

Declaration of consent regarding data protection of the GEZE Group (as of May 2018)

We are delighted by your visit to the GEZE websites (hereinafter referred to as 'websites') and your interest in our Group and our products. The logic behind the services offered through our websites relates to our attempt to ensure that the information and data regarding GEZE that is delivered to you is of interest to you. Consequently, we need to collect and utilise your data to a certain extent in order to optimise our offerings and ensure that the aforementioned objective is met.

We take the protection of your privacy and your private data very seriously. Therefore, we will provide you with comprehensive information here so that you can feel comfortable when you visit our website, and so that you know that we take your privacy into consideration even when processing personal data. We treat data that is collected when you visit our website as confidential at all times and handle it in compliance with the valid data protection regulations. The protection of your personal data is one of our central objectives. Data privacy and information security are an integral part of our company policy.

In particular, we are subject to the provisions of the European General Data Protection Regulation (EU – GDPR), as well as the corresponding law for data protection of the respective country. Accordingly, we are authorised to collect and utilise personal data, to the extent that such a course of action is necessary in order to make it possible for you to use our website (www.geze.de/com) and the websites of the GEZE Group, including all the services and functions contained therein.

1 Conditions of use of the websites of the GEZE Group

1.1 Exclusion of liability

The details and pieces of information that appear on our websites have been carefully checked and researched by GEZE GmbH. We strive to keep expanding and updating this pool of information. However, GEZE GmbH is unable to assume any liability, guarantee or responsibility for correctness, completeness and topicality. This also applies to internet sites to which this website makes direct or indirect references. Our privacy policy does not apply to websites of other providers, even if our website links to these. Therefore, please note the specific privacy policies of the corresponding website providers when you leave our website. GEZE GmbH reserves the right to make changes or additions to the provided information without making any prior announcements regarding the same.

1.2 Copyrights and protective rights

The contents and layouts of these websites are protected by copyright. The websites or their contents may only be reproduced if GEZE GmbH has approved of such a course of action in advance. This condition does not apply to press releases that appear in the 'Company' and 'Press' sections, and which serve to facilitate general and customary press work. Links pointing towards the sites of www.geze.de/com and the GEZE Group may be set. The following section contains information regarding the specific pieces of personal data that are collected by us when our websites or the services and functions offered through it are used, as well as information regarding the manner in which we use the said data, and for what purpose. GEZE GmbH, Reinhold-Vöster-Str. 21-29 in 71229 Leonberg, Germany (hereinafter referred to as 'we') is responsible for the operations in which these websites are used to collect and utilise data.

2 In case of visits to GEZE websites

When you visit our websites, we shall, by default, automatically save certain pieces of usage data, such as the IP (Internet Protocol) address that was assigned to you by your internet service provider, and the date and duration of your visit. Information regarding the type of browser that you used to visit us is also collected and saved, along with information regarding the websites that you visited and the respective date and time. This is done anonymously.

We retain this information for a maximum period of four weeks for purposes related to the detection and tracking of misuse. If necessary, we use anonymous usage information to structure our website in a need-based manner, and to solve technical problems. Additional usage analysis operations pertaining to this data are only carried out as described in point 7. Furthermore, we delete or anonymise the usage data (including your IP address) after a period of four weeks; as soon as the said data is no longer necessary for the aforementioned purposes.

3 What is personal data?

„Personal data“ refers to all particulars about the personal or material circumstances of a specific or identifiable person. For example: name, address, e-mail address, etc.

4 Collection and processing of personal data

Personal data shall only be saved if you actively and voluntarily share it with us and provide an explicit consent for the use of the said data; this may, for example, happen in situations involving a registration, a survey, a newsletter, a competition/contest, the execution of a contract etc. It may also happen in situations in which you contact us in some other way, e.g. via e-mail or an online form. To the extent that we obtain consent from the person in question for processing operations involving personal data, article 6 section 1 lit. a of the EU General Data Protection Regulation (GDPR) shall serve as the legal basis. The other legal bases of article 6 shall apply depending on the appropriation.

This means that you shall make the final decision regarding whether and what data is to be provided to us. In case of a newsletter, your personal profile consists of the details that you have provided voluntarily. Furthermore, we also store anonymised information regarding your usage behaviour in order to improve our services. Other evaluations are also carried out in an anonymised form (user and click behaviour).

