

Date Protection Policy according to General Data Protection Regulation (GDPR) - Datenschutz-Grundverordnung (DSGVO)

This privacy statement explains the nature, scope and purpose of the processing of personal data within our online offer.

Please note that data transmission over the Internet (for example, when communicating via e-mail) may have security vulnerabilities. A complete protection of the data from access by third parties is not possible.

In principle, we process personal data of our users only insofar it is necessary in order to provide a functioning website and to depict our content and services. The processing of personal data of our users takes place regularly only with the consent of the user. An exception applies to cases in which prior consent can not be obtained for reasons of fact and the processing of the data is permitted by law.

The data of the following persons are processed:

- Customers / Interested parties / Suppliers.
- Visitors and users of the online offer.
- Applicants who wish to apply for a (internship) position.

Unless the legal basis in the data protection declaration is mentioned separately, the following applies: The legal basis for obtaining consent is Article 6 (1) lit. a and Art. 7 GDPR, the legal basis for the processing for the performance of our services and the execution of contractual measures as well as the response to inquiries is Art. 6 (1) lit. b GDPR, the legal basis for processing in order to fulfill our legal obligations is Art. 6 (1) lit. c GDPR, and the legal basis for processing in order to ensure our legitimate interests is Article 6 (1) lit. f GDPR. In the case that vital interests of the data subject or another natural person require the processing of personal data, Art. 6 para. 1 lit. d GDPR as legal basis.

I. Definitions

The data protection declaration of the CONOSCOPE GmbH is based on the terms used by the European legislator for the adoption of the General Data Protection Regulation (GDPR) –in German Datenschutz-Grundverordnung (DSGVO).

In this data protection declaration, we use, inter alia, the following terms:

- **a) Personal data**

Personal data means any information relating to an identified or identifiable natural person (“data subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

- **b) Data subject**

Data subject is any identified or identifiable natural person, whose personal data is processed by the controller responsible for the processing.

- **c) Processing**

Processing is any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

- **d) Restriction of processing**

Restriction of processing is the marking of stored personal data with the aim of limiting their processing in the future.

- **e) Profiling**

Profiling means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.

- **f) Pseudonymisation**

Pseudonymisation is the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.

- **g) Controller or controller responsible for the processing**

Controller or controller responsible for the processing is the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

- **h) Processor**

Processor is a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

- **i) Recipient**

Recipient is a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

- **j) Third party**

Third party is a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

- **k) Consent**

Consent of the data subject is any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

II. Name and Address of the controller

Controller for the purposes of the General Data Protection Regulation (GDPR), other data protection laws applicable in Member states of the European Union and other provisions related to data protection is:

CONOSCOPE GmbH

Käthe-Kollwitz-Str. 60

D-04109 Leipzig

Phone: 0341 4782712

Email: markus.schubert@conoscope.de

Website: conoscope.de

III. Name and Address of the Data Protection Officer

The Data Protection Officer of the controller is:

Markus Schubert

CONOSCOPE GmbH

Käthe-Kollwitz-Str. 60

D-04109 Leipzig

Phone: 0341 4782712

Email: markus.schubert@conoscope.de

Website: conoscope.de

Any data subject may, at any time, contact our Data Protection Officer directly with all questions and suggestions concerning data protection.

IV. Collection of general data and information

The website of the CONOSCOPE GmbH collects a series of general data and information when a data subject or automated system calls up the website. This general data and information are stored in the server log files. Collected may be (1) the browser types and versions used, (2) the operating system used by the accessing system, (3) the website from which an accessing system reaches our website (so-called referrers), (4) the sub-websites, (5) the date and time of access to the Internet site, (6) an Internet protocol address (IP address), (7) the Internet service provider of the accessing system, and (8) any other similar data and

information that may be used in the event of attacks on our information technology systems.

- The data is also stored in the log files of our system. This does not affect the IP addresses of the user or other data that allows the data to be assigned to a user. A storage of this data together with other personal data of the user does not take place.

