

# Privacy Policy

## Privacy Policy

We have written this privacy policy (version [adsimplatum] – 111637021) to provide you with information in accordance with the requirements of the [General Data Protection Regulation \(EU\) 2016/679](#) as well as to explain what information we collect, how we use data and what choices you have as a visitor to this website.

Privacy policies usually sound very technical. However, this version should describe the most important things as simply and clearly as possible. Moreover, technical terms are explained in a reader-friendly manner whenever possible. We would also like to convey that we only collect and use information via this website if there is a corresponding legal basis for it. This is certainly not possible if you give very brief technical explanations, as are often standard on the Internet when it comes to data protection. We hope you find the following explanations interesting and informative. Maybe you will also find some information that you did not know yet.

Should you still have questions, we kindly ask you to follow the existing links to see further information on third-party websites, or to simply write us an email. You can find our contact information in our website's imprint.

## Automatic Data Retention

Every time you visit a website nowadays, certain information is automatically created and saved, just as it happens on this website.

Whenever you visit our website such as you are doing right now, our webserver (computer on which this website is saved/stored) automatically saves data such as

- the address (URL) of the accessed website
- browser and browser version
- the used operating system
- the address (URL) of the previously visited site (referrer URL)
- the host name and the IP-address of the device the website is accessed from
- date and time

in files (webserver-logfiles).

Generally, webserver-logfiles stay saved for two weeks and then get deleted automatically. We do not pass this information to others, but we cannot exclude the possibility that this data will be looked at in case of illegal conduct.

## Cookies

Our website uses HTTP-cookies to store user-specific data.

For your better understanding of the following Privacy Policy statement, we will explain to you below what cookies are and why they are in use.

## What exactly are cookies?

Every time you surf the internet, you use a browser. Common browsers are for example Chrome, Safari, Firefox, Internet Explorer and Microsoft Edge. Most websites store small text-files in your browser. These files are called cookies.

What should not be dismissed, is that cookies are very useful little helpers. Nearly all websites use cookies. More accurately speaking these are HTTP-cookies, since there are also different cookies for other uses. http-cookies are small files which our website stores on your computer. These cookie files are automatically put into the cookie-folder, which is like the “brain” of your browser. A cookie consists of a name and a value. Moreover, to define a cookie, one or multiple attributes must be specified.

Cookies save certain parts of your user data, such as e.g. language or personal page settings. When you re-open our website, your browser submits these “user specific” information back to our site. Thanks to cookies, our website knows who you are and offers you the settings you are familiar to. In some browsers every cookie has its own file, in others such as Firefox, all cookies are stored in one single file.

There are both first-party cookies and third-party cookies. First-party cookies are created directly by our site, while third-party cookies are created by partner-websites (e.g. Google Analytics). Every cookie is individual, since every cookie stores different data. The expiration time of a cookie also varies – it can be a few minutes, or up to a few years. Cookies are no software-programs and contain no computer viruses, trojans or any other malware. Cookies also cannot access your PC’s information.

This is an example of how cookie-files can look:

**name:** \_ga  
**value:** GA1.2.1326744211.152111637021-9  
**purpose:** differentiation between website visitors  
**expiration date:** after 2 years

A browser should support these minimum sizes:

- at least 4096 bytes per cookie
- at least 50 cookies per domain
- at least 3000 cookies in total

## Which types of cookies are there?

What exact cookies we use, depends on the used services. We will explain this in the following sections of the Privacy Policy statement. Firstly, we will briefly focus on the different types of HTTP-cookies.

There are 4 different types of cookies:

### Essential Cookies

These cookies are necessary to ensure the basic function of a website. They are needed when a user for example puts a product into their shopping cart, then continues surfing on different

websites and comes back later in order to proceed to the checkout. Even when the user closed their window priorly, these cookies ensure that the shopping cart does not get deleted.

### **Purposive Cookies**

These cookies collect info about the user behaviour and record if the user potentially receives any error messages. Furthermore, these cookies record the website's loading time as well as its behaviour within different browsers.

### **Target-orientated Cookies**

These cookies care for an improved user-friendliness. Thus, information such as previously entered locations, fonts or data in forms stay saved.

### **Advertising Cookies**

These cookies are also known as targeting-Cookies. They serve the purpose of delivering individually adapted advertisements to the user. This can be very practical, but also rather annoying.

Upon your first visit to a website you are usually asked which of these cookie-types you want to accept. Furthermore, this decision will of course also be saved in a cookie.