5 Disclosure of personal data and earmarking

We shall only use your personal data for the purpose of the technical administration of our website, for customer management, for our own surveys and for marketing, to the necessary extent. Our employees and external service providers/data processors which are entrusted with the processing of your data shall, of course, be bound by us to confidentiality, the currently-applicable EU – GDPR and the corresponding law for data protection of the respective country. We shall not pass your data on to third parties outside the Group without your consent. However, this does not apply to situations involving point 8 ('Transfer of data'), or situations in which personal data is transferred to state institutions and authorities on the basis of mandatory national legislation.

If you have already given your consent in advance, we shall also use the data to advertise our own products and services/data processors, and/or to conduct market and attitude research (e.g. within the framework of customer satisfaction surveys). In this regard, it may also be necessary for us to forward your data to certified external service providers within the framework of order data processing. However, this shall only be done if such a course of action is permissible in accordance with the applicable provisions of the data protection law. GEZE GmbH always ensures that service providers are obligated to comply with the applicable data protection regulations (currently EU – GDPR and the corresponding law for data protection of the respective country). Your data shall neither be sold to third parties nor marketed in any other way. You shall always be at liberty to revoke your consent for the use of your personal data for purposes related to advertising or the improvement of our services and/or website; you can revoke such a consent via e-mail, via fax or by sending a letter to our head office in Leonberg. In such a case, your personal data shall immediately be rendered unusable and locked. Our [data protection form](#) can be used for this purpose. You can use this form to request a complete disclosure of data; such a disclosure shall contain information regarding how GEZE saves and uses your data internally.

6 Cookies

When you visit our websites, the GEZE Group uses so-called 'cookies' in certain areas, in order to be able to provide you with services in a more customised manner. Cookies are small text files that a web server can send to your computer in order to identify it. Since they are stored on your hard drive, they make it possible to simplify navigation and ensure that the websites are more user-friendly.

We use such cookies in order to recognise the preferences of visitors, be able to design the web pages optimally, and identify particularly popular areas of our website. This makes it possible for us to tailor our website more specifically to the needs of users and improve our offer for you. We also use cookies to establish whether you have visited our web pages from your device in the past, whereby only the cookie stored on your device is identified.

Personal data can be saved in cookies if you have actively entered this. For example, this is the case in the event of a password protected online access, in which your user ID and the password are automatically retained. You can also use our websites without cookies or object to their use, or delete cookies that have already been set. This is done using your browser settings, in which you can refuse to accept cookies, or delete cookies. You can also completely deactivate the cookie function in your internet browser. Approval of cookies is not absolutely necessary in terms of the navigation and functionality of the website. Instructions for allowing, rejecting, viewing and deleting cookies can be found in your internet browser's help function. Please note that, in this case, some functions of the website may no longer be available. If links lead you to third-party websites, you should be mindful of the fact that the data privacy statements of the third parties in question shall apply.

7 Google Analytics

The various websites of the GEZE Group make use of Google Analytics, a web analysis service belonging to Google Inc. (1600 Amphitheatre Parkway, Mountain View, CA 94043, USA; hereinafter referred to as 'Google'). Google Analytics uses so-called 'cookies' (as described in point 6), i.e. text files that are stored on your computer, and which make it possible to analyse your use of the website. The information about your use of this website which is generated by the cookie is usually transferred to a Google server in the USA, where it is stored. However, the so-called IP anonymization facility has been activated on our website. This means that Google shall shorten your IP address beforehand, and this shall be done within member states of the European Union or other signatories to the treaty on the European Economic Area. Only under exceptional circumstances shall the full IP address be transferred to a Google server in the USA and shortened at that location. On our instructions, Google shall use this

information to analyse your use of the website, compile reports regarding website activities and provide us with other services associated with the use of the website and the internet. The IP address transmitted by your browser within the framework of Google Analytics operations shall not be combined with other Google data. By using GEZE websites, you are agreeing to the processing of the data collected about you by Google in the manner described above and for the aforementioned purpose.

If you do not want us to collect and analyse information about your visit, you can opt out at any time for the future. You can use the respective setting in your browser software to prevent the storage of cookies; however, we would like to point out that if you do so, you may not be able to make comprehensive use of all the functions of this website. Downloading the browser add-on for deactivating Google Analytics which is available under the following link enables you to prevent Google from collecting and processing the data (including your IP address) that is generated by the cookie and which relates to your use of our website: <https://tools.google.com/dlpage/gaoptout?hl=de>. Please note that this browser add-on can only be used on one specific device. If you delete cookies or use another device or another browser, you will have to re-download and re-execute the browser add-on.