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

Temporary storage of the IP address by the system is necessary to allow delivery of the website to the user's computer. To do this, the user's IP address must be retained for the duration of the session. For this purpose, our legitimate interest in the processing of data in accordance with Art. 6 para. 1 lit. f GDPR.

- These data will be deleted as soon as they are no longer needed for the survey. The personal data stored in the log files will be deleted at the latest after seven days. Data whose further retention is required for evidential purposes shall be exempted from the erasure until the incident is finally resolved.

V. Use of cookies

(1) Our website uses cookies. Cookies are text files that are stored in the Internet browser or the Internet browser on the user's computer system. When a user visits a website, a cookie may be stored on the user's operating system. This cookie contains a characteristic string that allows the browser to be uniquely identified when the website is reopened.

(2) We use cookies to make our website more user-friendly. Some elements of our website require that the calling browser be identified even after a page break.

(3) The user data collected in this way shall be pseudonymised by means of technical precautions. Therefore, an assignment of the data to the calling user is no longer possible. The data will not be stored together with other personal data of the users.

(4) When accessing our website, users will be informed by an information banner about the use of cookies for analysis purposes and referred to this privacy policy. In this context, there is also an indication of how the storage of cookies in the browser settings can be prevented.

(5) The legal basis for the processing of personal data using cookies is Article 6 (1) lit. f GDPR. The purpose of using technically necessary cookies is to facilitate the use of websites for users. Some features of our website can not be offered without the use of cookies. For these, it is necessary that the browser is recognized even after a page break. The user data collected through technically necessary cookies will not be used to create user profiles.

(6) Cookies are stored on the computer of the user and transmitted by him on our side. Therefore, as a user, you have full control over the use of cookies. By changing the settings in your internet browser, you can disable or restrict the transmission of cookies. Already saved cookies can be deleted at any time. This can also be done automatically. If cookies are disabled for our website, it may not be possible to use all the functions of the website to the full. The transmission of Flash cookies can not be prevented by the settings of the browser, but by changing the settings of the Flash Player.

(7) A general objection to the use of cookies used for the purposes of online marketing can be found in a variety of services, especially in the case of tracking, via the US website <http://www.aboutads.info/choices/> or the EU page <http://www.youronlinechoices.com/>.

You may opt for the use of cookies for distance measurement and promotional purposes through the Network Advertising Initiative's opt-out page (<http://optout.networkadvertising.org/>) and the US website (<http://www.aboutads.info/choices>) or the European website (<http://www.youronlinechoices.com/uk/your-ad-choices/>).

VI. Contact form and e-mail contact

(1) A contact form is available on our website, which can be used for electronic contact. If a user realizes this option, the data entered in the input mask will be transmitted to us and saved. These data are:

1. company
2. Salutation
3. First and last name
4. Address (street, number, zip code, city)
5. Telephone number
6. E-mail
7. Message (the text entered by the user)

(2) At the time of sending the message, the following data is also stored:

1. The IP address of the user
2. Date and time of registration

For the processing of the data in the context of the sending process your consent is obtained and referred to this privacy statement.

(3) In addition, contact via the provided e-mail address is possible. In this case, the user's personal data transmitted by e-mail will be stored.

(4) In this context, there is no disclosure of the data to third parties. The data is used exclusively for processing the conversation.

(5) Legal basis for the processing of the data is in the presence of the consent of the user Art. 6 para. 1 lit. a GDPR. The legal basis for the processing of the data transmitted in the course of sending an e-mail is Article 6 (1) lit. f GDPR. If the e-mail contact aims to conclude a contract, then additional legal basis for the processing is Art. 6 para. 1 lit. b GDPR.

(6) The processing of the personal data from the input mask serves us only for processing the contact. In the case of contact via e-mail, this also includes the required legitimate interest in the processing of the data.

(7) The other personal data processed during the sending process serve to prevent misuse of the contact form and to ensure the security of our information technology systems.

