

# Privacy Policy

Tenova Projects GmbH appreciates your interest in our company, our technologies and our website. The protection and security of your personal information is very important to us when you use our website. We would therefore like to take this opportunity to inform you about the personal data that we collect when you visit our website, and how it is used.

This privacy policy applies to the website of Tenova Projects GmbH, which can be accessed under the domain [loi.tenova.com](http://loi.tenova.com) and the various subdomains ("our website").

## Responsible party and contact details?

### Person in charge

for the processing of personal data within the meaning of the EU General Data Protection Regulation (GDPR)

Tenova Projects GmbH  
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Germany  
+49 203 80398-900 F +49 203 80398-901  
[loi@tenova.com](mailto:loi@tenova.com)  
[datenschutz-loi@tenova.com](mailto:datenschutz-loi@tenova.com)

### Data Protection Officer

arbeitgeber ruhr GmbH  
Königsallee 67  
44789 Bochum  
Germany  
Dirk Grützner  
[gruetzner@datenschutzbeauftragter.ruhr](mailto:gruetzner@datenschutzbeauftragter.ruhr)

## What is it about?

This privacy policy complies with the legal requirements for transparency in the processing of personal data. This includes all information relating to an identified or identifiable natural person. This includes, for example, information such as your name, age, address, telephone number, date of birth, email address, IP address or user behaviour when visiting a website. Information that we cannot link to your person (or only with disproportionate effort), e.g. through anonymization, is not personal data. Any processing of personal data (e.g. collection, querying, use, storage or transmission) requires a legal basis and a defined purpose.

Stored personal data will be deleted as soon as the processing purpose has been achieved and there are no lawful grounds for further storage of the data. We will inform you of the specific storage periods or storage criteria for each processing operation.

Irrespective of this, we store your personal data in individual cases for the assertion, exercise or defence of legal claims and in the event of statutory retention obligations.

## Who will receive my data?

We only pass on your personal data processed on our website to third parties if this is necessary to fulfil the purposes and is covered by the relevant legal basis (e.g. consent or safeguarding legitimate interests) in each case. Additionally, we share personal data with third parties in specific instances to assert, exercise or defend legal claims. Recipients may include law enforcement agencies, lawyers, auditors, courts, etc.

We use service providers to operate our website and process personal data on our behalf in the context of order processing in accordance with Art. 28 GDPR, these may be recipients of your personal data. More information on the use of processors and web services can be found in the overview of the individual processing operations.

## Use of cookies?

We use cookies, which are small text files sent to your browser during your visit to our website, to store information. Alternatively, information may also be stored in your browser's local storage. Some of our website's functions cannot be offered without the use of cookies or local storage ('technically necessary' cookies). Other cookies enable us to carry out various analyses. For example, we can recognise the browser you are using when you return to our website and transmit various information to us (non-necessary cookies). Cookies allow us to make our website more user-friendly and effective, for example by tracking your use of our website and changing your preferred settings (e.g. country and language settings). If third parties process information via cookies, they collect the information directly via your browser. Cookies do not cause any damage to your device. They cannot run programs or contain viruses.

We provide information about the services for which we use cookies in the individual processing operations. Detailed information on the cookies used can be found in the cookie settings or the Consent Manager of this website.

A table listing the cookies used on the website <https://loi.tenova.com> is available in the Privacy Policy page <https://loi.tenova.com/privacy-statement>.

## What are my rights?

Under the conditions of the legal provisions of the General Data Protection Regulation (GDPR), you as a data subject have the following rights:

- **Information** in accordance with Art. 15 GDPR: meaningful information on the details of the processing of your data, as well as a copy of your data.
- **Correction** in accordance with Art. 16 GDPR: correction of incorrect or incomplete data stored by us.
- **Deletion** in accordance with Art. 17 GDPR, we will delete the data stored by us insofar as processing is not necessary for exercising the right to freedom of expression and information, for fulfilling a legal obligation, for reasons of public interest or for asserting, exercising or defending legal claims.
- **Restriction** of processing pursuant to Article 18 GDPR, insofar as the accuracy of the data is disputed, the processing is unlawful, we no longer need the data

and you refuse to have it deleted because you need it to assert, exercise or defend legal claims, or you have lodged an objection to the processing pursuant to Article 21 GDPR.

