

## Data Protection Policy

We are highly committed to the protection and security of your personal data. We inform you herein about the type of data captured and the purpose for which they are collected. Please ensure that you read the data protection policy in full before you use our website or transmit personal data via the website.

### 1. Data transmission / Data logging

When visiting our website, the webserver automatically records log files that cannot be associated with a given person. These data include the type and version of browser, the operating system used, the referring URL (previously visited website), the IP address of the requesting computer, the access date and time of the server query and the data query of the client (file name and URL). These data are collected merely for statistical analyses. Without your consent, we do not transmit the data to third parties for commercial or non-commercial purposes.

### 2. Use of personal data

Personal data will be collected or processed only if you have shared these data voluntarily, e.g. as part of an enquiry and only for the purpose for which you have provided us with your data, e.g. to reply to your enquiries, process your orders or to provide you with access to certain offers. In the absence of compelling reasons relating to the processing of a transaction, you may revoke the previously granted consent to the storage of your personal data at any time in writing (e.g. by email or fax) and with immediate effect. Your data will not be transmitted to third parties, unless it is required by statutory provisions. We use CleverReach as a platform service provider for order data processing. By subscribing to our newsletter, you confirm that the information you provide will be shared with CleverReach for processing in accordance with its privacy policy and terms.

### 3. Disclosure, change and deletion of your data

Pursuant to the applicable laws, you are entitled to request information at any time in writing from us about whether and which of your personal data we have saved. You will receive a corresponding communication within an appropriate period, at the latest within one month after our receipt of your enquiry. The personal data collected by us will be deleted as soon as the purpose for which the data have been stored has been achieved.

### 4. Security of your data

Your personal data made available to us are secured by taking all technical and organisational safety measures in such a way that they are not accessible for unauthorised third parties. We recommend that you transmit very sensitive data or information by post, as transmission by email cannot guarantee full data security.

### 5. Use of third-party services and content

Our online offer includes third-party content, e.g. YouTube videos, Google Maps material, as well as RSS feeds or links to Twitter and Facebook. This is always conditional on the providers of such content (hereinafter referred to as "third-party providers") being able to detect the IP address of the user. We strive to use only content from providers which use the IP address only to deliver the content. However, we have no influence on whether the third-party providers save the IP address, e.g. for statistical purposes.

### 6. Note on Google Analytics

This website uses Google Analytics, a web analysis service of Google Inc. ("Google"). Google Analytics uses so-called "cookies", i.e. text files stored on your computer, which enable an analysis

of your use of our website. The information generated by the cookie about your use of this website (including your IP address) will be transmitted to a Google server in the USA and stored there. Google will use this information to analyse your use of the website to compile reports about the website activity for the website operators and to provide other services related to the use of the website and the use of the internet. In addition, Google may transmit this information to third parties if so required by law or to the extent that third parties process these data on behalf of Google. Under no circumstances will Google link your IP address with other data obtained by Google. You can prevent the installation of cookies by means of a corresponding setting of your browser software; however, we wish to point out that in this case you may not be able to make full use of all the functions of this website.

## 7. Cookies

As part of this online offer, we use so-called “session cookies” to facilitate your use of our websites. These cookies are small text files that are deposited on your hard drive only for the duration of your visit to our website; depending on the settings of your browser software, these files will be deleted again after you close the browser. These cookies do not retrieve any information stored about you on your hard drive and do not affect your PC or your files. Most browsers are set to automatically accept cookies. However, you may disable the saving of cookies or set your browser to notify you of the sending of cookies.

## 8. Right of complaint

You may of course avail yourself at any time of your right to file a complaint with the responsible supervisory authority. A list of the relevant contacts is available on the website of the Federal Commissioner for Data Protection and Freedom of Information

([https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html)).

## 9. Changes to our Data Protection Policy

We may update these policies for the protection of your personal data from time to time. You should occasionally review these policies to remain up to date about the manner in which we protect your data and continuously improve the content of our website. If we make substantial changes in the collection, use and/or disclosure of the personal data that you share with us, we will inform you accordingly by an unambiguous and clearly visible notice on the website.

If you have any questions about our data protection policies, please contact our responsible officer, Wolfgang Pein, via our contact page.