(8) The data will be deleted as soon as they are no longer necessary for the purpose of their collection. For the personal data from the input form of the contact form and those sent by

e-mail, this is the case when the respective conversation with the user has ended. The conversation is ended when it can be inferred from the circumstances that the relevant facts have been finally clarified.

(9) Additional personal data collected during the sending process will be deleted at the latest after a period of seven days.

(10) The inventory data (for example names and addresses as well as contact data of users), contract data (for example, services used, names of contact persons, payment information) are processed for the purpose of fulfilling our contractual obligations and services according to Art. 6 para. 1 lit b. GDPR or to carry out the application process. The entries marked as mandatory in online forms are required for the conclusion of the contract or the application process. User information can be stored in our Customer Relationship Management System ("CRM System") or similar request organization.

(11) The user has the possibility at any time to revoke his consent to the processing of the personal data. If the user contacts us by e-mail, he may object to the storage of his personal data at any time. In such a case, the conversation can not continue. The revocation of the consent and the objection against the storage can take place in text form (for example E-Mail). All personal data stored in the course of contacting will be deleted in this case.

(12) No special categories of data i.S.v. Art. 9 (1) GDPR (personal data stating racial and ethnic origin, political opinions, religious or ideological beliefs or trade union affiliation, as well as the processing of genetic data, biometric data for the unambiguous identification of a natural person, health data or data to the sexual life or the sexual orientation of a natural person). Such data shall be collected by us only exceptionally if the data subject has expressly consented to the processing of such personal data for one or more specified purposes, unless, under Union or national law, the prohibition referred to in paragraph 1 may be granted by consent the person concerned is not revoked.

VII. Google Analytics

(1) We use Google Analytics, a web analytics service provided by Google LLC, California, USA (henceforth referred to as "Google"). This web analysis service examines where the visitors come from, which areas are visited on a website and how often and how long which subpages and categories are viewed. The legal basis for this is Art. 6 para. 1 lit. f. GDPR. The purpose of this data processing as well as our legitimate interest is the analysis and optimization of our online offer. Google uses cookies. The information generated by the cookie about the use of the online offer by the users are usually transmitted to a Google server in the USA and stored there. Google LLC complies with European data protection law and is certified under the Privacy Shield Agreement:

<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>

(2) Google will use this information on our behalf to evaluate the use of our online offer by users, to compile reports on the activities within this online offer and to provide us with further services related to the use of this online offer and the internet usage , In this case, pseudonymous usage profiles of the users can be created from the processed data.

(3) We only use Google Analytics with activated IP anonymization. This means that the IP address of the users will be shortened by Google within member states of the European Union or in other contracting states of the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be sent to a Google server in the US and shortened there.

(4) The IP address transmitted by the user's browser will not be merged with other data provided by Google. Users can prevent the storage of cookies by setting their browser software accordingly; Users may also prevent the collection by Google of the data generated by the cookie and related to their use of the online offer as well as the processing of this data by Google by downloading and installing the browser plug-in available under the following link: : <https://tools.google.com/dlpage/gaoptout?hl=de>

(5) The processed personal data will be automatically anonymized or deleted after a period of 14 months by us.

(6) Here's more information on data usage by Google Inc.:

- <https://policies.google.com/privacy/partners?hl=de> (data collected by Google partners)
- <https://adssettings.google.de/authenticated> (settings about ads you see)
- <https://policies.google.com/technologies/ads?hl=de> (Use of cookies in ads)

VIII. Google Adwords

We use the Google marketing service "Google AdWords". Each Google AdWords customer receives a different cookie. Thus, there is no way that cookies can be tracked through the websites of advertisers. The information collected through the cookie is used to generate conversion statistics for AdWords advertisers who have opted for conversion tracking. Advertisers will see the total number of users who clicked on their ad and were redirected to a conversion tracking tag page. However, they do not receive information that personally identifies users.

