

Data Protection Information

A. Name and Address of the Controller

The controller within the meaning of the General Data Protection Regulation (GDPR) and other national data protection laws of the member states as well as other data protection regulations is the

Honorary Consul Office of the Republic of Kazakhstan in North Rhine Westphalia (NRW)
Wilopark 1
44263 Dortmund
Germany
Tel +49 231 4102-8078
Hermes@hk-kasachstan-nrw.com
www.hk-kasachstan-nrw.com

As the Honorary Consul Office of the Republic of Kazakhstan in NRW does not meet the criteria of §38 BDSG, it is not obliged to appoint a data protection officer. If you have any questions regarding data protection, please contact:

Hermes@hk-kasachstan-nrw.com

B. General information on data processing

1. Scope of the processing of personal data

As a matter of principle, we collect and use personal data of our users only to the extent that this is necessary for the provision of a functional website as well as our content and services. The collection and use of personal data of our users is regularly carried out only with the consent of the user. An exception applies in those cases where it is not possible to obtain prior consent for factual reasons and the processing of the data is permitted by legal regulations.

2. Legal basis for the processing of personal data.

Insofar as we obtain the consent of the data subject for processing operations of personal data, Art. 6 (1) lit. a GDPR serves as the legal basis.

When processing personal data that is necessary for the performance of a contract to which the data subject is a party, Art. 6 (1) lit. b GDPR serves as the legal basis. This also applies to processing operations that are necessary for the performance of pre-contractual measures.

Insofar as processing of personal data is necessary for the fulfillment of a legal obligation to which our company is subject, Art. 6 (1) lit. c GDPR serves as the legal basis.

If vital interests of the data subject or another natural person make processing of personal data necessary, Art. 6 (1) lit. d GDPR serves as the legal basis.

If the processing is necessary to protect a legitimate interest of the consulate or a third party and the interests, fundamental rights and freedoms of the data subject do not override the former interest, Art. 6 (1) (f) GDPR serves as the legal basis for the processing.

3. Data deletion and storage period

If personal data of the data subject is collected, it will be deleted or blocked as soon as the purpose of storage ceases to apply. Storage may also take place if this has been provided for by the European or national legislator in Union regulations, laws or other provisions to which the controller is subject. Data will also be blocked or deleted if a storage period prescribed by the aforementioned standards expires, unless there is a need for further storage of the data for the conclusion or performance of a contract.

C. Provision of the website and creation of log files

1. Description and scope of data processing

When the website is called up, the system automatically records the following data and information from the computer system of the calling computer:

- Access logs of the web servers, which page calls have taken place at what time with the following data: IP, directory protection user, date, time, called pages, logs, status code, amount of data, referrer, user agent, called host name
- IP address of the user, but partially anonymized so that it can no longer be traced back to the user
- Error logs for logging erroneous page calls; in addition to the error messages, these contain the accessing IP address and, depending on the error, the accessed web page
- Accesses via FTP are logged with anonymized information on user name and IP address
- Mail logs for sending e-mails from the web environment
- Mail logs for sending via our mail servers

2. Legal basis for the data processing

The legal basis for the temporary storage of the data and the log files is Art. 6 para. 1 lit. f GDPR.

3. Purpose of data processing

The purpose of collecting the data is technically necessary to operate the site.

4. duration of storage

The services of our provider store the data processed by you with the following time limit:

IP addresses are stored partially anonymized, therefore they lack the characteristic of being personal. The anonymized IP addresses are stored for 60 days. Information about the directory protection user is anonymized after one day. Error logs are deleted after seven days. Accesses via FTP are kept for 60 days. Mail logs for sending e-mails from the web environment are anonymized after one day and then retained for 60 days. During anonymization, all data on the sender / recipient etc. is removed. Only the data on the time of sending and the information on how the e-mail was processed are retained (queue ID or not sent). Mail logs for sending via our mail servers are deleted after four weeks. The longer retention period is necessary to ensure the functionality of the mail services and spam prevention.

5. Possibility of objection and removal

The collection of data for the provision of the website and the storage of the data in log files is mandatory for the operation of the website. Consequently, there is no possibility of objection on the part of the user.