## **How can I delete cookies?**

You yourself take the decision if and how you want to use cookies. Thus, no matter what service or website cookies are from, you always have the option to delete, deactivate or only partially allow them. Therefore, you can for example block cookies of third parties but allow any other cookies.

If you want change or delete cookie-settings and would like to determine which cookies have been saved to your browser, you can find this info in your browser-settings:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

If you generally do not want to allow any cookies at all, you can set up your browser in a way, to notify you whenever a potential cookie is about to be set. This gives you the opportunity to manually decide to either permit or deny the placement of every single cookie. The settings for this differ from browser to browser. Therefore, it might be best for you to search for the instructions in Google. If you are using Chrome, you could for example put the search phrase "delete cookies Chrome" or "deactivate cookies Chrome" into Google.

## **How is my data protected?**

There is a "cookie policy" that has been in place since 2009. It states that the storage of cookies requires the user's consent. However, among the countries of the EU, these guidelines

are often met with mixed reactions. In Austria the guidelines have been implemented in § 96 section 3 of the Telecommunications Act (TKG).

If you want to learn more about cookies and do not mind technical documentation, we recommend <https://tools.ietf.org/html/rfc6265>, the Request for Comments of the Internet Engineering Task Force (IETF) called “HTTP State Management Mechanism”.

## Storage of Personal Data

Any personal data you electronically submit to us on this website, such as your name, email address, home address or other personal information you provide via the transmission of a form or via any comments to the blog, are solely used for the specified purpose and get stored securely along with the respective submission times and IP-address. These data do not get passed on to third parties.

Therefore, we use personal data for the communication with only those users, who have explicitly requested being contacted, as well as for the execution of the services and products offered on this website. We do not pass your personal data to others without your approval, but we cannot exclude the possibility this data will be looked at in case of illegal conduct.

If you send us personal data via email – and thus not via this website – we cannot guarantee any safe transmission or protection of your data. We recommend you, to never send confidential data via email.

## Rights in accordance with the General Data Protection Regulation

You are granted the following rights in accordance with the provisions of the [GDPR](#) (General Data Protection Regulation) and the Austrian [Data Protection Act \(DSG\)](#):

- right to rectification (article 16 GDPR)
- right to erasure (“right to be forgotten“) (article 17 GDPR)
- right to restrict processing (article 18 GDPR)
- right to notification – notification obligation regarding rectification or erasure of personal data or restriction of processing (article 19 GDPR)
- right to data portability (article 20 GDPR)
- Right to object (article 21 GDPR)
- right not to be subject to a decision based solely on automated processing – including profiling – (article 22 GDPR)

If you think that the processing of your data violates the data protection law, or that your data protection rights have been infringed in any other way, you can lodge a complaint with your respective regulatory authority. For Austria this is the data protection authority, whose website you can access at <https://www.data-protection-authority.gv.at/>.

## Evaluation of Visitor Behaviour

In the following Privacy Policy, we will inform you on if and how we evaluate the data of your visit to this website. The evaluation is generally made anonymously, and we cannot link to you personally based on your behaviour on this website.

You can find out more about how to disagree with the evaluation of visitor data, in the Privacy Policy below.

## **TLS encryption with https**

We use https to transfer information on the internet in a tap-proof manner (data protection through technology design [Article 25 Section 1 GDPR](#)). With the use of TLS (Transport Layer Security), which is an encryption protocol for safe data transfer on the internet, we can ensure the protection of confidential information. You can recognise the use of this safeguarding tool by the little lock-symbol, which is situated in your browser's top left corner, as well as by the use of the letters https (instead of http) as a part of our web address.

## **Google Maps Privacy Policy**

On our website we use Google Maps of the company Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA). With the use of Google Maps, we can show you locations in a better way and can therefore adjust our service to your needs. Due to the utilisation of Google Maps, data gets transferred to Google and is saved on Google's servers. In the following, we want to explain in detail what Google Maps is, why we use this Google service, what data is stored and how you can prevent this.

### **What is Google Maps?**

Google Maps is an internet maps service of the company Google Inc. With Google Maps you can search for exact locations of cities, sights, accommodations or businesses online via a PC, a tablet or an app. If businesses are represented on Google My Business, the respective location as well as other information about the company are shown there. In order to show route directions, a location's map sections can be integrated in a website through a HTML-code. Google Maps depicts the earth's surface as either a road map or as air and satellite images. Due to the street view and high-quality satellite images, it is possible for exact representations to be made.

### **Why do we use Google Maps on our website?**

The efforts we make on this page have the goal of giving you a useful and meaningful experience on our website. Through the integration of Google Maps, we can offer you essential information on various locations. Therefore, you can spot our office address with one glance. Furthermore, the route directions always show you the best and fastest way to us. You can retrieve the route directions for traveling either by car, by public transport, on foot or by bike. The integration of Google Maps is a part of our customer service.