IX. Facebook, Twitter, Instagram

We have an online presence within the social network "Facebook", the blogging service "Twitter" and the photo and video sharing service "Instagram". The legal basis for this is Art. 6 para. 1 lit. f. GDPR. Here we process the data of the users who communicate with us, e.g. Write posts on our online presence or send us messages. The purpose of the data processing is the contact with customers, interested parties and other third parties as well as the information about our services and products. When calling the respective networks and platforms, the terms and conditions and the data processing guidelines apply to their respective operators.

X. Collaboration with processors and third parties

(1) If, in the course of our processing, we disclose data to other persons and companies (contract processors or third parties), transmit them to them or otherwise grant access to the data, this is done only on the basis of a legal permission (eg if a transmission of the data to third parties, as to payment service providers, in accordance with Article 6 (1) (b) GDPR is

required to fulfill the contract), you have consented to a legal obligation or on the basis of our legitimate interests (eg the use of agents, webhosters, etc .).

(2) If we commission third parties to process data on the basis of a so-called "contract processing contract", this is done on the basis of Art. 28 GDPR.

XI. Integration of services and contents of third parties

(1) Within our online offer based on our legitimate interests (ie interest in the analysis, optimization and economic operation of our online offer within the meaning of Art. 6 para. 1 lit. GDPR), we make use of content or service offers from third-party providers their contents and services, such as Include videos or fonts (collectively referred to as "content"). This always presupposes that the third-party providers of this content perceive the IP address of the users, since they could not send the content to their browser without the IP address. The IP address is therefore required for the presentation of this content. We endeavor to use only content whose respective providers use the IP address solely for the delivery of the content. Third parties may also use so-called pixel tags (invisible graphics, also referred to as "web beacons") for statistical or marketing purposes. The "pixel tags" can be used to evaluate information such as visitor traffic on the pages of this website. The pseudonymous information may also be stored in cookies on the user's device and may include, but is not limited to, technical information about the browser and operating system, referring web sites, visit time, and other information regarding the use of our online offer.

(2) The following presentation provides an overview of third-party providers as well as their contents, as well as links to their data protection statements, which further notes on the processing of data and, for the most part. already mentioned here, contradictory possibilities (so-called opt-out) contain:

- External fonts from Google, LLC., [Https://www.google.com/fonts](https://www.google.com/fonts) ("Google Fonts"). The integration of Google fonts is done by a server call on Google (usually in the US). Privacy Policy: <https://policies.google.com/privacy>, opt-out: <https://adssettings.google.com/authenticated>
- Maps provided by Google Maps third party Google LLC, 1600 Amphitheater Parkway, Mountain View, CA 94043, USA. Privacy Policy: <https://www.google.com/policies/privacy/>, opt-out: <https://www.google.com/settings/ads/>
- External code of the JavaScript framework "jQuery", provided by the third-party jQuery Foundation, <https://jquery.org>

XII. Rights of the data subject

- **a) Right of confirmation**

Each data subject shall have the right granted by the European legislator to obtain from the controller the confirmation as to whether or not personal data concerning him or her are being processed. If a data subject wishes to avail himself of this right of confirmation, he or she may, at any time, contact any employee of the controller.

- **b) Right of access**

Each data subject shall have the right granted by the European legislator to obtain from the controller free information about his or her personal data stored at any

time and a copy of this information. Furthermore, the European directives and regulations grant the data subject access to the following information:

- the purposes of the processing;
- the categories of personal data concerned;
- the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
- where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- the existence of the right to request from the controller rectification or erasure of personal data, or restriction of processing of personal data concerning the data subject, or to object to such processing;
- the existence of the right to lodge a complaint with a supervisory authority;
- where the personal data are not collected from the data subject, any available information as to their source;
- the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) of the GDPR and, at least in those cases, meaningful information about the logic involved, as well as the significance and envisaged consequences of such processing for the data subject.

Furthermore, the data subject shall have a right to obtain information as to whether personal data are transferred to a third country or to an international organisation. Where this is the case, the data subject shall have the right to be informed of the appropriate safeguards relating to the transfer.

If a data subject wishes to avail himself of this right of access, he or she may, at any time, contact any employee of the controller.

