

Privacy Notice for Packaging Direct

Noventiz GmbH operates the web portal <https://direct.noventiz.de/>.

The protection of privacy is very important to us, and we observe the rules of the data protection laws of the Federal Republic of Germany, the German Telemedia Act and the data protection rules of the European Union. The purpose of this information is to explain how we use your personal data.

1. Who is the data controller?

The data controller as defined in data protection legislation is

NOVENTIZ GmbH
Dürener Str. 350
50935 Köln
Germany
Tel.: +49 221 800 158 70
Fax: +49 221 800 158 77
e-mail: info@noventiz.de
Website: www.noventiz.de

Managing Director: Dirk Boxhammer
Registry court: Cologne District Court, HRB 60631

2. What personal data is collected, for what purpose and on what legal basis?

We collect, store and process data solely for our own commercial purposes.

Our website is generally available to all users without the collection of any personal data. Personal data is only requested, processed or used to the extent necessary to provide the services that you request or in order to make content available.

a) Visiting our web portal

When you visit our web portal, the browser used on your device automatically sends information to our web server. This information is temporarily stored in a log file.

The following information is collected without your intervention and saved until it is automatically deleted:

- IP address of the requesting computer,
- date and time of access,
- name and URL of the file accessed,
- the website from which the portal was accessed (referrer URL), and
- the browser used and your computer's operating system.

This data is processed by us for the following purposes:

- to guarantee a smooth connection to the website;
- to guarantee that our website is user-friendly;
- to evaluate system security and stability;
- to ensure the security of our IT systems and to prevent damage; and
- for other administrative purposes.

The legal basis for data processing is Art. 6(1)(f) of GDPR. Our legitimate interest is based on the data collection purposes listed above.

Under no circumstances do we use the collected data to identify you personally.

We also use cookies and analytics when you visit our website. You can find more detailed explanations on this under sections 5 and 6 of the Privacy Notice.

b) Using our web portal

When you conclude an agreement on our web portal, we collect the following personal data:

- company name,
- full address,
- VAT reg. no.,
- contact name,
- e-mail address,
- telephone number,
- optional: bank account details/credit card details,
- optional: website.

The purpose of collecting this data is to

- identify you as a customer or the contact of a customer and to verify these details;
- send you offers and agreements;
- provide you with services;
- engage in correspondence with you;
- inform you of various factual and legal requirements and changes in your obligations;
- send you invoices;
- run direct debits;
- assert any claims against you;
- send you direct marketing for our own similar services;
- consolidate and expand our relationship with you for the future;
- ensure the security of our IT systems and to prevent damage.

We process your contact details and inventory data as well as your bank account details when you contract with us. The legal basis for this is the purpose of fulfilling the service and mutual fulfilment of obligations arising from our contractual relationship, pursuant to Art. 6(1)(b) of GDPR.

We process your data in the scope of direct marketing for our own similar services and for customer retention measures, as well as to assert any claims against you and to ensure the security of our IT systems and to prevent damage. The legal basis for this is to protect our legitimate interests pursuant to Art. 6(1)(f) of GDPR.

All other processing of your data is carried out exclusively on the basis of your express consent pursuant to Art. 6(1)(a) of GDPR or on the basis of a legal obligation on us to do so pursuant to Art. 6(1)(c) of GDPR.

3. Who will receive the data?

a) Employees and contractors working for our company

Employees of our company have access to your personal data to the extent required in order to fulfil the purposes listed in (2) above.

In addition, we contract with service providers to support our data processing in the context of order management.

Employees and contractors working for our company will only be given access to your personal data where they are required to use it for the purpose of executing our contractual relationship with you. In particular, this concerns employees in the following departments: sales, customer support, purchasing, finance, order management, sales controlling and legal, as well as sales partners who support us in providing and distributing our service.

Our company's employees also have access to your personal data when working on direct marketing for our own similar services or on customer retention measures. In particular, this concerns employees in the following departments: marketing, sales and customer support.

Furthermore, employees and contractors working for our company have access to your personal data where this is required for the purposes of technical administration, maintenance of servers and computers, configuration and maintenance of software, system migration and storage. In particular this concerns the IT department and contracted IT service providers and third-party data centres.

Finally, employees and contractors working for our company have access to your personal data when they are engaged in archiving or destroying files and deleting data.

Your data will only be transmitted in the scope of fulfilment of a contract pursuant to Art. 6(1)(b) of GDPR if this is necessary for the performance of the contract.