8 Transfer of data

Information that we collect and use with regard to your use of this website could possibly be processed by other companies (e.g. external service providers and/or other companies that are part of the GEZE Group) as well; however, this shall only be done to the extent that such a course of action is necessary for the appropriation specified in this data protection declaration, or to the extent that the other company in question starts playing the role of an instruction-bound service provider/data processor. If and when data is forwarded in such a manner, we shall use contractual agreements pertaining to the protection of your personal rights (which could, for example, arise as a result of contract clauses) to ensure that protection that is sufficient in terms of the legal data protection regulations is guaranteed.

9 Consents pertaining to receipt of advertisements

Within the context of the use of various services associated with our websites, you have the option of allowing us to send you advertisements. If you have given such consent, we shall use the information that you have provided to send you advertisements; these advertisements shall be sent either by post, or via any other communication channels that you may prefer (e-mail, telephone, agreed-upon personal appointments). You can revoke such consent for the future at any time. In case you want to opt out of one (or more) of our services, this can be done at any time through unsubscribe@geze.com. If you receive a mailing from us, you can opt out of the service in question at any time by using the 'Unsubscribe' option that can be found at the bottom of the mailing. You can choose from the following services (as of May 2018):

9.1 Subscriptions to newsletters and other mailings

You can use our websites to sign up for and subscribe to our monthly newsletter or other communications that are sent via e-mail. We collect your name and e-mail address and use the said data to e-mail you the newsletter or, as the case may be, the other communications that you have subscribed to. We use the so-called 'double opt-in procedure' to verify your willingness to receive our newsletter or other communications via e-mail. This means that we first send an e-mail to the e-mail address that you specified during the subscription procedure in order to request you to actively confirm your willingness to receive the newsletter or other communication; this is done before we start sending the respective items. The information regarding this confirmation is used to document and (if necessary) verify your consent. Your willingness to receive the newsletter or other communications and your consent for the associated utilisation of your personal data can be revoked for the future at any time.

9.2 Invitations to events (print and e-mail)

You can use our websites to specify whether you are interested in invitations to GEZE Group events. If we have received your consent (refer to the double opt-in procedure in the previous point), we shall, by post or via e-mail, send you invitations to events, such as trade fairs, architectural events or the like. Your willingness to receive the event invitations or other communications and your consent for the associated utilisation of your personal data can be revoked for the future at any time.

9.3 Discount campaigns, customer campaigns and contests

Discount campaigns, customer campaigns and/or contests are offered through our websites from time to time. The details pertaining to the specific campaigns shall be disclosed on the company's websites in a timely manner, communicated through our social media channels and/or sent via e-mail through the monthly newsletter. If you wish to participate in such schemes, we shall request you to provide your name and contact details (e.g. name, address, e-mail address etc.), along with any other information that might be necessary for you to be able to participate in the contest (e.g. answers to prize questions, photos of you or other people, proofs of purchase etc.). We shall only use such information to execute the specific campaign in question; your data shall then be rendered unusable. More detailed information can also be found in the participation conditions for the specific campaign. If you have given your consent within the framework of your participation, we shall also have the option of using the information for the purposes specified in the declaration of consent (e.g. if you wish to sign up for the monthly newsletter within the framework of the contest). If a prize is acquired as the result of a violation of the conditions of use or other manipulative actions on the part of a user, GEZE GmbH shall be entitled to revoke the prize; this can also be done at a subsequent stage. If the prize has already been handed over, the winner shall be obligated to return it in the same condition. As a matter of principle, winners are notified via an e-mail from GEZE GmbH.

GEZE GmbH reserves the right, over the course of its communications, to compile additional textual, visual and auditory information regarding the prizes and winners; it also reserves the right to publish the said information, provided that the specific winners have given their consent for such publication. As a matter of principle, prizes cannot be handed over in the form of cash. The judges' decision is final. GEZE GmbH also reserves the right to modify announced or ongoing campaigns, prizes and contents; this can also be done on short notice. In such cases, the users shall be informed accordingly.

The availabilities of the prizes shall be explicitly specified within the framework of the specific campaign (e.g. while stocks last).

9.4 Contact form

Our website offers a form that you can use to contact us, in order to, for example, ask questions about the product promoted on the websites or request (product) information. We shall only use the data provided by you (e.g. name, address, telephone number, e-mail address etc.) in order to be able to process and answer your question.

9.5 Collection of personal data through social media channels

The GEZE Group has a presence on various social media channels, and it occasionally also uses these channels to offer various campaigns like contests. The participation conditions of the specific campaign shall apply. If a user wins a prize, he shall, within the framework of the specific social media channels in question, be approached through his user name and notified about his win. This communication shall be accompanied by a request to transfer his personal data to GEZE GmbH for the sole purpose of facilitating the handover of the prize. The data that has been received through the social media channels is only used within the framework of the said channels, and is not handed over to third parties.