### **What data is stored by Google Maps?**

For Google Maps to offer its full services, the company must collect and store your data. This includes your entered search terms, your IP-address as well as your longitude and latitude coordinates. When you use the route-planner function, the entered start address is stored also.

However, this data retention happens on Google Maps' websites. We can only inform you about it but cannot influence it in any way. Since we have included Google Maps on our website, Google will set at least one cookie (Name: NID) into your browser. This cookie saves data on your user behaviour. Google primarily uses this data to optimise its own services and to provide you with individual, personalised advertisements.

The following cookies are set in your browser due to the integration of Google Maps:

**Name:** NID

**Value:** 188=h26c1Ktha7fCQTx8rXgLyATyITJ111637021-5

**Purpose:** Google uses NID in order to adjust advertisements to your Google searches. With the cookie's help Google "remembers" your most frequently entered search queries or your previous interaction with ads. That way you always receive customised advertisements. The cookie contains a unique ID, which Google uses to collect your personal settings for advertising purposes.

**Expiration date:** after 6 months

**Note:** We cannot guarantee completeness of the information on saved data. This is, because especially concerning the use of cookies, changes can happen anytime. To identify the cookie NID, a test page was created, to which Google Maps was included.

## **How long and where is the data saved?**

There are Google servers in data centres across the entire planet. However, most servers are in America. For this reason, your data is widely stored in the USA. Here you can read in detail about where the Google servers are located:

<https://www.google.com/about/datacenters/inside/locations/?hl=en>

Google distributes data to various data carriers. This makes it possible to retrieve the data faster and to better protect it from possible attempted manipulations. Every server has emergency programs. Thus, should for example a problem with Google's hardware occur or should a natural disaster impact the servers, any data will quite certainly stay protected.

Moreover, Google saves some data for a specified period. With some other data on the other hand, Google only offers the opportunity for deleting it manually. Furthermore, the company anonymises information (e.g. advertising data) in server logs, by deleting a part of the IP-address and cookie information after 9 to 18 months.

## **How can I delete my data, or prevent data retention?**

Due to the automatic delete function for location and activity data, which was introduced in 2019, information that is used for determining your location and web or app activity is saved for either 3 or 18 months, depending on your preferred decision, and is deleted thereafter. Furthermore, it is possible to delete this data manually from your browser history via your Google account anytime. If you want to prevent the determination of your location altogether, you must pause the category "Web and app activity" in your Google account. Click on "Data and personalisation" and then choose the option "Activity controls". Here you can switch the activities on or off.

Moreover, in your browser you can deactivate, delete or manage individual cookies. This function can differ a little, depending on what browser you are using. The following instructions will show you how to manage cookies in your browser:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

If you generally do not want to permit any cookies, you can set up your browser in a way that ensures you get informed whenever a cookie is about to be placed. That way you can decide to either permit or refuse every single cookie.

Google is an active participant of the EU-U.S. Privacy Shield Framework, which regulates the correct and safe transfer of personal data. You can find more information on this on <https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI>.

If you want to find out more about Google's data processing, we recommend the company's internal privacy statement on <https://policies.google.com/privacy?hl=en-GB>.

## **Google Analytics Privacy Policy**

We use the tracking and analysis tool Google Analytics (GA) of the US-American company Google LLC (1600 Amphitheatre Parkway Mountain View, CA 94043, USA). Google Analytics collects data on your actions on our website. Whenever you click a link for example, this action is saved in a cookie and transferred to Google Analytics. With the help of reports which we receive from Google Analytics, we can adapt our website and our services better to your wishes. In the following, we will explain the tracking tool in more detail, and most of all, we will inform you what data is saved and how you can prevent this.

### **What is Google Analytics?**

Google Analytics is a tracking tool with the purpose of conducting data traffic analysis of our website. For Google Analytics to work, there is a tracking code integrated to our website. Upon your visit to our website, this code records various actions you perform on your website. As soon as you leave our website, this data is sent to the Google Analytics server, where it is stored.

Google processes this data and we then receive reports on your user behaviour. These reports can be one of the following:

- Target audience reports: With the help of target audience reports we can get to know our users better and can therefore better understand who is interested in our service.
- Advertising reports: Through advertising reports we can analyse our online advertising better and hence improve it.