Transmission of your personal data in the scope of direct marketing for our own similar services, customer retention measures and technical administration, maintenance of servers and computers, configuration and maintenance of software and system migration and storage is necessary to protect our legitimate interests pursuant to Art. 6(1)(f) of GDPR as long as there is no reason to assume that you have an overriding interest worthy of protection in your data not being transmitted. Our legitimate interests arise from the purposes listed above and consists of the maintenance of the functionality of the website and ensuring the security and availability of our IT systems.

Transmission of your personal data in the scope of archiving or destruction of files and deletion of data is necessary for the fulfilment of a legal obligation pursuant to Art. 6(1)(c) of GDPR.

b) Third parties

Your personal data will only be transmitted to third parties in conjunction with purposes listed below.

We only transmit your personal data to third parties if

- you have given your express consent pursuant to Art. 6(1)(a) of GDPR;
- this is necessary for fulfilment of the contractual relationship pursuant to Art. 6(1)(b) of GDPR. In particular this includes the transmission of data to dual systems, service providers and disposal partners, as well as courts and other public authorities and private individuals fulfilling public functions for the purposes of correspondence, fulfilment of your obligations and the assertion and defence of your rights, or to banks for execution of direct debits;
- this is necessary for fulfilment of a legal obligation to which we are subject pursuant to Art. 6(1)(c) of GDPR. This includes the transmission to tax advisors and auditors to ensure and verify our obligations such as bookkeeping in accordance with the statutory requirements;
- this is necessary to protect our legitimate interests or the interests of third parties pursuant to Art. 6(1)(f) of GDPR as long as there is no reason to assume that you have an overriding interest worthy of protection in your data not being transmitted.

This includes the transmission to information sources for the calculation of credit default risks and to courts and other public authorities and lawyers for the purpose of asserting, exercising or defending legal claims.

This also includes the transmission of data to sales partners and other companies that support us in the distribution of our products.

The transmitted data may only be used by the third parties for the purposes mentioned.

4. Where will the data be processed?

Your personal data will be stored and processed exclusively on servers located within the European Union.

5. What cookies do we use?

We use cookies on our website. These are small text files that your browser creates automatically and stores on your device (laptop, tablet, smartphone and similar) whenever you visit our website. Cookies do not damage your device and do not contain viruses, trojans or other malware.

The cookies store information that is connected with the specific device used. However, this does not mean that we can obtain direct knowledge of your identity on this basis.

We use cookies to make our web offering more attractive for you to use. For example, we use session cookies to detect when you have already visited individual pages on our website. These cookies are deleted automatically when you leave our site.

We also use temporary cookies to optimise the user experience; these are stored on your device for a fixed period of time. When you revisit our website to use our services, the site automatically recognises that you have visited before and knows what inputs you made and what settings you configured. By using cookies we can ensure that you do not need to enter this information or configure these settings again.

We also use cookies to capture statistics on the use of our website, and to optimise our offer for you. These cookies enable us to automatically detect that you have visited before when you return to our website. The cookies are automatically deleted after a fixed period. Further information can be found in (6).

The data processed by the means of cookies is collected for the aforementioned purpose of protecting our legitimate interests and the interests of third parties pursuant to Art. 6(1)(f) of GDPR.

Most web browsers automatically accept cookies. However, you can configure your web browser so that no cookies are saved to your computer, or so that a warning always appears before a new cookie is created.

Completely disabling cookies may result in you not being able to use all of the functions on our website.

You can decide whether or not the browser software you use should permit cookies. Please be aware that the functionality of web pages may be constrained or stop working completely if cookies are not permitted.

6. What analytics tools do we use?

Analytics

We use analytics for the purpose of creating and continually optimising our website so that it meets your needs.

We also use analytics to capture statistics on the use of our website, and to optimise our offer for you.

Matomo (previously called Piwik)

We use the open source software Matomo for the purpose of analysing and evaluating statistics on the use of the website. Matomo does not use cookies to analyse the statistics, but evaluates the log files on the web server instead.

When you visit the website, Matomo collects the following data:

- IP address of the requesting computer;
- date and time of access;
- referrer URL (the website from which our website was accessed);
- length of time taken to load the page
- the browser used and your computer's operating system.

IP masking is used to anonymise the IP address so that it cannot be assigned to an individual. In no case will the IP address be associated with other data concerning the user.