- **Data portability** in accordance with Art. 20 GDPR, provided that you have provided us with personal data within the framework of consent in accordance with Art. 6 (1) (a) GDPR, or on the basis of a contract in accordance with Art. 6 (1) (b) GDPR, and these have been processed by us using automated processes. You can either receive your data in a structured, commonly used, machine-readable format, or we can transmit the data directly to another controller if this is technically feasible.
- **Objection** pursuant to Art. 21 GDPR to the processing of your personal data, provided that this is carried out on the basis of Art. 6 para. 1 lit. e, f GDPR, and if there are reasons relating to your particular situation that justify this objection, or if the objection is directed against direct marketing. This right does not apply if compelling legitimate grounds for processing can be proven, or if the processing is necessary for the assertion, exercise or defence of legal claims. If the right to object does not apply to individual processing operations, this will be stated.
- **Revocation** pursuant to Art. 7 para. 3 GDPR of your consent with effect for the future.
- **Complaint** pursuant to Art. 77 GDPR with a supervisory authority if you believe that the processing of your personal data violates the GDPR. As a general rule, you can contact the supervisory authority of your usual place of residence, your workplace or our company headquarters.

## How is my data processed in detail?

In the following, we inform you about the individual processing operations, the scope and purpose of the data processing, the legal basis, the obligation to provide your data and the respective storage period. Automated decision-making in individual cases, including profiling, does not take place.

### Provision of the website

#### Type and scope of processing

When you access and use our website, we collect the personal data that your browser automatically transmits to our server. The following information is temporarily stored in a tag. Log file saved:

- IP address of the requesting computer
- Date and time of access
- Name and URL of the retrieved file
- Website from which access is made (referrer URL)
- Browser used and, if applicable, the operating system of your computer, as well as the name of your access provider

Our website is not hosted by us, but by a service provider who processes for the purpose of the aforementioned data on our behalf in accordance with Art. 28 GDPR.

## **Purpose and legal basis**

The processing is carried out to safeguard our predominantly legitimate interest in displaying our website and to ensure security and stability based on Art. 6 para. f GDPR. The collection of data and storage in log files is absolutely necessary for the operation of the website. There is no right to object to processing due to the exception under Art. 21 (1) GDPR. Insofar as the further storage of the log files is required by law, the processing is carried out based on Art. 6 para. 1 lit. c GDPR. There is no legal or contractual obligation to provide the data, but it is technically not possible to access our website without providing the data.

## **Storage period**

The aforementioned data will be stored for the duration of the display of the website and, for technical reasons, for a maximum of [7 days].

## **Contact form**

### **Type and scope of processing**

On our website, you can contact us via the provided form. The information collected via the mandatory fields is necessary for us to be able to process your request. You may voluntarily provide additional information that you believe is necessary for us to process your request.

When using the contact form, your personal data will not be passed on to third parties.

## **Purpose and legal basis**

The processing of your data by using our contact form is carried out for the purpose of communication and processing of your request based on your consent in accordance with Art. 6 (1) (a) GDPR. If your enquiry relates to an existing contractual relationship with us, we will process your data for the purpose of fulfilling the contract based on Art. 6 (1) (b) GDPR. While there is no legal or contractual obligation to provide your data, it is necessary to do so for us to process your request.

If you do not wish to provide this data, please contact us by other means.

## **Storage period**

If you use the contact form based on your consent, we will store the data collected from each request for a period of three years, starting with the completion of your request or until your consent is withdrawn.

If you use the contact form as part of a contractual relationship, we will store the data collected from each request for a period of three years from the end of the contractual relationship.

## **Contact form for applicants**

### **Type and scope of processing**

We collect and process the personal data of job applicants. Corresponding data processing may also be carried out electronically, for example when applicants submit application documents to us by e-mail or via a web form located on our website. On our website, we offer you to send us applications for advertised job offers by e-mail.

Your data will only be stored in an applicant database beyond the current procedure if you have expressly given us your consent to do so.

### **Purpose and legal basis**

The processing of your data in connection with your application is carried out for the purpose of processing your application and deciding on the establishment of an employment relationship based on § 26 BDSG. In the event that your application documents are passed on to third parties, in particular to a company affiliated with us, as well as the storage of your data via the current application process, your data will also be processed on the basis of Art. 6 (1) sentence 1 (a) GDPR. There is no legal or contractual obligation to provide your data, however, the processing of your application is not possible without the provision of the information.

