

HIMA Academy is the learning management system (LMS) of HIMA Paul Hildebrandt GmbH for participation in various training courses. HIMA Paul Hildebrandt GmbH attaches great importance to the protection of privacy and observes the statutory data protection regulations. In the following, we explain how we handle your personal data.

1 Who is the controller?

The controller within the meaning of data protection law is

HIMA Paul Hildebrandt GmbH
Albert-Bassermann-Straße 28
D-68782 Brühl near Mannheim

Telephone: +49 (0) 6202 / 709-0
www.hima.com

We have appointed a data protection officer:

Data Protection Officer of HIMA Paul Hildebrandt GmbH
c/o activeMind AG
Management and technology consultancy
Kurfürstendamm 56
10707 Berlin

E-mail: [datenschutz\(at\)hima.com](mailto:datenschutz(at)hima.com)

2. Which processing activities are carried out?

Making contact

Purpose, legal basis and legitimate interest

There is a contact form on our website that can be used to contact us electronically. If a user makes use of this option, the data entered in the input mask will be transmitted to us and stored.

The following data is also stored at the time the message is sent:

- Date and time of the request
- URL from which the request was made
- IP address from which the request was made
- Web browser and operating system used

Alternatively, it is possible to contact us via the email addresses provided. In this case, the user's personal data transmitted with the e-mail will be stored. This includes the

date and time the e-mail was sent, e-mail address, IP addresses and information on the servers involved in the e-mail communication.

You can also contact us via the telephone number provided. In this case, we collect log data that includes your telephone number and the duration of the call. We do not record conversations.

Regardless of the type of communication selected, we collect the content of your request. Your data is stored for the purpose of individual communication with you.

The data entered in the contact form is processed on the basis of a legitimate interest (Art. 6 para. 1 lit. f GDPR).

Our legitimate interest in processing your data is to make it easy for you to contact us.

If you contact us to request a quote, the data entered in the contact form will be processed to carry out pre-contractual measures (Art. 6 (1) (b) GDPR).

Recipients of the data

Our website is maintained by service providers who act as our processors. If you send us an inquiry regarding an offer, service providers used by us may receive data for these purposes if they require the data to perform their respective services (e.g. IT services).

All service providers are contractually obliged to treat your data confidentially

Storage period

Data will be deleted no later than 6 months after the request has been processed.

If there is a contractual relationship, we are subject to the statutory retention periods and delete your data after six or ten years.

Provision prescribed or required

The provision of your personal data is voluntary. However, we can only process your request if you provide us with the required data and the reason for the request.

Objection

Please read the information on your right to object under Art. 21 GDPR below.

Accessing our website

Purpose, legal basis and legitimate interest

When you access our website, i.e. even if you do not register or otherwise transmit information, information of a general nature is automatically collected. This information (server log files) includes, for example, the type of web browser, the operating system used, the domain name of your Internet service provider, your IP address, referrer URL, date and time of access and similar information.

They are processed for the following purposes in particular:

- Ensuring a smooth connection setup of the website,
- Ensuring the smooth use of our website, and
- Ensuring and evaluating system security and stability, in particular for the detection of misuse and
- for the technically error-free presentation and optimization of our website.

We do not use your data to draw conclusions about your person. However, we reserve the right to check the server log files retrospectively if there are concrete indications of illegal use.

Processing is carried out in accordance with Art. 6 para. 1 lit. f GDPR on the basis of our legitimate interest in improving the stability and functionality of our website as well as ensuring system security and detecting misuse.

Recipients of the data

We use service providers for the operation and maintenance of our website who act as our processors.

All service providers are contractually obliged to treat your data confidentially.

Storage period

Data is stored in server log files in a form that makes it possible to identify the data subjects for a maximum period of 7 days, unless a security-relevant event occurs (e.g. a DDoS attack).

In the event of such an incident, server log files are stored until the security-relevant incident has been resolved and fully clarified.

Provision prescribed or required

The provision of the aforementioned personal data is not required by law or contract. However, without the IP address and the cookie identifier, the service and functionality of our website cannot be guaranteed. In addition, individual services may not be available or may be restricted.

Objection

Please read the information on your right to object under Art. 21 GDPR below.

Use of cookies

Basic information

A cookie is a small data record that is created when you visit a website and is temporarily stored on the website user's system. If the server of this website is called up again by the user of the website, the browser of the user of the website sends the previously received cookie back to the server. The server can evaluate the information received through this process. In particular, cookies can make it easier to navigate a website.

Detailed information about cookies and which cookies are used on this website (after consent) can be found in our cookie consent tool, which you can access at any time by clicking on the icon at the bottom left of your web browser.