An encrypted ID is generated to record unique, repeat visitors. This is combined with some of the data listed above and the anonymised IP address but cannot be decrypted to identify an individual person and is not generally visible in the statistics.

The information is used to evaluate the use of the website and to enable us to design our website so that it meets user requirements. The information is not transmitted to third parties.

The server logs are retained for seven days for technical processes and then deleted automatically.

7. How long will the data be stored?

The personal data we collect when you access our web portal pursuant to (2)(a) above is automatically deleted when you leave the web portal.

The personal data we collect when you conclude a contract with us pursuant to (2)(b) above is stored until the end of the statutory retention period for services (3 years following the end of the calendar year in which the contract ends) and then deleted unless we are required by tax or commercial law (German Commercial Code, Criminal Code or Tax Code) requirements to store it for a longer period for retention or documentation purposes pursuant to Art. 6(1)(c) of GDPR or you have given your consent for continuing storage pursuant to Art. 6(1)(a) of GDPR.

8. Rights of the data subject

You have the right

- pursuant to Art. 15 of GDPR to be informed about the personal data that we process about you. In particular you have the right to information about the purposes of processing, categories of personal data, categories of recipients to which/whom your personal data has been or will be disclosed, planned retention period, the existence of a right to rectification, deletion, limitation of processing or objection, the existence of a right to complain, the origin of any personal data that we have not collected ourselves, and the existence of any automated decision making including profiling and meaningful information about the details of this decision making;
- pursuant to Art. 16 of GDPR to require the immediate rectification or completion of any personal data that we hold about you;
- pursuant to Art. 17 of GDPR to require the deletion of the personal data we hold about you, unless the processing is necessary to exercise the right to freedom of expression or information, to fulfil a legal obligation, to protect the public interest or to assert, execute or defend legal claims;
- pursuant to Art. 18 of GDPR to require the limitation of processing of your personal data if you dispute the accuracy of the data, if the processing is unlawful but you do not want the data to be deleted and we no longer need the data but you require it in order to assert, execute or defend legal claims or, pursuant to Art. 21 of GDPR you have lodged an objection to the processing;
- pursuant to Art. 20 of GDPR to receive your personal data in a structured, common and machine-readable format or to request that the personal data you have provided to us be transmitted to another data controller;
- pursuant to Art. 77 of GDPR to contact a supervisory body with the purpose of making a complaint.

In general, you are entitled to choose whether to contact the supervisory body responsible for the location where you normally reside or work or the supervisory body responsible for our company headquarters.

9. Right to object or withdraw consent

Where we process your personal data on the basis of your consent pursuant to Art. 6(1)(a) of GDPR, you have the right pursuant to Art. 7(3) GDPR to withdraw consent given to us at any time. As a consequence, we are no longer permitted to carry out future processing of the data that relied on this consent.

Where we process your personal data on the basis of legitimate interests pursuant to Art. 6(1)(f) of GDPR, you have the right pursuant to Art. 21 of GDPR to object to the processing of your personal data on grounds relating to your particular situation or to object to direct marketing. In the case of direct marketing, your right to object is immediate and will be implemented by us without you having to indicate a particular situation.

If you wish to object or withdraw your consent, please send an email to info@noventiz.de.

10. Data security

When transmitting confidential information or personal content of our users we use the widely-known SSL (secure socket layer) technology on our website. This encryption is enabled, for example, when you submit inquiries to us through our website. Please ensure that for such requests SSL encryption is enabled on your system. It is easy to see whether or not the connection is encrypted: The start of the address shown in your web browser changes from "http://" to "https://". Data that is encrypted using SSL cannot be read by third parties.

We also implement suitable technical and organisational security measures to protect your data against accidental or deliberate manipulation, full or partial loss, destruction or unauthorised access by third parties. Our security measures are continually updated in line with technological developments.

11. Updates to this Privacy Notice

Modifications to our website and offering or amendments to statutory or regulatory requirements may require us to update this privacy notice. You can view the current Privacy Notice at any time at on our website at <https://direct.noventiz.de/resources/custom/documents/datenschutz.pdf> and print it out for your convenience.

12. Questions to the data protection officer

If you have any questions regarding data protection, please contact us by e-mail or get in touch with our data protection officer directly:

Data Protection Officer of
Noventiz GmbH
Dürener Str. 350
50935 Köln
Germany
Datenschutz-DSB01@noventiz.de

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