

# **Legal Notice**

Company details and registration information

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# **Data Privacy Policy**

Our website may be used without entering personal information. Different rules may apply to certain services on our site, however, and are explained separately below. We collect personal information from you (e.g. name, address, email address, telephone number, etc.) in accordance with the provisions of German data protection statutes. Information is considered personal if it can be associated exclusively to a specific natural person. The legal framework for data protection may be found in the German Federal Data Protection Act (BDSG) and the Telemedia Act (TMG). The provisions below serve to provide information as to the manner, extent and purpose for collecting, using and processing personal information by the provider.

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Please be aware that data transfer via the internet is subject to security risks and, therefore, complete protection against third-party access to transferred data cannot be ensured.

#### Cookies

Our website makes use of so-called cookies in order to recognize repeat use of our website by the same user/internet connection subscriber. Cookies are small text files that your internet browser downloads and stores on your computer. They are used to improve our website and services. In most cases these are so-called "session cookies" that are deleted once you leave our website.

To an extent, however, these cookies also pass along information used to automatically recognize you. Recognition occurs through an IP address saved to the cookies. The information thereby obtained is used to improve our services and to expedite your access to the website.



You can prevent cookies from being installed by adjusting the settings on your browser software accordingly. You should be aware, however, that by doing so you may not be able to make full use of all the functions of our website.

#### **Server Data**

For technical reasons, data such as the following, which your internet browser transmits to us or to our web space provider (so called server log files), is collected: - type and version of the browser you use - operating system - websites that linked you to our site (referrer URL) - websites that you visit - date and time of your visit - your Internet Protocol (IP) address. This anonymous data is stored separately from any personal information you may have provided, thereby making it impossible to connect it to any particular person. The data is used for statistical purposes in order to improve our website and services.

### Contacting Us

On our website we offer you the opportunity to contact us, either by email and/or by using a contact form. In such event, information provided by the user is stored for the purpose of facilitating communications with the user. No data is transferred to third parties. Nor is any of this information matched to any information that may be collected by other components of our website.

#### **Use of Google+ recommendation components**

Our website employs the "+1"-buttom from Google+ belonging to Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA, hereinafter referred to as "Google". Each time our website receives an access request equipped with a "+1" component, the component prompts your browser to download an image of this component from Google. Through this process, Google is informed precisely which page of our website is being visited. As specified by Google, your visit undergoes additional analysis in the event you are not logged into your Google account. If you access our site while logged into Google and press the "+1" button, Google can collect information about your Google account, websites you recommend as well as your IP address, along with other browser-related information. This allows your "+1" recommendation to be stored and publicized. Your Google "+1" recommendation can then appear as a reference in other Google services, such as search results, your Google account or other places, such as on websites and ads in the internet, , together with your account name and, if applicable, a picture you provided to Google. Furthermore, Google can link your visit to our site with data stored by Google. Google also records this information for the purpose of further improving Google services. If you wish to minimize the collection of information by Google as previously described, you must log out of your Google account before visiting our website.

You can access Google's data protection policies relating to the "+1" button together with all relevant information on the collection, transfer and use of data by Google, your rights in this regard as well as your profile settings options at the following link:

https://developers.google.com/+/web/buttons-policy

### The use of Google Maps with recommendation components

We use the "Google Maps" component on our website in combination with the so-called "Share function". "Google Maps" is a service of Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA, hereinafter "Google."

Each time this component is called up, Google sets a cookie in order to process the user configuration and data when the page with the integrated "Google Maps" component is displayed. As a general rule, this



cookie is not deleted by closing the browser, but rather expires after a certain time, as long as it is not previously manually deleted by you.

If you do not agree with this processing of your data, you may choose to deactivate the "Google Maps" service and thereby prevent the transfer of data to Google. To do this, you must deactivate the Java Script function in your browser. However, we would like to point out that in this case you will not be able to use "Google Maps" or at least only to a limited extent.

The use of "Google Maps" and the information obtained through "Google Maps" is according to Google's Terms of Use

http://www.google.de/intl/de/policies/terms/regional.html

as well as the additional Terms and Conditions for "Google Maps" <a href="https://www.google.com/intl/de">https://www.google.com/intl/de</a> de/help/terms maps.html.

The Google Maps function also includes the following recommendation buttons:

- "Google+-Button" from the company Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA;
- "Facebook-Button" from the company Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA;
- "Twitter-Button" from the company Twitter Inc., 795 Folsom St., Suite 600, San Francisco, CA 94107, USA.

By calling up the "Google Maps" page, these "Recommendation components" cause the browser you are using to download a corresponding display of the component from the respective provider. In this way, the respective provider mentioned above will be informed about which specific page of our internet site you are currently visiting.

If you are logged in to your personal account at the provider previously mentioned at the time of calling up the "Google Maps" page, this will be able to collect the information obtained about the websites recommended by you as well as your IP address and other browser relevant information and link it to your respective account.

If you want to prevent this transmission and storage of data by the respective provider about you and your behaviour on our website, you must log out of those providers before you visit our site.

#### **Use of Google Maps**

We use the "Google Maps" component of Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA, hereinafter "Google."