### **Storage period**

We store the collected data for a period of six months from the date of filling the position.

## **Presence on social media platforms**

We maintain so-called fan pages, accounts and channels on the social networks mentioned below. This allows us to provide you with information and offers, as well as offering you other ways to contact us and find out about our products and services. The following information explains which data we or the relevant social network process about you when you access and use our fan pages/accounts.

### **Data we process about you**

If you contact us via messenger or send us a direct message on a social network, we will usually process the user name, which you use to contact us. We may also store any other information you provide if it is necessary for us to process or answer your request.

The legal basis is Art. 6 para. 1 sentence 1 (f) GDPR (processing is necessary to protect the legitimate interests of the controller).

## **(Static) Usage Data We Receive from Social Networks**

We automatically receive statistics regarding our accounts via the insights functionalities. These statistics include, but are not limited to, the total number of page views, likes,

page activity, post interactions, reach, video views/views, and the percentage of men and women among our fans and followers.

These statistics contain only aggregated data and cannot be related to individuals. They are not identifiable to us in this way.

## **What data the social networks process about you**

You do not need to be a member of the respective social network or have an account for it to view the content of our fan pages or accounts.

Please note, however, that when you access a social network, it also collects and stores data from visitors to the website without a user account (e.g. technical data to enable the website to be displayed) and uses cookies and similar technologies, over which we have no influence. You can find details on this in the privacy policy of the relevant social network (see the corresponding links above).

To interact with the content on our fan pages/accounts (e.g. commenting, sharing or liking our postings/contributions and/or contacting us via messenger functions), you must first register with the relevant social network and provide personal data.

We have no influence over how social networks process your data when you use them. To the best of our knowledge, your data will be stored and processed primarily in connection with the provision of the respective social network's service, as well as for analysing user behavior (using cookies, pixels/web beacons and similar technologies). Based on this analysis, interest-based advertising will be displayed both inside and outside the respective social network. It cannot be ruled out that your data will also be stored by social networks outside the EU/EEA or passed on to third parties.

For information on the exact scope and purposes of the processing of your personal data, the storage periods/deletion, and guidelines on the use of cookies and similar technologies in the context of registering with and using social networks, please refer to the privacy policy/cookie policies of the relevant social networks. You will also find information there about your rights and options for objection.

## **X-Page (formerly Twitter Page)**

Twitter is a social network owned by Twitter Inc., based in San Francisco, California, USA. It enables users to create private profiles (Personal Accounts) and professional profiles (Professional Accounts) for individuals and companies. Users can write short messages (known as "tweets"), interact with other users' content (e.g. by writing "retweets"), like and share posts, and reply when other users mention or tag them in content.

When you use or visit the network, including our Twitter account, Twitter automatically collects data from you, such as your username and IP address. This is done using tracking technologies, particularly cookies. Twitter uses this data to provide users with information, offers and recommendations, among other things. This information is also used to provide us, as operators of the Twitter page, with statistical information about its use. You can find more information on this in Twitter's privacy policy:

<https://twitter.com/privacy#twitter-privacy-1> .

The statistical information transmitted does not allow us to draw conclusions about individual users. We use this information solely to respond to our users' interests and continuously improve our online presence and quality.

We collect your data exclusively via our fan page to enable communication and interaction with us. This collection usually includes your name, the content of your messages and comments, and the profile information you provide "publicly".

We process your personal data for the above-mentioned purposes based on our legitimate business and communication interest in providing an information and communication channel, in accordance with Art. 6 para. 1 f GDPR. If you have given your consent to data processing with regard to the respective social network provider, the legal basis for the processing extends to Art. 6 para. 1 a, Art. 7 GDPR.

As the social network provider actually carries out the data processing, our access options are limited. Only the social network provider is authorized to have full access to your data. For this reason, only the provider can take and implement the appropriate measures directly to fulfil your user rights (e.g. requests for information, deletion requests and objections). Therefore, asserting these rights is most effective directly against the respective provider. Together with Twitter, we are responsible for the personal content of the fan page. Rights of data subjects can be asserted with Twitter Inc. as well as with us.

