Privacy Policy of Keith & Koep GmbH

We, Keith & Koep GmbH, Uellendahler Straße 199, 42109 Wuppertal, Germany operate our website keith-koep.com and the services offered on it. Thus we are responsible for the collection, processing and use of personal data within the guidelines of several data protection laws. The proper handling of your personal data is of particular concern to us. For this reason, we would like to inform you of how we handle your personal data.

We use your personal data in compliance with applicable data protection provisions. In the following, we will explain what data we collect, how this data is used by us, and what rights you have with respect to our use of your data.

I. Collection and Storage of Personal Data

1) When visiting our website

When you visit our website, our servers temporarily save each access instance to a log file. The following data is collected without any action on your part and saved by us until it is automatically deleted within 30 days:

- IP address of the requesting computer;
- Date and time of access;
- Name and URL of the requested file;
- Website from which access takes place (Referrer-URL);
- Your computer’s operating system and the browser you use;
- The name of your Internet access provider.

This data is collected and processed in order to make it possible to use our website (connection setup), to ensure continued system security and stability, to enable both technical administration of network infrastructure and the optimization of our Internet offering, and for internal statistical purposes. The IP address is only evaluated in the event of attacks on our network infrastructure and for statistical purposes.

In addition, we use website cookies and web analytics when you visit our website. For more details, see Section IV and Section V of this privacy statement.

2) When using the contact form

You can send general inquiries via the contact form provided on our site. In this case, the specification of a valid e-mail address as well as your name, first name and a company is mandatory. Further information can be freely given.

The collection of this data is done to know who has made a request, to send it the way you prefer (by e-mail, mail or phone) and to answer it the best possible and individual way.
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3) In the application process

Your data will only be collected and processed for the purpose of filling positions within Keith & Koep GmbH. Responsible body for the data collection in this sense is - in the case of an application to a specifically advertised position - our human resources department, whose address data you find on the respective call for tenders.

If you apply to Keith & Koep GmbH for a specifically advertised position, your data will be passed on automatically to the responsible personnel managers.

You can revoke this consent at any time with effect for the future by e-mail to the contact person named in the application.

If you apply proactively, an automatic data transfer takes place according to your abilities to suitable human resource managers. The purpose in each case is an evaluation of your potential employment by the responsible person.

As part of your application is ensured that after the loss of the purpose for which we have received your data, these are automatically deleted from our systems. Your application data will be deleted in case of a negative decision after 6 months.

If your profile is generally interesting for us, we would like to include it in our pool of applicants. In this context, we will ask for your consent. You can revoke this consent at any time with effect for the future by e-mail to the contact person named in the application.

4) For the care and handling of general correspondence, customer and supplier relationships

To maintain supplier, customer or general business relationships, it may still be useful for us to store and process your personal data. We assure that only such data will be stored and processed as necessary for the execution of these business relations.

Of course we respect it, if you do not want to give us your personal data to support our business relationship - especially for direct marketing or market research.

II. Transmission of Personal Data to Third Parties

We will not sell your data or otherwise transmit it to third parties without your consent. The above is inapplicable only in cases where there is a statutory obligation to disclose data or where data disclosure is necessary for the enforcement of our rights, especially the enforcement of claims under the contractual relationship with you.

III. Cookies

Cookies help us make your visit to our website simpler, more pleasant and more meaningful in many ways. Cookies are alphanumeric data files that your web browser automatically saves to your computer’s hard drive when you visit our website.
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Cookies neither damage your computer's hard drive nor is personal data transmitted to us through the use of cookies.

For instance, we use cookies in order to be able to identify you as a customer without you first having to log in. The use of cookies does not entail that we obtain new personal data about you as an online visitor. Most Internet browsers accept cookies automatically. However, you may configure your browser to prevent cookies from being saved to your computer, or so that you are informed each time you receive a new cookie. Deactivating cookies could prevent you from using all the functionalities on our website.

IV. Web Analytics

We use web analytics in order to customize site design and to perform ongoing optimization of our website. In this context, we use pseudonymous user profiles and cookies (see Section III).

1. Google Analytics

We use Google Analytics. This is a web analytics service provided by Google Inc. The information generated by the cookie about your use of our website (including your IP address) is transmitted to and stored by Google on servers in the United States. IP addresses are anonymized, so that an assignment to you is not possible (IP masking). The information is used to evaluate the use of our website, to compile reports on website activity for us, and to provide us with other services related to the use of websites and the internet. Under no circumstances will your data be merged with other data collected by Google.

A transfer of the information by Google to third parties only takes place, if this is required by law or if third parties process this data in the order. You can prevent the installation of cookies by setting your browser software accordingly; however, we point out that in this case not all functionalities of our website may be fully exploited.

In addition, you may prevent the collection of data generated by the cookie and related to your use of the website (including your IP address) and the processing of this data by Google by downloading and installing a browser add-on.

As an alternative to the browser add-on, especially for browsers on mobile devices, you can prevent the collection by Google Analytics by clicking on this link. An opt-out cookie will be set which prevents the future collection of your data when you visit this website. The opt-out cookie is only valid in this browser and only for our website and is stored on your device. If you delete the cookies in this browser, you must set the opt-out cookie again.

For more information about privacy related to Google Analytics, see the Google Analytics Help Center.
V. Information, Correction, Editing and Deletion of Data

You are entitled to information about your stored personal data, and are entitled to correct incorrect data, and to block or delete the same.

For information about your personal data, to initiate correction of incorrect data, or to block or delete such data, and for any additional questions about the use of your personal data, please contact: datenschutz@keith-koep.com.

Please note that if you delete your data, it will not be possible to use our services, or it will not be possible to use them in full.

VI. Security

We employ appropriate technical and organizational security measures in order to protect your data against accidental or intentional manipulation, partial or complete loss, destruction, and unauthorized access by third parties. Our security measures are consistently updated in accordance with technological developments.

VII. Protection of children and minors

Persons under the age of 18 should not submit any personal data to us without the consent of their parents or guardians. We do not request personal information from children and adolescents. We do not knowingly collect such data and do not share it with third parties.

VIII. Questions and comments on data protection

In the course of the further development of the Internet, we will also constantly update our privacy policy. Changes will be announced in time on this site. Therefore, you should visit this page regularly to find out about the current status of the privacy policy. If you have questions e.g. regarding the processing of your personal data, suggestions or comments on data protection, please contact the responsible department:
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IX. Up-to-dateness of the Privacy Statement

As part of the development of this website, the practices of the Internet or the legal situation, we will constantly update our privacy policy. Changes are incorporated in our privacy policy. You should therefore regularly visit our privacy policy on our website to keep up to date with the privacy policy. This privacy policy is currently valid and has the status of May 25, 2018.