- **c) Right to rectification**

Each data subject shall have the right granted by the European legislator to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

If a data subject wishes to exercise this right to rectification, he or she may, at any time, contact any employee of the controller.

- **d) Right to erasure (Right to be forgotten)**

Each data subject shall have the right granted by the European legislator to obtain from the controller the erasure of personal data concerning him or her without undue delay, and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies, as long as the processing is not necessary:

- The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.
- The data subject withdraws consent to which the processing is based according to point (a) of Article 6(1) of the GDPR, or point (a) of Article 9(2) of the GDPR, and where there is no other legal ground for the processing.
- The data subject objects to the processing pursuant to Article 21(1) of the GDPR and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2) of the GDPR.
- The personal data have been unlawfully processed.
- The personal data must be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.
- The personal data have been collected in relation to the offer of information society services referred to in Article 8(1) of the GDPR.

If one of the aforementioned reasons applies, and a data subject wishes to request the erasure of personal data stored by the CONOSCOPE GmbH, he or she may, at any time, contact any employee of the controller. An employee of CONOSCOPE GmbH shall promptly ensure that the erasure request is complied with immediately.

Where the controller has made personal data public and is obliged pursuant to Article 17(1) to erase the personal data, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform other controllers processing the personal data that the data subject has requested erasure by such controllers of any links to, or copy or replication of, those personal data, as far as processing is not required. An employees of the CONOSCOPE GmbH will arrange the necessary measures in individual cases.

- **e) Right of restriction of processing**

Each data subject shall have the right granted by the European legislator to obtain from the controller restriction of processing where one of the following applies:

- The accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data.
- The processing is unlawful and the data subject opposes the erasure of the personal data and requests instead the restriction of their use instead.
- The controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims.
- The data subject has objected to processing pursuant to Article 21(1) of the GDPR pending the verification whether the legitimate grounds of the controller override those of the data subject.

If one of the aforementioned conditions is met, and a data subject wishes to request the restriction of the processing of personal data stored by the CONOSCOPE GmbH,

he or she may at any time contact any employee of the controller. The employee of the CONOSCOPE GmbH will arrange the restriction of the processing.

- **f) Right to data portability**

Each data subject shall have the right granted by the European legislator, to receive the personal data concerning him or her, which was provided to a controller, in a structured, commonly used and machine-readable format. He or she shall have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, as long as the processing is based on consent pursuant to point (a) of Article 6(1) of the GDPR or point (a) of Article 9(2) of the GDPR, or on a contract pursuant to point (b) of Article 6(1) of the GDPR, and the processing is carried out by automated means, as long as the processing is not necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Furthermore, in exercising his or her right to data portability pursuant to Article 20(1) of the GDPR, the data subject shall have the right to have personal data transmitted directly from one controller to another, where technically feasible and when doing so does not adversely affect the rights and freedoms of others.

In order to assert the right to data portability, the data subject may at any time contact any employee of the CONOSCOPE GmbH.

- **g) Right to object**

Each data subject shall have the right granted by the European legislator to object, on grounds relating to his or her particular situation, at any time, to processing of personal data concerning him or her, which is based on point (e) or (f) of Article 6(1) of the GDPR. This also applies to profiling based on these provisions.

The CONOSCOPE GmbH shall no longer process the personal data in the event of the objection, unless we can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or for the establishment, exercise or defence of legal claims.

If the CONOSCOPE GmbH processes personal data for direct marketing purposes, the data subject shall have the right to object at any time to processing of personal data concerning him or her for such marketing. This applies to profiling to the extent that it is related to such direct marketing. If the data subject objects to the CONOSCOPE GmbH to the processing for direct marketing purposes, the CONOSCOPE GmbH will no longer process the personal data for these purposes.

In addition, the data subject has the right, on grounds relating to his or her particular situation, to object to processing of personal data concerning him or her by the CONOSCOPE GmbH for scientific or historical research purposes, or for statistical purposes pursuant to Article 89(1) of the GDPR, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

In order to exercise the right to object, the data subject may contact any employee of the CONOSCOPE GmbH. In addition, the data subject is free in the context of the use

of information society services, and notwithstanding Directive 2002/58/EC, to use his or her right to object by automated means using technical specifications.

