

### **1 Your data privacy is our concern**

We appreciate your interest in our company and our products and services. We want you to feel secure when visiting our Internet sites with regard to the protection of your personal information. We take the protection of your personal data very seriously. Compliance with the provisions of the Federal Data Protection Act is a matter of course. We want you to know when we collect data and how we use it. We have taken technical and organizational measures to ensure that the rules on data protection are adhered to both by us and by external service providers.

### **2 Personal data**

Personal information is information that identifies you. This includes, for example, information such as name, address, telephone number and email address. It is not necessary for you to disclose personal data to use our website. In certain cases, however, we require your name, address and other information so we can provide the requested services. This is the case for the sending of informational material and ordered goods or to answer individual questions. Where necessary, we will notify you of this accordingly. In addition, we only store and process data that you provide us voluntarily or automatically. If you use any of the services we offer, we will only collect the data that we need in order to provide these services. When we request any additional data, this information is provided on a voluntary basis. Personal data is processed in order to provide the requested services and protect our own legitimate business interests.

### **3 Purpose limitations**

Personal data provided is only to be collected, processed and used for the purposes disclosed to you. Generally, your data will not be sold or rented to third parties. We disclose your personal information to third parties only in the event that an administrative or court order exists, if it is required for credit protection or if you have given your express consent. Our staff and the service companies contracted by us are sworn to secrecy and must comply with the provisions of the Federal Data Protection Act. In short, your data will not be used for advertising or market research by third parties unless you have given your express consent.

### **4 Non-personal data that is collected automatically**

When using our website, the following data is stored for organizational and technical reasons: names of the pages accessed, browser and operating system used, date and time of access, search engines used, names of downloaded files and your IP address. We evaluate this technical data anonymously and only for statistical purposes, so that we can continue to optimize our Internet presence and make our Internet services more attractive to you. This anonymous data does not allow anyone to identify an individual person. Your personal information and your privacy are protected in this manner.

## **5 Use of cookies**

When you visit one of our websites, we may store information in the form of a cookie on your computer. Cookies are small text files that are sent from a web server to your browser and stored on the hard drive of your computer. This information serves the purpose of automatically recognizing you during your next visit to our website and facilitating navigation. For example, cookies allow us to adapt a website to your interests. Of course, you may also view our website without cookies. If you do not want us to recognize your computer, you may prevent cookies from being stored on your hard drive by selecting "Do not accept cookies" in your browser settings. Please refer to the instructions of your browser manufacturer to learn how this works in detail. If you reject cookies, this may lead to functional limitations of our offer.

## **6 Security**

We have taken technical and organizational security measures to protect your personal information against loss, destruction, manipulation and unauthorized access. All of our staff and all third parties involved in data processing are obligated to observe the Federal Data Protection Act and the confidentiality of personal data. When collecting and processing personal data, the information is transmitted in encrypted form to prevent potential misuse by third parties. Our security measures are continually updated based on technological developments.

## **7 General information on external links**

For your information, you will find the links to third party sites on our website. We have no control over the content or design of external websites operated by third parties. The contents of this data privacy and protection notice do not apply in such circumstances. Please contact the relevant provider for information about their data privacy and protection provisions.

## **8 Changes in data privacy and protection provisions**

We reserve the right to change our security and data privacy and protection provisions if this is necessary as a result of technical developments. In these cases, we will update our information on data protection accordingly. Please take note of the current version of our data privacy and protection notice.

## **9 Right to access and right of withdrawal**

You may obtain information on the stored data about you at any time. You can also withdraw your consent for the collection and storage of your personal data by us at any time. If necessary, please send us a [mail](#).