D. Use of cookies

The website and its services do not use any cookies.

E. Website Analytics Services

The website and its services do not use any website analytics tools.

F. Rights of the data subject

If your personal data are processed, you are a data subject within the meaning of the GDPR and you have the following rights against the controller:

1. Right of information

You may request confirmation from the controller whether personal data concerning you is being processed by us. If such processing is taking place, you may request information from the controller about the following:

- (1) the purposes for which the personal data are processed;
- (2) the categories of personal data which are processed;
- (3) the recipients or categories of recipients to whom the personal data concerning you have been or will be disclosed;
- (4) the planned duration of the storage of the personal data concerning you or, if concrete information on this is not possible, criteria for determining the storage period;
- (5) the existence of a right to rectification or erasure of the personal data concerning you, a right to restriction of processing by the controller or a right to object to such processing;
- (6) the existence of a right of appeal to a supervisory authority;
- (7) any available information on the origin of the data, if the personal data is not collected from the data subject;
- (8) the existence of automated decision-making, including profiling, pursuant to Article 22 (1) and (4) of the GDPR and, at least in these cases, meaningful information about the logic involved and the scope and intended effects of such processing for the data subject.

You have the right to request information about whether personal data concerning you is transferred to a third country or to an international organization. In this context, you may request to be informed about the appropriate safeguards pursuant to Art. 46 GDPR in connection with the transfer.

2. Right of rectification

You have a right of rectification and/or completion towards the controller if the processed personal data concerning you are inaccurate or incomplete. The controller shall carry out the rectification without undue delay.

3. Right of restriction of processing

You may request the restriction of the processing of personal data concerning you under the following conditions:

- (1) if you contest the accuracy of the personal data concerning you for a period enabling the controller to verify the accuracy of the personal data;
- (2) the processing is unlawful and you object to the erasure of the personal data and request instead the restriction of the use of the personal data;
- (3) the controller no longer needs the personal data for the purposes of the processing, but you need it for the establishment, exercise or defense of legal claims; or
- (4) if you have objected to the processing pursuant to Article 21(1) GDPR and it has not yet been determined whether the controller's legitimate reasons override your reasons.

If the processing of personal data relating to you has been restricted, such data may - apart from being stored - only be processed with your consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or a Member State.

If processing has been restricted in accordance with the above conditions, you will be informed by the controller before the restriction is removed.

4. Right of deletion

a) Obligation to delete

You may request the controller to erase the personal data concerning you without undue delay, and the controller is obliged to erase such data without undue delay, if one of the following reasons applies:

- (1) The personal data concerning you are no longer necessary for the purposes for which they were collected or otherwise processed.

- (2) You revoke your consent on which the processing was based pursuant to Art. 6 (1) lit. a or Art. 9 (2) lit. a GDPR and there is no other legal basis for the processing.
- (3) You object to the processing pursuant to Art. 21 (1) GDPR and there are no overriding legitimate reasons for the processing, or you object to the processing pursuant to Art. 21 (2) GDPR.
- (4) The personal data concerning you have been processed unlawfully.
- (5) The erasure of the personal data concerning you is necessary for compliance with a legal obligation under Union or Member State law to which the controller is subject.
- (6) The personal data concerning you has been collected in relation to information society services offered pursuant to Article 8 (1) GDPR.

b) Information to third parties

If the controller has made the personal data concerning you public and is obliged to erase it pursuant to Article 17 (1) GDPR, he shall take reasonable measures, considering the available technology and the cost of implementation, to inform data controllers which process the personal data that you, as the data subject, have requested that they erase all links to or copies or replications of such personal data.

c) Exceptions

The right to erasure does not exist to the extent that the processing is necessary

- (1) for the exercise of the right to freedom of expression and information;
- (2) for compliance with a legal obligation which requires processing under Union or Member State law to which the controller is subject, or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- (3) for reasons of public interest in the area of public health pursuant to Article 9(2) lit. h and lit. i and Article 9(3) GDPR;
- (4) for archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes pursuant to Article 89(1) GDPR, insofar as the right referred to in section a) is likely to render impossible or seriously prejudice the achievement of the purposes of such processing; or
- (5) for the assertion, exercise or defense of legal claims.