- **h) Automated individual decision-making, including profiling**

Each data subject shall have the right granted by the European legislator not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her, or similarly significantly affects him or her, as long as the decision (1) is not necessary for entering into, or the performance of, a contract between the data subject and a data controller, or (2) is not authorised by Union or Member State law to which the controller is subject and which also lays down suitable measures to safeguard the data subject's rights and freedoms and legitimate interests, or (3) is not based on the data subject's explicit consent.

If the decision (1) is necessary for entering into, or the performance of, a contract between the data subject and a data controller, or (2) it is based on the data subject's explicit consent, the CONOSCOPE GmbH shall implement suitable measures to safeguard the data subject's rights and freedoms and legitimate interests, at least the right to obtain human intervention on the part of the controller, to express his or her point of view and contest the decision.

If the data subject wishes to exercise the rights concerning automated individual decision-making, he or she may, at any time, contact any employee of the CONOSCOPE GmbH.

- **i) Right to withdraw data protection consent**

Each data subject shall have the right granted by the European legislator to withdraw his or her consent to processing of his or her personal data at any time.

If the data subject wishes to exercise the right to withdraw the consent, he or she may, at any time, contact any employee of the CONOSCOPE GmbH.

XIII. Safety measures

We take appropriate technical measures in accordance with Art. 32 GDPR, taking into account the state of the art, the implementation costs and the nature, scope, circumstances and purposes of the processing as well as the different likelihood and severity of the risk to the rights and freedoms of natural persons and organizational measures to ensure a level of protection appropriate to the risk; Measures include, in particular, ensuring the confidentiality, integrity and availability of data by controlling physical access to the data, as well as their access, input, disclosure, availability and separation. We have also set up procedures to ensure the enjoyment of data subject rights, data deletion and data vulnerability. Furthermore, we consider the protection of personal data already in the development, or selection of hardware, software and procedures, according to the principle of data protection by technology design and by privacy-friendly default settings taken into account (Article 25 GDPR).

XIV. Transfers to third countries

If we process data in a third country (ie outside the European Union (EU) or the European Economic Area (EEA)) or in the context of the use of third party services or disclosure or transmission of data to third parties, this will only be done if it is to fulfill our (pre) contractual obligations, on the basis of your consent, on the basis of a legal obligation or on the basis of our legitimate interests. Subject to legal or contractual permissions, we process or have the data processed in a third country only in the presence of the special conditions of Art. 44 et seq. GDPR. That the processing is e.g. on the basis of specific guarantees, such as the officially recognized level of data protection (eg for the US through the Privacy Shield) or compliance with officially recognized special contractual obligations (so-called "standard contractual clauses").

XV. Deletion of data

Unless it is not differently described in this Privacy Policy, the following applies to the deletion of data:

1. The data processed by us are deleted or limited in their processing in accordance with Articles 17 and 18 GDPR. Unless explicitly stated in this privacy policy, the data stored by us are deleted as soon as they are no longer required for their purpose and the deletion does not conflict with any statutory storage requirements. Unless the data is deleted because it is required for other and legitimate purposes, its processing will be restricted. That The data is blocked and not processed for other purposes. This applies, for example for data that must be kept for commercial or tax reasons.
2. According to legal requirements, the storage takes place in particular for 6 years in accordance with § 257 paragraph 1 HGB (trading books, inventories, opening balance sheets, annual accounts, trade letters, accounting documents, etc.) and for 10 years in accordance with § 147 Abs. 1 AO (books, records , Management reports, accounting documents, commercial and business letters, documents relevant for taxation, etc.).

XVI. Changes and updates to the privacy policy

We will adjust the privacy policy as soon as the changes to the data processing we make require it. We will notify you as soon as the changes require your participation (eg consent) or other individual notification.

As of: 24.05.2018