

## **Privacy Policy**

### **1. Liability for Content**

The contents of our pages were created with great care. However, we cannot guarantee that the content is correct, complete or up-to-date. As a service provider, we are responsible for our own content on these pages according to Section 7, Paragraph 1 of the German Telemedia Act (TMG). According to §§ 8 to 10 TMG, however, we as a service provider are not obliged to monitor transmitted or stored third-party information or to investigate circumstances that indicate illegal activity. Obligations to remove or block the use of information according to general laws remain unaffected. However, liability in this regard is only possible from the point in time at which knowledge of a specific infringement of the law is known. As soon as we become aware of any violations of the law, we will remove this content immediately.

### **2. Copyright**

The content and works on these pages created by the site operators are subject to German copyright law. The duplication, editing, distribution and any kind of exploitation outside the limits of copyright require the written consent of the respective author or creator. Downloads and copies of this site are only permitted for private, non-commercial use. Insofar as the content on this site was not created by the operator, the copyrights of third parties are observed. In particular contents of third parties are marked as such. Should you nevertheless become aware of a copyright infringement, we ask that you inform us accordingly. As soon as we become aware of legal violations, we will remove such content immediately.

### **3. Privacy Policy**

Thanks for your interest in our services. The protection of your personal data is very important to us. At this point we would like to inform you about data protection in our company. Of course, we observe the legal provisions of the Data Protection Act (BDSG), the Telemedia Act (TMG) and other data protection regulations.

You can trust us with your personal data! They are encrypted by digital security systems and transmitted to us. Our websites are protected by technical measures against damage, destruction or unauthorized access.

### **4. Subject of data protection**

The subject of data protection is personal data. According to § 3 paragraph 1 BDSG, these are individual details about personal or factual circumstances of a specific or identifiable natural person. This includes e.g. B. Information such as name, postal address, e-mail address or telephone number, but possibly also usage data such as your IP address.

## **5. Scope of Data Collection and Storage**

In general, it is not necessary for you to provide personal data in order to use our website. However, so that we can actually provide our services, we may need your personal data. This applies to the sending of information material or ordered goods as well as to answering individual inquiries.

If you commission us to provide a service or to send goods, we only collect and store your personal data to the extent that this is necessary for the provision of the service or the execution of the contract. It may be necessary to pass on your personal data to companies that we use to provide the service or to process the contract. These are e.g. B. Transport companies or other service providers.

After the contract has been completed, your data will be blocked and deleted after the tax and commercial law regulations have expired, unless you have expressly consented to further use of the data.

If you have registered for our newsletter with your e-mail address, we will also use your e-mail address for our own advertising purposes beyond the execution of the contract until you unsubscribe from the newsletter.

## **6. Data collection through the use of Google Analytics**

Our website uses Google Analytics, a web analysis service provided by Google Inc. Google Analytics uses so-called "cookies". These are text files that are stored on your computer and enable an analysis of your use of the website. For example, information about the operating system, the browser, your IP address, the website you previously accessed (referrer URL) and the date and time of your visit to our website are recorded. The information generated by this text file about the use of our website is transmitted to a Google server in the USA and stored there. Google will use this information to evaluate your use of our website, to compile reports on website activity for website operators and to provide other services related to website activity and internet usage. If this is required by law or if third parties process this data on behalf of Google, Google will also pass this information on to these third parties. This usage is anonym or pseudomized. You can find more information about this directly from Google <http://www.google.com/intl/de/privacypolicy.html#information>

Google uses the DoubleClick DART cookie. Users can opt out of the use of the DART cookie by visiting the Google ad network and content network privacy policy. No direct personal data of the user is stored, only the internet protocol address. This information is used to automatically recognize you the next time you visit our website and to make navigation easier for you. Cookies allow us, for example, to adapt a website to your interests or to save your password so that you do not have to re-enter it each time. Of course, you can also view

our websites without cookies. If you do not want us to recognize your computer, you can prevent cookies from being stored on your hard drive by selecting “do not accept cookies” in your browser settings. How this works in detail can be found in the instructions of your browser manufacturer. If you do not accept cookies, this can lead to functional restrictions of our offers. You can prevent the installation of cookies by making the appropriate settings in your internet user program (browser). To do this, you must switch off the storage of cookies in your Internet browser. For more information on this, please refer to the instructions for use of your Internet browser.

## **7. Collection and Storage of Usage Data**

To optimize our website, we collect and store data such as B. Date and time of the page view, the page from which you accessed our site and the like, provided you do not object to this data collection and storage. This is done anonymously without personally identifying the user of the site. If necessary, user profiles are created using a pseudonym. Here, too, there is no connection between the natural persons behind the pseudonym and the usage data collected. We also use cookies to collect and store the usage data. These are small text files that are stored on your computer and are used to store statistical information such as the operating system, your Internet usage program (browser), IP address, the previously accessed website (referrer URL) and the time. We collect this data exclusively for statistical purposes in order to further optimize our website and to make our website even more attractive. The collection and storage takes place exclusively in an anonymous or pseudonymised form and does not allow any conclusions to be drawn about you as a natural person.

## **8. Purpose-Restricted Use of Data**

We adhere to the principle of earmarked use of data and collect, process and store your personal data only for the purposes for which you have communicated it to us. Your personal data will not be passed on to third parties without your express consent, unless this is necessary for the provision of the service or for the execution of the contract. The transmission to state institutions and authorities entitled to receive information also only takes place within the framework of the statutory information obligations or if we are obliged to provide information by a court decision. We also take internal data protection very seriously. Our employees and the service companies commissioned by us have been sworn to secrecy and to compliance with data protection regulations.

## **9. Right to information and right of withdrawal**

You will receive information about your data stored by us free of charge at any time and without giving reasons. You can have the data we have collected blocked, corrected or deleted at any time and object to the anonymous or pseudonymised collection and storage of data for the purpose of optimizing our website. You can also revoke your consent to data collection

and use at any time without giving reasons. To do this, please use the contact address given in the imprint. We are always at your disposal for further questions about our information on data protection and the processing of your personal data. Please note that data protection regulations and data protection practices, e.g. B. at Google, can change continuously. It is therefore advisable and necessary to keep up to date with changes in legal provisions and company practice, e.g. B. Google, to keep you informed.

#### **10. Data protection declaration for the use of Facebook plugins (Like button)**

Plugins from the social network Facebook, 1601 South California Avenue, Palo Alto, CA 94304, USA are integrated on our website. You can recognize the Facebook plugins by the Facebook logo or the "Like button" ("I like") on our site. You can find an overview of the Facebook plugins here: <http://developers.facebook.com/docs/plugins/>. When you visit our pages, a direct connection is established between your browser and the Facebook server via the plugin. Facebook receives the information that you have visited our site with your IP address. If you click the Facebook "Like" button while you are logged into your Facebook account, you can link the content of our pages to your Facebook profile. This allows Facebook to associate your visit to our site with your user account. We would like to point out that we, as the provider of the pages, have no knowledge of the content of the data transmitted or how it is used by Facebook. You can find more information on this in the Facebook data protection declaration at <http://de-de.facebook.com/policy.php>. If you do not want Facebook to be able to assign your visit to our pages to your Facebook user account, please log out of your Facebook user account.