Deleting cookies

You can reject every cookie category, except for technically necessary cookies. To do this, click on the icon at the bottom left of your web browser and make the desired settings in the cookie consent banner that opens.

You can also delete individual cookies or the entire cookie inventory via your browser settings. You will also receive information and instructions on how to delete these cookies or block their storage in advance. Depending on your browser provider, you will find the necessary information under the following links:

- Mozilla Firefox: <https://support.mozilla.org/kb/clear-cookies-and-site-data-firefox>
- Internet Explorer: <https://support.microsoft.com/help/17442/windows-internet-explorer-delete-manage-cookies>
- Google Chrome: <https://support.google.com/accounts/answer/61416>
- Opera: <http://www.opera.com/help>
- Safari: <https://support.apple.com/guide/safari/sfri11471/mac>

You can also prevent scripts from loading by default. NoScript only allows JavaScript, Java and other plugins to be executed on trusted domains of your choice. Information and instructions on how to edit this function can be obtained from the provider of your browser (e.g. for Mozilla Firefox: <https://addons.mozilla.org/de/firefox/addon/noscript/>).

Use of technically necessary cookies

Purpose and legal basis and legitimate interest

We use cookies to make our website more user-friendly. Some elements of our website require that the accessing browser can be identified even after a page change. The following data is stored and transmitted in the cookies

- Language settings
- Consent management
- Log-in information

Technically necessary cookies help to make a website usable by enabling basic functions such as page navigation and access to secure areas of the website. Some functions of our website cannot be offered without the use of cookies. For these, it is necessary for the browser to be recognized even after a page change.

The processing is carried out in accordance with Art. 6 para. 1 lit. f GDPR based on our legitimate interest in a user-friendly design of our website and in the documentation of consent.

Recipients of the data

We use technical service providers for the operation and maintenance of our website, who act as our processors.

All service providers are contractually obliged to treat your data confidentially.

Storage period

You can find details on the storage duration of cookies in our cookie consent tool, which you can access by clicking on the icon at the bottom left of the screen.

Provision prescribed or required

The provision of the aforementioned personal data is not required by law or contract. However, without this data, the service and functionality of our website cannot be guaranteed. In addition, individual services may not be available or may be restricted.

Objection

Please read the information on your right to object under Art. 21 GDPR below.

What data protection rights do you have?

Every data subject has the right of access under Art. 15 GDPR, the right to rectification under Art. 16 GDPR, the right to erasure under Art. 17 GDPR, the right to restriction of processing under Art. 18 GDPR, the right to object under Art. 21 GDPR and the right to data portability under Art. 20 GDPR.

The restrictions under Sections 34 and 35 BDSG apply to the right to information and the right to erasure.

You can withdraw your consent to the processing of personal data at any time. This also applies to the revocation of declarations of consent given to us before the General Data Protection Regulation came into force, i.e. before May 25, 2018. Please note that the revocation is only effective for the future. Processing that took place before the revocation is not affected.

In addition, you have the right to lodge a complaint with a competent data protection supervisory authority (Art. 77 GDPR in conjunction with Section 19 BDSG). A list of supervisory authorities (for the non-public sector) with addresses can be found at: https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html

Data security

We only handle personal data to the extent that this is possible in accordance with data protection regulations. We also take all necessary technical and organizational security measures to adequately protect your personal data from unauthorized access and misuse at all times.

Insofar as we store or process personal data, this takes place within a high-security data center. To protect the security of your data during transmission, we use encryption procedures (e.g. SSL) via HTTPS. Our servers are protected by firewalls and virus protection. Back-up and recovery procedures as well as role and authorization concepts are a matter of course for us.

Our employees are obliged to comply with the provisions of the GDPR and the BDSG when handling data.

Changes to our data protection provisions

We reserve the right to adapt this privacy policy so that it always complies with current legal requirements or to implement changes to our services in the privacy policy, e.g. when introducing new services. The new privacy policy will then apply to your next visit.

The version dated February 13, 2025 currently applies.

Information about your right to object in accordance with Art. 21 GDPR

Right to object on a case-by-case basis

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on point (f) of Article 6(1) GDPR (data processing on the basis of a balancing of interests); this also applies to profiling based on this provision within the meaning of Article 4(4) GDPR.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defense of legal claims.

Recipients of an objection

The objection can be made informally with the subject "Objection", stating your name, address or other identifying features, to

Data Protection Officer of HIMA Paul Hildebrandt GmbH
c/o activeMind AG
Management and technology consultancy
Kurfürstendamm 56
10707 Berlin

E-mail: [datenschutz\(at\)hima.com](mailto:datenschutz(at)hima.com)