**

1.) Object of this privacy policy:

Protecting your personal data (hereinafter: 'data') is very important to us. We collect, process and use your personal data in compliance with the content of this privacy policy and the applicable data protection provisions, with particular reference to the EU General Data Protection Regulation (GDPR). We will inform you about the storage of data, the type of data, its purpose and our identity in the following. We will also inform you about initial transmission and the type of transmitted data, as well as security measures. We therefore kindly ask that you read the following explanations carefully.

2.) Controller/service provider:

- (1) The controller for processing your personal data on our website within the meaning of the GDPR, the Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG) and the service provider within the meaning of the Telemedia Act (Telemediengesetz, TMG) is

**LSR Materials GmbH & Co. KG
Langmaar 12
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Represented by the Managing Directors:
Mr. Heinz-Eugen Rinsch and Mr. Richard Arndt

Contact:

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E-mail: info@lsr-materials.com

Website: www.lsr-materials.com

- (2) If you have any questions or comments about this privacy policy, or generally about data protection, please contact us by e-mail at info@lsr-materials.com or by post, using the postal address given in Paragraph 1.

3.) Collecting and using your personal data:

- (1) Personal data is all data that contains information about personal relationships or factual circumstances relating to an identified or identifiable natural person. An identified or identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. In addition to the name, this also

includes, for example, the e-mail address, home address, date of birth and telephone number, but also information about the use of our website.

- (2) The scope and type of data use depends on whether you only visit our website to access information or if you visit it to use services offered by us.

Informational use:

- (3) To use our website for informational purposes, you are generally not required to enter any personal data.

In addition, in this case, we only use data relating to you that your web browser automatically transmits:

Date and time of accessing our website;

- Your browser type;
 - Browser settings;
 - The operating system used;
 - The site last visited by you;
 - The transferred volume of data and access status (file transferred, file not found, etc.); and
 - Your IP address.
- (4) This data is stored separately from other data relating to you that you may have provided to us. This data is not linked with your other data. It is evaluated for statistical purposes so that we can optimise our website and our range of products and services. The data is then erased after your visit to our website, and after evaluation has been carried out at the latest.

We generally store your IP address in an anonymised way. The full IP address is only stored if this is required to make errors and hacking attempts transparent, and to record consent.

The legal bases for collecting the listed data (information about your visits to our website, e.g. the scope of the data transfer, date and time of access to our website, and other connection data) and information about your computer (IP address, status and data volume for the request) is Article 6 Paragraph 1 Letter f) GDPR.

Responding to your questions sent by-email or via the contact form:

- (5) If you contact us by e-mail or by using our contact form, the information provided by you will be saved for the purposes of processing your query, and for the purposes of any potential follow-up questions, or to process contracts. Information is not shared with third parties without your consent, unless this is required to provide services or to process contracts.

The legal bases are Article 6 Paragraph 1 Letter b) and Letter f) GDPR.

Transmission to government institutions or authorities that are entitled to information only takes place within the scope of statutory disclosure duties or if there is an obligation to provide information due to a court decision.

4.) Using cookies

- (1) We use cookies on our website. Cookies are text files that are sent by our web server to your browser when you visit our website, and are kept on your machine to be accessed at a later date.
- (2) We use 'session cookies', or temporary cookies, i.e. cookies that are only cached for the duration of website use. The purpose of these cookies is to continue to be able to identify your machine when you visit one of our websites and then switch to another of our websites, and to be able to determine when your visit ends.
- (3) Cookies are deleted as soon as your browser session ends.
- (4) You can determine when cookies are saved and accessed in your browser settings. You can completely prevent cookies from being saved, restrict cookies on certain websites or change your browser settings so that you are automatically notified before a cookie is saved, giving you the option to confirm or reject this. However, for all of our website's functions work properly, the above-mentioned session cookies must be permitted for technical reasons.
- (5) Personal data is not collected or stored by us using cookies in this regard. We also do not use any technologies that link information collected by cookies with user data.

5.) Sharing data

Data is not shared for commercial purposes. We may store your personal data or otherwise share it with our affiliated companies or other trusted business partners that provide services on our behalf. If data is processed by our service providers that support us in fulfilling the contract, we only share the minimum amount of data required.

Within the scope of contract data processing, we carefully select our partners and keep a close eye on your data. In this respect, we have concluded contracts with partners to ensure that data is only used and processed as required by us. Our partners are not permitted to use customer data for commercial purposes.

We only share your personal data with these parties and third parties if this is required to provide services that you have requested or authorised, to protect your rights and our rights, property or security, if we are obligated to do so due to applicable laws, judgements or other regulations, or if such a disclosure is otherwise required to provide support for legal or criminal proceedings or trials.

If data must be shared with third parties to fulfil contractual agreements, we ensure that the data stays within the EU or EEA. However, authorities, customers and suppliers that we are permitted to share your personal data with, or must share it with, may be located outside Germany or outside the EU, possibly even in a third country, and the data protection laws of these countries may deviate from EU regulations. In such cases, we ensure that suitable measures to protect your personal data are taken by introducing suitable legal mechanisms, e.g. EU standard contractual clauses.

6.) Data security

We use technical and organisational security measures to protect any personal data provided or collected, particularly against manipulation, loss and unauthorised access. Our security measures are continually adjusted so that they are in line with technological developments. In particular, we use https encryption processes that meet the requirements of modern technology (e.g. SSL).

7.) Data storage period

Your personal data is only stored for as long as it is required for us to provide our services. Occasionally, we may be required to continue to store data due to statutory or legal duties.

8.) Your rights - access, rectification, erasure, restriction, objection and withdrawal

- (1) In connection with the processing of your personal data, you can exercise the following rights at any time:
 - Right of access (Article 15 GDPR);
 - Right to rectification for incorrect or incomplete data (Article 16 GDPR);
 - Right to erasure/'right to be forgotten' (Article 17 GDPR);
 - Right to restriction of processing (Article 18 GDPR);
 - Right to data portability (Article 20 Paragraph 1 GDPR); and
 - Right to object to processing and the right to withdraw consent (Article 21 GDPR).
- (2) You can withdraw the consent given under data protection law at any time with future effect. If we base the processing of personal data on balancing interests, you may object to processing (Article 21 Paragraph 1 GDPR).

This is the case if processing is not specifically required to fulfil a contract, which we outline below. When exercising such an objection, we ask that you provide a brief description of the reasons why you no longer want us to process your personal data. If you provide a reasoned objection, we will review the matter and cease or adjust data processing, or present you with our compelling legitimate reasons why we will continue processing.

- (3) You may also object at any time if we create a use profile - within the scope of this privacy policy - for the purposes of advertising and market research and for the needs-based design of our website.
- (4) You also have the option of requesting information about data stored that relates to you at any time, as well as information concerning the origin of this data, the recipient or categories of recipients with whom the data has been shared, and the purposes of storage.
- (5) If you would like to exercise your rights, please contact us by e-mail at **info@lsr-materials.com** or at the address given in the imprint.
- (6) We are obliged to check your identity with due care before we are able to carry out your requests for withdrawal, access, erasure, locking and restriction. This is to protect your data against unauthorised access by third parties. We kindly ask for your understanding if we ask you for more information or if we ask you to provide identification before we carry out your request.

9.) Changing our privacy policy

We reserve the right to change our privacy policy at any time with future effect. The current version is available on the website. Please visit the website regularly and review the privacy policy applicable.