

# Privacy Statement

## General information

The operators of this website take the protection of your personal data very seriously. We treat your personal data confidentially.

It is normally possible to use our website without providing any personal data. Insofar as any personal information (such as names, addresses, or email addresses) is collected on our site, this will always be done on a voluntary basis as far as possible. This information shall not be disclosed to third parties without your explicit consent.

Please note that data transmitted via the Internet (e.g. via email communication) may be subject to security breaches. It is not possible to fully protect data from third-party access.

## Cookies

The website partly uses so-called cookies. Cookies serve to make our services more user-friendly, effective and secure. Cookies do not harm your computer and do not contain viruses. Cookies are small text files that are stored on your computer and saved by your browser.

Most of the cookies we use are "session cookies". They are automatically deleted after your visit. Other cookies remain in your device's memory until you delete them. These cookies makes it possible to recognise your browser when you next visit the site.

You can configure your browser to inform you about the use of cookies so that you can decide on a case-by-case basis whether to accept or reject a cookie. Alternatively, your browser can be configured to automatically accept cookies under certain conditions or to always reject them, or to automatically delete cookies when closing your browser. Disabling cookies may limit the functionality of this website.

## Server log files

The website provider automatically collects and stores information that your browser automatically transmits to us in "server log files". These are:

- Browser type and browser version
- Operating system used
- Referrer URL
- Host name of the accessing computer
- Time of the server request

This data cannot be used to identify specific people. This data is not combined with data from other sources. We reserve the right to

retrospectively check this data if we become aware of specific evidence of illegal use.

### **Google Analytics**

This website uses Google Analytics, a web analysis service provided by Google Inc. ("Google"). Google Analytics uses so-called "cookies", which are text files stored on your computer that enable the analysis of your usage of the website. The information generated by the cookie about your use of this website is usually transmitted to a Google server in the USA and stored there. IP anonymisation is activated on this website, and your IP address will, therefore, be shortened by Google within Member States of the European Union or in other states party to the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be transferred to a Google server in the USA and shortened there. Google uses this information to evaluate your use of the website, to compile reports on website activity for website operators, and to provide other services related to internet use and use of the website. Google may also pass this information on to third parties insofar as required by law or if third parties process the data on Google's behalf. The IP address transmitted by your browser as part of Google Analytics is not conflated with other Google data. For more information about how Google Analytics handles user data, see Google's privacy policy: <https://support.google.com/analytics/answer/6004245?hl=en>

You can prevent these cookies from being stored by selecting the appropriate settings in your browser; however, we wish to point out that by doing so, you may not be able to enjoy the full functionality of this website. You can also prevent the data generated by cookies about your use of the website (incl. your IP address) from being passed to Google, and the processing of these data by Google, by downloading and installing the browser plugin available at the following link: <http://tools.google.com/dlpage/gaoptout?hl=en>

### **Google Maps**

This website may use the product Google Maps from Google Inc. By using this website, you consent to the collection, processing, and use of data collected automatically by Google Inc., its representatives, and third parties. You can find the Google Maps Terms of Use under "Google Maps Terms of Use".

### **Contact form**

Insofar as the website provides a contact form and if you send us enquiries via this contact form, your details from the enquiry form including the contact data provided by you there will be stored for the purpose of processing the enquiry and in the event of follow-up questions. This data will not be passed on without your consent and will be treated confidentially.

### **Information, deletion, and blocking**

You will receive information about the personal data we have stored about you, as well as about the origin, the recipient and the purpose of data collection and

data processing. You also have the right to request for the correction, blocking or deletion of your data. Data which has been kept due to legal provisions or required for proper business transactions is excluded from this. Data is stored in a lock file for control purposes so that data can be locked at any time. If data is not collected by a legal archiving obligation, then we will delete your data at your request. If the archiving obligation applies, we will block your data. For all questions and concerns regarding the correction, blocking or deletion of personal data, please contact our data protection officer under the contact details in this privacy statement or at the address stated in the imprint.