Google sets a cookie in order to process the user configuration and data when the page with the integrated "Google Maps" component is displayed. As a general rule, this cookie is not deleted by closing the browser, but rather expires after a certain time, as long as it is not previously manually deleted by you.

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The use of "Google Maps" and the information obtained through "Google Maps" is according to Google's Terms of Use

http://www.google.de/intl/de/policies/terms/regional.html

as well as the additional Terms and Conditions for "Google Maps"

https://www.google.com/intl/de\_de/help/terms\_maps.html.

#### **Use of reCAPTCHA**

In order to protect input forms on our site, we use the "reCAPTCHA" service of Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA, hereinafter "Google." By means of this service it can be distinguished whether the corresponding input is of human origin or is created improperly by automated machine processing.

To our knowledge, the referrer URL, the IP address, the behaviour of the website visitors, information about the operating system, browser and length of stay, cookies, display instructions and scripts, user input behaviour and mouse movements in the "reCAPTCHA" checkbox are conveyed to "Google."

Google uses the information obtained, among other things, to digitize books and other printed matter as well as to optimize services such as Google Street View and Google Maps (e.g. house number and street name recognition).

The IP address provided as part of "reCAPTCHA" is not merged with other data from Google unless you are logged into your Google Account at the time the "reCAPTCHA" plug-in is used. If you want to prevent this transmission and storage of data by "Google" about you and your behaviour on our website, you must log out of "Google" before you visit our site or before using the reCAPTCHA plug-in.

The use of the "reCAPTCHA" service is according to the Google Terms of Use:

## **Use of Twitter recommendation components**

Our website employs components provided by Twitter. Twitter is a service of Twitter Inc., 795 Folsom St., Suite 600, San Francisco, CA 94107, USA.

Each time our website receives an access request equipped with a Twitter component, the component prompts your browser to download an image of this component from Twitter. Through this process, Twitter is informed precisely which page of our website is being visited. We have no control over the data that Twitter collects in the process, or over the extent of the data that Twitter collects. To the best of our knowledge, Twitter collects the URL of each website accessed as well as the IP address of the user, but does so solely for the purpose of displaying Twitter components.

#### Use of Xing recommendation components

Our website employs components provided by the network XING.com. These components are a service of XING AG, Dammtorstraße 29-32, 20354 Hamburg, Germany. Each time our website receives an access request equipped with a XING component, the component prompts your browser to download an image of this component from XING.



To the best of our knowledge, XING does not store any personal information from the user obtained through accessing our website. XING also does not store IP addresses. In addition, no analysis of user activity occurs through the use of cookies in connection with the "XING Share-Button".

## Use of LinkedIn recommendation components

Our website employs components provided by the network LinkedIn. LinkedIn is a service of LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. Each time our website receives an access request equipped with a LinkedIn component, the component prompts your browser to download an image of this component from LinkedIn. Through this process, LinkedIn is informed exactly which page of our website is being accessed. By clicking the LinkedIn "recommend button" while logged into your LinkedIn account, you can link content from our website to your LinkedIn profile. This allows LinkedIn to associate your visit to our site with your LinkedIn account. We have no control over the data that LinkedIn collects thereby, nor over the extent of the data that LinkedIn collects. Nor do we have any knowledge of the content of data transferred to LinkedIn.

### Use of YouTube components with enhanced data protection mode

On our website we use components (videos) of YouTube, LLC 901 Cherry Ave., 94066 San Bruno, CA, USA, a company belonging to Google Inc., Amphitheatre Parkway, Mountain View, CA 94043, USA.

To this end, we use the " - enhanced data protection mode - " option provided by YouTube.

When you display a page that has an embedded video, a connection will be made to the YouTube server and the content will appear on the website via a communication to your browser.

According to the information provided by YouTube, in " - enhanced data protection mode -", data is only transferred to the YouTube server, in particular which of our websites you have visited, if you watch the video. If you are logged onto YouTube at the same time, this information will be matched to your YouTube member account. You can prevent this from happening by logging out of your member account before visiting our website.

#### The use of Instagram

We promote the service Instagram on our website. Instagram is a service of Instagram Inc. By means of the integrated "Insta" button on our page, Instagram receives the information that you have accessed the corresponding page of our website. If you are logged into Instagram, Instagram may assign the visit to our site to your Instagram account and link the data by this means. The data transmitted by clicking the "Insta" button is stored by Instagram. You can find more information regarding the purpose and scope of data collection, its processing and use, as well as your related rights and settings options for protecting your privacy in the Instagram data protection notice under <a href="https://help.instagram.com/155833707900388">https://help.instagram.com/155833707900388</a>.

To prevent your visit to our site from being accessed by your Instagram account, you must log out of your Instagram account before visiting our site.

#### Information/Cancellation/Deletion

On the basis of the Federal Data Protection Act, you may contact us at no cost if you have questions relating to the collection, processing or use of your personal information, if you wish to request the correction, blocking or deletion of the same, or if you wish to cancel explicitly granted consent. Please note

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that you have the right to have incorrect data corrected or to have personal data deleted, where such claim is not barred by any legal obligation to retain this data.

Sample Data Privacy Policy Statement provided by the Law Offices of Weiß & Partner