The GEZE Group currently has a presence on [Facebook](#) ('@GEZE.Group'), [Twitter](#) ('GEZE_GmbH' and 'GEZE_Int'), [LinkedIn](#) ('GEZE GmbH' and 'GEZE Benelux') and [Xing](#) ('GEZE GmbH'). You bear sole responsibility for the protection of your privacy, data and settings. The data privacy statements of Facebook, Twitter, LinkedIn and Xing apply. Apart from this, GEZE GmbH also operates its own channel ('GEZE GmbH', hereinafter referred to as 'channel') on the YouTube video platform. In this regard, GEZE GmbH is only responsible for the produced, uploaded and in-house video contents associated with the GEZE GmbH channel. The GEZE Group assumes no liability for GEZE products that are shown and/or used in other videos that have not been produced by us. The YouTube user who has uploaded these videos to his channel is the one who bears sole responsibility for the said videos. The respective users bear sole responsibility for any and all comments, images and opinions that appear in the comments section. In situations involving inappropriate contents (like glorification of violence, SPAM etc.), GEZE GmbH reserves the right to delete the respective comments and/or images. Once again, you bear sole responsibility for the protection of your privacy, data and settings. In such a case, the conditions of use and data privacy statements of [YouTube](#) or [Google](#) shall apply.

10 Additional usage of personal data

The GEZE Group uses personal data in a variety of ways. For example, the formulation of the contact form can vary and/or be presented for a specific purpose depending on the campaign. You alone shall decide upon the purpose for which you give us your consent. You can opt out of any and all services at any time. Furthermore, the protection of our potential buyers' and applicants' personal data is very important to us.

10.1 E-mail and online applications

The careers section of the GEZE Group offers the option of sending applications via e-mail or through the online application facility. The following data protection declaration shall apply:

I understand that my data which is collected in the following section shall, within the framework of the application process involving GEZE GmbH and the companies associated with it as per §271 (2) of the HGB (German commercial code), be collected, processed and used by the aforementioned entities for the following purposes:

- In order to process staffing within the framework of the application process:
 - *Name
 - *Contact information
 - *The personal details that you have provided in the application documents and the subsequent process
- For ease of use
 - *So-called 'session cookies'
 - GEZE only uses these in order to simplify user guidance. The cookies are deleted as soon as you log out or close the browser. You will not be able to use the application generator if you do not accept any cookies. In such a case, you would have to fall back on e-mail or the post option.
- In order to avoid double applications
 - *Log files
 - GEZE stores internet protocol addresses (IP addresses) in the log files for a limited period of time, if such a course of action is necessary for purposes related to tracking and the avoidance of double applications.

It has been explained to me that if I am to be hired by GEZE GmbH or companies associated with it as per §271 (2) of the HGB (German commercial code), I will be asked to sign a new and more far-reaching data protection declaration; it has also been explained to me that in the absence of this new signature, GEZE GmbH and the companies associated with it as per §271 (2) of the HGB (commercial code) shall not be authorised to collect, process, forward or otherwise use my data in a further-reaching manner or a manner not associated with the aforementioned purposes. It has been explained to me that the personal data relating to me that is collected within the framework of the aforementioned purposes shall be collected, processed, transferred or otherwise used in a manner that takes the GDPR into consideration. Furthermore, it has also been explained to me that my data is collected, processed, forwarded and used on a voluntary basis. It has been explained to me that the data shall be deleted within a period of 6 months. The deletion shall get rid of all the data (including restorations). This time span can be changed with my consent.

Furthermore, it has also been explained to me that I can withhold or revoke (for the future) my consent at any time; I am aware that in such a case, I shall have to submit (or re-submit if necessary) my application documents by post or via e-mail. I shall send my declaration of revocation to: GEZE GmbH Human Resources department; Reinhold-Vöster-Straße 21-29 in 72119 Leonberg; e-mail: [the e-mail address allotted in the receipt confirmation mail] In case of such a revocation, my data that is being held by GEZE GmbH and the companies associated with it as per §271 (2) of the HGB (German commercial code) shall be deleted as soon as my declaration of revocation is received.

I have been informed that GEZE takes precautions in order to protect my data, and in order to rule out external misuse. Measures that are technologically up-to-date are implemented for this purpose. The SSL encryption is active if the key symbol at the bottom of your browser is closed, and if the address begins with 'https://'. In such a case, a 128-bit encryption arrangement is used to protect the transfer of data with the help of SSL (secure socket layer); this encryption prevents external parties from impermissibly viewing my data. When the encryption is not active, I must think carefully about whether I wish to send sensitive information over the internet under such circumstances.