The primary responsibility under the GDPR for the processing of Insights Data lies with Twitter and Twitter complies with all obligations under the GDPR with respect to the processing of Insights Data. Twitter Inc. makes the essence of the Page Insights supplement available to data subjects.

We do not make any decisions regarding the processing of Insights data and the storage period of cookies on user devices.

Further information on the processing of your personal data, including the exact scope and purposes, storage period/deletion, and guidelines on the use of cookies and similar technologies in the context of registration and use, can be found in Twitter's privacy and cookie policies: Privacy Policy: <https://twitter.com/privacy#twitter-privacy-1>  
Cookie Policy: <https://help.twitter.com/rules-and-policies/twitter-cookies>

## Google Fonts

### Type and scope of processing

We use Google Fonts, provided by Google Ireland Limited (Gordon House, Barrow Street, Dublin 4, Ireland), to supply fonts for our online services. In order to obtain these fonts, your IP address will be transmitted to Google Ireland Limited servers.

### Purpose and legal basis

The use of Google Fonts is based on your consent in accordance with Art. 6 (1) (a) GDPR and § 25 (1) TDDG.

We intend to transfer personal data to third countries outside the European Economic Area, particularly the USA. Data transfer to the USA will take place in accordance with Art. 45 (1) GDPR based on the adequacy decision of the European Commission.

Participating US companies and/or their US subcontractors are certified under the EU-U.S. Data Privacy Shield Framework (EU-U.S. DPF).

In cases where there is no adequacy decision from the European Commission (including US companies that are not certified under the EU-U.S. DPF), we have agreed with the data recipients other appropriate safeguards within the meaning of Art. 44 et seq. GDPR. Unless stated otherwise, these are the standard contractual clauses of the EU Commission, as set out Implementing Decision (EU) 2021/914 of 4 June 2021. A copy of these Standard Contractual Clauses can be obtained at <https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX:32021D0914&from=DE>.

In addition, before carrying out such a transfer to a third-country, we will obtain your consent in accordance with Art. 49 (1) sentence 1 lit. a. GDPR via the Consent Manager (or other forms, registrations, etc.). Please note that third-country transfers may pose risks that are not fully understood (e.g. data processing by security authorities in the third country), the scope and consequences of which are unclear to us and beyond our control. You may not be aware of these risks.

## **Storage period**

We cannot influence the specific storage period of the processed data, as this is determined by Google Ireland Limited. For further information, please refer to the privacy policy for Google Fonts: <https://policies.google.com/privacy>.

## **Google Analytics**

### **Type and scope of processing**

We use Google Analytics, provided by Google Ireland Limited (Gordon House, Barrow Street, Dublin 4, Ireland), to analyse and statistically evaluate our online offering. This includes information such as the number of visits to our website, which subpages are visited, and how long visitors stay.

Google Analytics uses cookies and other browser technologies to evaluate user behaviour and recognise users.

This information is used, among other things, to compile reports on website activity.

### **Purpose and legal basis**

The use of Google Analytics is based on your consent in accordance with Art. 6 para. 1 lit. a. GDPR and § 25 para. 1 TDDDG.

We intend to transfer personal data to third countries outside the European Economic Area, particularly the USA. The data transfer to the USA takes place in accordance with Art. 45 (1) GDPR on the basis of the adequacy decision of the European Commission. The participating US companies and/or their US subcontractors are certified under the EU-U.S. Data Privacy Framework (EU-U.S. DPF).

In cases where there is no adequacy decision from the European Commission (including US companies that are not certified under the EU-U.S. DPF), we have agreed with the data recipients other appropriate safeguards within the meaning of Art. 44 et seq.

GDPR. Unless stated otherwise, these are the standard contractual clauses of the EU Commission, as set out in Implementing Decision (EU) 2021/914 of 4 June 2021. A copy of these Standard Contractual Clauses can be obtained at <https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX:32021D0914&from=DE>.

In addition, before carrying out such a transfer to a third-country, we will obtain your consent in accordance with Art. 49(1) sentence 1 lit. a GDPR via the Consent Manager (or other forms, registrations, etc.). Please note that third-country transfers may pose risks that are not fully understood (e.g. data processing by security authorities in the third country), the scope and consequences of which are unclear to us and beyond our control. You may not be aware of these risks.

## **Storage period**

We cannot influence the specific storage period of the processed data, as this is determined by Google Ireland Limited. Further information can be found in the privacy policy for Google Analytics: <https://policies.google.com/privacy>.

