

## **Data protection declaration**

We attach maximum importance to protecting your data and safeguarding your privacy. Therefore, we provide information below regarding collection and use of personal data while using our website.

### **Anonymous data collection**

You can visit our websites without having to provide any personal details. We do not save any personal data in this connection. In order to improve our offer, we evaluate only the statistical data, which does not allow any inference of your personal details.

### **Collection and processing while using the contact form**

When using the contact form, we collect personal data (particulars of personal or objective relationships of a particular or definable natural person) only within the scope provided by you. We use your email address only for processing your request. Your data is deleted subsequently if you do not approve of the further processing and use.

### **Collection, processing and use of personal data**

We collect personal data (particulars of personal or objective relationships of a particular or definable natural person) only within the scope provided by you.

Your personal data is processed and used for completing and processing your order and also for processing your requests.

After the contract is processed completely, all the personal data is first saved taking into account the retention periods under fiscal and commercial law and then deleted after the expiry of the deadline, if you have not approved of the further processing and use.

### **Forwarding personal data**

Your data is not forwarded to third parties without your explicit consent. Only our service partners, which we require for handling the contractual relationship, are excluded from this. In these cases, we strictly adhere to the specifications of the Federal Data Protection Act. The scope of the data transfer is restricted to a minimum.

### **Cookies**

Our websites use so-called cookies at several places. Cookies are small text files, which are stored on your computer and which your browser saves. They help to make our offer more user-friendly, effective and reliable. In addition, cookies allow our systems to identify your browser and offer you services. Cookies do not contain any personal data.

### **Use of Google Analytics**

This website uses Google Analytics, a web analysis service by Google Inc. („Google“). Google Analytics uses so-called “cookies”, text files, which are saved on your computer and which allow analysing the use of the website by you. The information generated by the cookie about your usage of this website is generally transferred to a Google server in USA and saved there. If IP anonymisation is activated on this website, your IP address is however abbreviated by Google in advance within the member states of the European Union or in other contracting states of the Treaty on the European Economic Area. The complete IP address is transferred to a Google server in USA and abbreviated there only in exceptional cases. Google shall use this information on

behalf of the operator of this website to evaluate your website use, to compile reports about the website activities and to provide additional services associated with the website use and Internet use as against the website operator. The IP address transferred from your browser within the scope of Google Analytics is not consolidated with the other data by Google. You can prevent cookies from being saved through a corresponding setting of your browser software; however, we would like to bring to your attention that you may not be able to use all the functions of this website entirely in this case. In addition, you can prevent the recording of data (including your IP address) generated by the cookie and based on your website use in Google as well as the processing of this data by Google by downloading the browser plug-in available on the following link and installing it [<http://tools.google.com/dlpage/gaoptout?hl=de>].

#### **Information, correction, blocking and deletion of data**

At all times, you have the right to free information about your saved data as well as the right to correction, deletion and blocking of the same. Please contact us if required. You will find the contact details in our Legal Notice.

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