Further details regarding the selection procedure or travel cost refunds can be found in our website's careers section. The data used therein shall only be used within the framework of the application procedure and/or the travel cost refund (if desired by you).

10.2 Other uses and deletion of data

As a matter of principle, your personal data shall only be processed and used in a further-reaching manner if a legal regulation permits such a course of action, or if you have given your consent for the said processing or usage of the data. Unless explicitly mentioned in the previous section, we shall not forward your personal data to third parties. However, we reserve the right to forward the data to instruction-bound service providers/data processors. In general, we delete or anonymise your personal data as soon as we reach a situation in which the said data is no longer necessary for the purposes for which we have used it (as described in the previous section). This has no effect on specific details related to the retention and deletion of personal data (as described above).

11 Supplementary data privacy statements

Certain offers appearing on our websites require a registration. The specified data is saved by us (until revocation) for the purpose of managing your registration. However, this does not apply to campaigns like contests; in such situations, point 9.3 shall apply. The GEZE Group pledges not to forward the saved data to third parties. Other users cannot view the e-mail address that you have specified. If necessary, you can also use our websites to register with and log in to a login-protected domain (e.g. a retailer portal, Media Pool or the like). The data collection and data usage operations that are carried out in this regard are subject to specific data privacy statements, which can be obtained in the specific login-protected domain in question. Additional usage instructions for the GEZE media pool can be found in the [SBTs of our online portals](#).

Your personal data is also retrieved if you sign up for one and/or more of our GEZE training programmes and seminars. In such a case, you must first use your data to register with us. Once again, other users will not be able to view your data. Your registration data allows you to sign up for our various seminars. Under such circumstances, your personal data shall only be used with regard to the GEZE seminars and training programmes; it shall not be used for advertising. This means that the said data shall be used for your participation in the seminar/training programme, confirmations, reminders associated with certificate extensions etc. Your personal data can be de-registered at any time via post, telephone or e-mail.

The same conditions apply to the GEZE customer portal and the GEZE supplier portal. You are responsible for your login details, as well as for the contents uploaded by you (e.g. comments or images). We reserve the right to promptly block content that violates the prevailing law, as well as offensive content. Users who violate the conditions of use can be disqualified from further participation and/or campaigns by the GEZE Group.

12 Security

The GEZE Group has implemented various organisational and technical security measures to protect all the managed data (including the information that you have stored with us) from manipulation, loss, destruction and access by unauthorised persons. Our security measures are always up-to-date, and we are continuously working on further technological developments in order to protect your data as well as possible.

13 Children

Children should not send us any personal data unless their parents or legal guardians have approved of such a course of action. We would therefore like to clearly emphasise that children's online activities should always be supervised by their legal guardians. We do not request any personal data pertaining to children, deliberately collect such data or forward it to third parties in an unauthorised manner. This special protection is very important to us.

14 Right to information

We believe that your data is important! You have the right to obtain information regarding the stored data pertaining to you at any time. On request, we will be happy to inform you about how GEZE saves and uses your data internally. We would therefore like to use this [information request form](#) to request you to provide the required personal details, so that we will be able to process your enquiry. Note: a copy of your ID must be enclosed. Such a copy helps us identify you uniquely, and serves to prevent data from being misused. If you have suggestions or questions pertaining to the processing of your personal data, please write to us at data-protection@geze.com.

15 Modifications and updating of the declaration of consent regarding data protection of the GEZE Group

Further developments pertaining to the internet and our internet presence can also affect the handling of personal data. We therefore reserve the right to modify this declaration of consent regarding data protection of the GEZE Group in the future within the framework of the applicable data protection laws, and (if necessary) to adapt it to changed data processing realities. We therefore request you to visit our website from time to time, in order to familiarise yourself with any potential updates pertaining to this matter.

If the GEZE Group launches new products or services or changes the respective internet procedure, or if the security technology pertaining to the internet and EDP evolves, this declaration of consent regarding data protection of the GEZE Group (as of May 2018) shall be updated. We shall always publish the latest version at this location. However, under such circumstances, the consent that has previously been provided by you shall not automatically expand to cover purposes that may potentially have been changed; in such a case, you will have to explicitly give your consent once again.

You can use our [data protection form \(PDF\)](#) to request a complete disclosure of data; such a disclosure shall contain information regarding how GEZE saves and uses your data internally. Please note that enquiries that are not accompanied by a copy of your identification document (for identification) cannot be processed further.