

Privacy Policy

For Visitors to Websites of H.B. Fuller Deutschland GmbH

H.B. Fuller Deutschland GmbH (“HBF”) is committed to protecting your rights to privacy by processing personal data in compliance with the law. The following outlines the information HBF collects if you visit any of HBF websites, and how HBF uses and shares such information.

Definition of personal data

Personal data means any information relating to an identified or identifiable natural person, whereby an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to her/his physical, physiological, mental, economic, cultural, or social identity. HBF do not collect or use any personal data via HBF websites, such as your name, address, phone number, or email address – unless you voluntarily disclose the information by registering, participating in a survey, or submitting a form, or by giving HBF your explicit consent, or if privacy protection laws permit HBF to collect and process such data.

Purpose of personal data

HBF usually uses personal data to respond to customer’s or user’s enquiries, to process an order, or give a user or customer access to specific information and offers.

In order to cultivate customer relationships:

- HBF may store and process personal data and share it with its worldwide affiliates to improve the quality of services, and/or to improve products and services, or
- HBF, or a third party retained by HBF, may use this personal data to inform you about an HBF offer pertinent for your business activity, or to conduct an online survey to better understand your needs and interests.

HBF shall respect your preference to not disclose your personal data to support HBF customer relationship program, especially for direct marketing or market research purposes. HBF do not sell, market, or disclose your personal data to third parties, except to HBF affiliates.

Restricted use of personal data

HBF will collect, process, and use the personal data you disclose online only for the stated purpose, unless such collection, processing, or use is:

- For another purpose directly related to the original purpose for which the data was collected, or
- Necessary to prepare for, negotiate, and/or execute a contract with you, or
- Required by law, the authorities, or a court order, or
- Necessary to justify or protect legal rights or for defense against a lawsuit, or
- Aimed at preventing misuse or other illegal activities, such as willful attacks on HBF systems designed to protect your privacy.

Collecting telecommunications and use-related information

If you visit an HBF website, HBF may use common data collection tools to obtain information such as your Internet Protocol (IP) address, access times, and the telecommunications service you use. This information may allow HBF to infer your personal data, but any such information HBF collect is also subject to privacy protection laws.

Collecting standard information

When you visit HBF websites, HBF may automatically collect standard, anonymous information without requiring you to register. This may encompass the browser you use, your operating system, the address of the website from which you arrived, the number of visits to our site, average duration per visit, and the pages you view. HBF shares such information with our worldwide affiliates to assess and improve the performance of HBF websites and the quality of their content.

Use of cookies

When you visit HBF website, HBF may send one or more cookies – a small file containing a string of characters – to your computer that uniquely identifies your browser. HBF uses cookies to improve the quality of its service by storing user preferences and interests or your password, which eliminates the need for you to login repeatedly. Most browsers are initially set up to accept cookies, but you can reset your browser to delete all cookies from the hard drive, or refuse all cookies, or indicate when a cookie is being sent.

Protecting children’s privacy

HBF does not knowingly collect data on children, without explicitly indicating that prior parental consent is required, as prescribed by law. HBF’s understanding of the term “children” is in line with national laws and cultural and regional customs. HBF uses or discloses such personal data on children only as prescribed by law to obtain parental consent or to protect the children.

Keeping your personal data secure

HBF comply with the law to safeguard your personal data by taking appropriate measures to protect it from loss, misuse, or alteration. All HBF partners, who are retained to administer and maintain your data or to render services on our behalf, are contractually bound to treat such information confidentially and to use it solely for the intended purpose. At times, if HBF forward your enquiry to its worldwide affiliates, HBF requires them to keep confidential the information received.

Links to other websites

HBF website may provide links to third-party websites for your convenience and information. If you access those links, you will leave the HBF website. HBF neither control such third-party sites or their privacy practices, which may differ from our practices, nor does HBF endorse or make any representations about third-party websites. The personal data you choose to provide to or that is collected by these third parties is not covered by HBF’s privacy policy. HBF encourages you to review the privacy policy of any company before submitting your personal data.

Alteration, deletion, revoking your consent

HBF will delete any personal data stored upon expiry of the legal or contractual period for saving such information, or once HBF no longer need it for the stated purpose. You have the right to ask HBF to alter or delete a part or all of your personal data, or to revoke your consent to collect or process such data. Please **email** your request or **write** to: **H.B. Fuller Deutschland GmbH, Henriettenstrasse 32, 31582 Nienburg, Germany.**

User requests

HBF strives to respond to all reasonable requests from users to review, correct, change, or delete their personal data HBF has stored. HBF also strives to continually improve HBF privacy policy to keep up with technological advances in the Internet and amendments in privacy protection laws. HBF will promptly post any revisions to its privacy policy on this website, and suggest that you visit HBF site regularly to stay informed of any updates.