

## Privacy Policy (detailed version)

In this detailed privacy policy, we explain the circumstances of the "one-pager" nature of the data collection activity associated with our website. Despite careful content control, we cannot assume any liability for external links to external content.

Below you will find information about what data are collected during your visit to the Website and how they are used:

### 1. Collection and processing of data

Every access to our website and every retrieval of a file stored on the website are logged. The storage serves internal system-related and statistical purposes. We keep this data until the purpose is lost, but no longer than 6 months. The following is logged:

- Name of the retrieved file,
- Date and time of retrieval,
- Transferred amount of data,
- Notification of successful retrieval,
- Web browser and requesting domain,
- Referrer URL that logs the IP addresses of the requesting computers
- In some places the website uses so-called cookies.

Cookies are small amounts of data in the form of text information the web server sends to your browser. These are stored on your hard disk. In each case, they can only be read by the server that previously stored them and contain information about what you viewed on a website and when. Cookies identify the IP address of the computer and do not store any personal information, such as your name. For cookies you have the choice of whether you want to allow them. Changes can be made in your browser settings. At least the following settings are possible:

- Always allow and save cookies,
- Allow cookies, but delete them after each session,
- Block cookies.

Blocking cookies generally can result in functional limitations and error messages on the website.

#### 1.1. Additional data collection forms

If additional forms are included in the Internet presence, with which we collect data from you, it is basically indicated which data we absolutely need in the context of the form and which information you can give us on a voluntary basis. In general, we use the data provided in these forms solely for the obvious purpose (for example, if you ask us a question, we will use the collected email address only to answer that question).

If either the purpose of the data collection is not obvious, or if we pursue other purposes beyond the obvious purpose, you will find the exact statement regarding the data collection within such a form in a specific privacy notice which you have to confirm by opt-in, before you can submit the form.

If the associated processing is based on Art. 6 para. 1 lit. a DS-GVO (consent), this privacy statement is not formulated as information but as consent. In this case, you consent to processing by ticking the opt-in field. You can revoke this consent at any time with effect for the future.

The fact that you have ticked the opt-in box will be saved together with your request. The duration of this storage ends with the purpose.

## 2. Disclosure of personal data

Your personal data will only be disclosed to third parties or otherwise transmitted if this is necessary for the purpose of the contract, if this is necessary for billing purposes or if you have previously consented. Here, too, you have the right to revoke your consent with effect for the future at any time.

The deletion or blocking of the stored personal data takes place if you revoke your consent to the storage, if their knowledge is no longer necessary for the fulfillment of the purpose for which they were stored or if their storage is inadmissible for other legal reasons. If we have submitted your data, we notify the recipient of the need for deletion.

## 3. Social media plug-ins (or data-collecting Internet services)

Our website does not use social media plug-ins or internet services.

## 4. Google Maps

- We use Google Maps on our website.

Google Maps is used on this website for the purpose of displaying maps and creating routes, which is operated by Google Inc., 1600 Amphitheater Parkway, Mountain View, CA 94043, USA. By using the offer, the user agrees to the processing of the data collected about him by Google, its representatives, or third-party suppliers. The terms of use are available on the website of the provider. <https://policies.google.com/privacy?hl=de>

## 5. Data Protection Officer

Your trust is important to us, this is also a reason why we take privacy very seriously. Therefore, we would like to answer any questions regarding the processing of your personal data. For names and contact details please refer to the short form of this document. If you have any questions that this Privacy Policy could not answer, or if you would like to receive further information about one point, please contact the Data Protection Officer at any time.

## 6. Your rights

Regarding your rights, please refer to the list in the short form of the Privacy Policy, about which you have come to this text.

### Security note:

We endeavor to store your personal data by taking all technical and organizational possibilities so that they are not accessible to third parties. When communicating by e-mail, we cannot guarantee complete data security, so we recommend that you send confidential information by post. We reserve the right to adapt this privacy policy if necessary. Should this change be accompanied by a change in purpose, it will follow the rules of the DS-GVO and we will document it properly.