## **Google Maps**

### **Type and scope of processing**

We use Google Maps to provide driving directions. Google Maps is a Google Ireland Limited service that displays a map on our website.

When you access this content, your IP address and, if applicable, your browser data are transmitted as your user agent to Google Ireland Limited's servers at Gordon House, Barrow Street, Dublin 4, Ireland. This data is processed exclusively for the aforementioned purposes and to maintain the security and functionality of Google Maps.

### **Purpose and legal basis**

The use of Google Maps is based on your consent in accordance with Art. 6 para. 1 lit. a. GDPR and § 25 para. 1 TDDDG.

We intend to transfer personal data to third countries outside the European Economic Area, particularly the USA. The data transfer to the USA takes place in accordance with Art. 45 (1) GDPR on the basis of the adequacy decision of the European Commission. The participating US companies and/or their US subcontractors are certified under the EU-U.S. Data Privacy Framework (EU-U.S. DPF).

In cases where there is no adequacy decision from the European Commission (including US companies that are not certified under the EU-U.S. DPF), we have agreed with the data recipients other appropriate safeguards within the meaning of Art. 44 et seq. GDPR. Unless stated otherwise, these are the standard contractual clauses of the EU Commission, as set out in Implementing Decision (EU) 2021/914 of 4 June 2021. A copy of these Standard Contractual Clauses can be obtained at <https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX:32021D0914&from=DE>.

In addition, before carrying out such a transfer to a third-country, we will obtain your consent in accordance with Art. 49(1) sentence 1 lit. a GDPR via the Consent Manager (or other forms, registrations, etc.). Please note that third-country transfers may pose

risks that are not fully understood (e.g. data processing by security authorities in the third country), the scope and consequences of which are unclear to us and beyond our control. You may not be aware of these risks.

## **Storage period**

We cannot influence the specific storage period of the processed data, as this is determined by Google Ireland Limited. Further information can be found in the privacy policy for Google Maps: <https://policies.google.com/privacy>.

## **YouTube Video**

### **Type and scope of processing**

We have embedded a YouTube video on our website. YouTube Video is a feature of the YouTube, LLC video platform that enables users to upload and share content online and access detailed statistics.

It allows us to integrate content from the platform into our website.

YouTube uses cookies and other browser technologies to evaluate user behaviour, recognise users, and create user profiles. This information is used, among other things, to analyse activity relating to content viewed and to compile reports. If you are a registered YouTube, LLC user, YouTube Video can associate the videos you play with your profile.

When you access this content, you connect to the servers of YouTube, LLC and Google Ireland Limited (Gordon House, Barrow Street, Dublin 4, Ireland), and your IP address and browser data (user agent) are transmitted.

### **Purpose and legal basis**

The use of the service is based on your consent in accordance with Art. 6 para. 1 lit. a. GDPR and § 25 para. 1 TDDDG.

We intend to transfer personal data to third countries outside the European Economic Area (EEA), particularly the USA. Data transfers to the USA will take place in accordance with Art. 45(1) of the GDPR, based on the adequacy decision of the European Commission. Participating US companies and/or their subcontractors are certified under the EU-US Data Privacy Framework (EU-US DPF).

In cases where there is no adequacy decision from the European Commission (including US companies that are not certified under the EU-U.S. DPF), we have agreed with the data recipients other appropriate safeguards within the meaning of Art. 44 et seq. GDPR. Unless stated otherwise, these are the standard contractual clauses of the EU Commission as set out in Implementing Decision (EU) 2021/914 of 4 June 2021. A copy

of these Standard Contractual Clauses can be obtained at <https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX:32021D0914&from=DE>.

In addition, before carrying out such a transfer to a third-country, we will obtain your consent in accordance with Art. 49(1) sentence 1 lit. a GDPR via the Consent Manager (or other forms, registrations, etc.). Please note that third-country transfers may pose risks that are not fully understood (e.g. data processing by security authorities in the third country), the scope and consequences of which are unclear to us and beyond our control. You may not be aware of these risks.

### **Storage period**

We cannot influence the specific storage period of the processed data, as this is determined by YouTube, LLC. For more information, please see the privacy policy for YouTube Video: <https://policies.google.com/privacy>.

As of: January 2026