5. Right of information

If you have asserted the right to rectification, erasure or restriction of processing against the controller, the controller is obliged to inform all recipients to whom the personal data concerning you have been disclosed of this rectification or erasure of the data or restriction of processing, unless this proves impossible or involves a disproportionate effort.

You have the right towards the controller to be informed about these recipients.

6. Right of data portability

You have the right to receive the personal data concerning you that you have provided to the controller in a structured, common and machine-readable format. You also have the right to transfer this data to another controller without hindrance from the controller to whom the personal data has been provided, provided that

- (1) the processing is based on consent pursuant to Art. 6 (1) lit. a GDPR or Art. 9 (2) lit. a GDPR or on a contract pursuant to Art. 6 (1) lit. b GDPR and
- (2) the processing is carried out with the help of automated procedures.

In exercising this right, you also have the right to have the personal data concerning you transferred directly from one controller to another controller, insofar as this is technically feasible.

Freedoms and rights of other persons must not be affected by this. The right to data portability does not apply to processing of personal data necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

7. Right of objection

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Article 6 (1) lit. e or lit. f GDPR; this also applies to profiling based on these provisions.

The controller shall no longer process the personal data concerning you unless he can demonstrate compelling legitimate reasons for the processing which override your interests, rights and freedoms, or the processing serves the purpose of asserting, exercising or defending legal claims.

If the personal data concerning you is processed for the purpose of direct marketing, you have the right to object at any time to processing of the personal data concerning you for the purpose of such marketing; this also applies to profiling, insofar as it is related to such direct marketing. If you object to the processing for direct marketing purposes, the personal data concerning you will no longer be processed for these purposes. You have the possibility, in connection with the use of information society services, notwithstanding Directive 2002/58/EC, to exercise your right to object by means of automated procedures using technical specifications.

8. Right to revoke the declaration of consent under data protection law

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of consent does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation.

9 Automated decision in individual cases including profiling

You have the right not to be subject to a decision based solely on automated processing - including profiling - which produces legal effects concerning you or similarly significantly affects you. This does not apply if the decision

(1) is necessary for the conclusion or performance of a contract between you and the controller,

(2) is permitted by legislation of the Union or the Member States to which the controller is subject and that legislation contains appropriate measures to safeguard your rights and freedoms and your legitimate interests; or

(3) is made with your express consent.

However, these decisions may not be based on special categories of personal data pursuant to Article 9 (1) GDPR, unless Article 9 (2) lit. a or lit. g GDPR applies and appropriate measures have been taken to protect the rights and freedoms as well as your legitimate interests. With regard to the cases mentioned in (1) and (3), the controller shall take reasonable steps to safeguard the rights and freedoms as well as your legitimate interests, which include, at a minimum, the right to obtain the intervention of a person on the part of the controller, to express his or her point of view and to contest the decision.

10. Right to complain to a supervisory authority

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your residence, place of work or the place of the alleged infringement, if you consider that the processing of personal data concerning you infringes the GDPR. The supervisory authority to which the complaint has been lodged shall inform the complainant of the status and outcome of the complaint, including the possibility of a judicial remedy under Article 78 GDPR.

If you wish to object to the collection, processing or use of your data by the Honorary Consul Office in accordance with these data protection provisions, either in whole or in respect of individual measures, you may send your objection by e-mail or letter to the following contact details:

*Honorary Consul Office of the Republic of Kazakhstan in North Rhine Westphalia
Wilopark 1
44263 Dortmund
Germany
Or by email to
Hermes@hk-kasachstan-nrw.com*

H. Security

The Honorary Consul Office uses technical and organizational security measures to protect the data we have under our control against accidental or intentional manipulation, loss, destruction or against access by unauthorized persons. Our security measures are continuously improved in accordance with technological developments.

As of January 2022

Please note that this declaration may be amended or modified in the future due to legal or other requirements. Therefore, please inform yourself regularly about the current status.