

Dear Website Visitor,

We wish to inform you on the collection and use of your personal data when using our website. Your personal data is your details, such as your name, your address, your email address and your internet user behavior.

When you contact us, be it via email, telephone, post or contact form, we save the personal data you have given to us (i.e. email address, name, telephone number) in order to answer your inquiry. The legal basis for this behavior is art. 6 par. 1 p. 1 lit. f of the General Data Protection Regulation (GDPR). Any data we collect for this purpose is deleted as soon as we no longer need it or we limit processing when we are legally bound to save the information for a given period of time.

### **Your rights**

You have the following rights regarding your personal data:

- The right to information
- The right to correct or delete data
- The right to limit data processing
- The right to object to data processing
- The right to withdraw your permission, once given
- The right to data transferability

You also have the right to lodge a complaint with the data protection authorities concerning how we process your data.

### **Collecting personal data when you visit our website**

When you visit our website for purely informative purposes, i.e. you do not register or transfer information to us in any form, we only collect the data that your browser has transmitted to our server. If you wish to view our website, we collect the data technically required to display our website and ensure its stability and security. The legal basis is art. 6 par. 1 p. 1 lit. f of the GDPR. This data includes:

- Your IP address
- Time and date of visit
- Time-zone in relation to Greenwich Mean Time (GMT)
- Requested content (specific site)
- Access status/HTTP status code
- Amount of data transmitted
- The website leading to our website request
- Your browser
- Your operating system and its interface
- Language and version of your browser software

## **Objecting to or revoking the processing of your data**

If you have given us permission to process your data, you may withdraw your approval at any time. A withdrawal effects the processing permissibility of your personal data the moment you have made your request.

You can object to our processing your personal data provided it is supported by the weighing of interests. Should you choose to object, we ask you to please state your reasons for requesting we do not process your personal data. We will then examine your substantiated objection with a view to the circumstances and will either cease processing your personal data, adapt processing accordingly or clearly define for you our compulsory, protection-worthy grounds for continuing processing.

## **Incorporation of services and third-party content on our website**

The legal basis for using these services and the related processing of personal data emerges from article 6 par. 1 p. 1 lit. f of the GDPR. We hold a justified interest in operating, optimizing and displaying our website.

## **Applying social media website links**

Our website currently contains links to the following social media websites:

Xing and LinkedIn

When you visit our website, your personal data will certainly not be transferred to social media providers directly. You can recognize social media providers by their initials or their logo. We merely offer you the option to follow links that open the corresponding social media websites.

Should you click on one of our links leading to social media websites, we have neither influence on which data they collect or how they process it, nor do we know which data is collected, to which end it is processed or for how long it is saved. Neither do we possess information on the deletion practices of social media website providers.

When you visit one of the social media websites linked to our website and you are logged in with the provider of this website, your personal data is automatically allocated to your social media account. We therefore recommend you log out of your social media accounts regularly, but certainly before using a link to that particular site. This way you avoid automated allocation to your account by social media providers.

You will find further information on social media providers' data collecting purposes and dimensions in the privacy policy of said providers. You will also find additional information on your rights and setting options to protect your privacy.

Below, we offer you the addresses of the social media providers linked within our website as well as the URL leading to their privacy policies:

- Xing AG, Gänsemarkt 43, 20354 Hamburg, DE; <http://www.xing.com/privacy>
- LinkedIn Corporation, 2029 Stierlin Court, Mountain View, California 94043, USA; <http://www.linkedin.com/legal/privacy-policy>. LinkedIn is amenable to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>

### **Deleting and saving your personal data**

Your personal data is deleted or blocked the moment it no longer serves the purpose for which it has been collected as long as it is not subject to a legally binding duty to preserve records. If your personal data is not deleted due to other, legally permissible purposes, processing will nonetheless be limited.