- Acquisition reports: Acquisition reports provide us helpful information on how we can get more people enthusiastic about our service.
- Behaviour reports: With these reports, we can find out how you interact with our website. By the means of behaviour reports, we can understand what path you go on our website and what links you click.
- Conversion reports: A conversion is the process of leading you to carry out a desired action due to a marketing message. An example of this would be transforming you from a mere website visitor into a buyer or a newsletter subscriber. Hence, with the help of these reports we can see in more detail, if our marketing measures are successful with you. Our aim is to increase our conversion rate.
- Real time reports: With the help of these reports we can see in real time, what happens on our website. It makes us for example see, we can see how many users are reading this text right now.

## Why do we use Google Analytics on our website?

The objective of our website is clear: We want to offer you the best possible service. Google Analytics' statistics and data help us with reaching this goal.

Statistically evaluated data give us a clear picture of the strengths and weaknesses of our website. On the one hand, we can optimise our page in a way, that makes it easier to be found by interested people on Google. On the other hand, the data helps us to get a better understanding of you as our visitor. Therefore, we can very accurately find out what we must improve on our website, in order to offer you the best possible service. The analysis of that data also enables us to carry out our advertising and marketing measures in a more individual and more cost-effective way. After all, it only makes sense to show our products and services exclusively to people who are interested in them.

## What data gets stored by Google Analytics?

With the aid of a tracking code, Google Analytics creates a random, unique ID which is connected to your browser cookie. That way, Google Analytics recognises you as a new user. The next time you visit our site, you will be recognised as a "recurring" user. All data that is collected gets saved together with this very user ID. Only this is how it is made possible for us to evaluate and analyse pseudonymous user profiles.

Your interactions on our website are measures by tags such as cookies and app instance IDs. Interactions are all kinds of actions that you perform on our website. If you are also using other Google systems (such as a Google Account), data generated by Google Analytics can be linked with third-party cookies. Google does not pass on any Google Analytics data, unless we as the website owners authorise it. In case it is required by law, exceptions can occur.

The following cookies are used by Google Analytics:

**Name:** `_ga`

**Value:** 2.1326744211.152111637021-5

**Purpose:** By default, analytics.js uses the cookie `_ga`, to save the user ID. It generally serves the purpose of differentiating between website visitors.

**Expiration date:** After 2 years



**Name:** \_gid

**Value:**2.1687193234.152111637021-1

**Purpose:** This cookie also serves the purpose of differentiating between website users

**Expiration date:** After 24 hours

**Name:** \_gat\_gtag\_UA\_

**Value:** 1

**Verwendungszweck:** It is used for decreasing the demand rate. If Google Analytics is provided via Google Tag Manager, this cookie gets the name \_dc\_gtm\_ .

**Expiration date:** After 1 minute

**Name:** AMP\_TOKEN

**Value:** No information

**Purpose:** This cookie has a token which is used to retrieve the user ID by the AMP Client ID Service. Other possible values suggest a logoff, a request or an error.

**Expiration date:** After 30 seconds up to one year

**Name:** \_\_utma

**Value:**1564498958.1564498958.1564498958.1

**Purpose:** With this cookie your behaviour on the website can be tracked and the site performance can be measured. The cookie is updated every time the information is sent to Google Analytics.

**Expiration date:** After 2 years

**Name:** \_\_utmt

**Value:** 1

**Purpose:** Just like \_gat\_gtag\_UA\_ this cookie is used for keeping the requirement rate in check.

**Expiration date:** After 10 minutes

**Name:** \_\_utmb

**Value:**3.10.1564498958

**Purpose:** This cookie is used to determine new sessions. It is updated every time new data or information gets sent to Google Analytics.

**Expiration date:** After 30 minutes

**Name:** \_\_utmz

**Value:** 167421564

**Purpose:** This cookie is used to determine new sessions for recurring visitors. It is therefore a session cookie, and only stays saved until you close the browser again.

**Expiration date:** After closing the browser

**Name:** \_\_utmz

**Value:** m|utmccn=(referral)|utmcmd=referral|utmcct=/  
/

**Purpose:** This cookie is used to identify the source of our website's visitor number. This means, that the cookie saves information on where you came to our website from. This could be another site or an advertisement.

**Expiration date:** After 6 months

**Name:** \_\_utmv

**Value:** No information

**Purpose:** The cookie is used to store custom user data. It gets updated whenever information is sent to Google Analytics.

**Expiration date:** After 2 years

**Note:** This list is by no means exhaustive, since Google are repeatedly changing the use of their cookies.

Below we will give you an overview of the most important data that can be evaluated by Google Analytics:

**Heatmaps:** Google creates so-called Heatmaps. These Heatmaps make it possible to see the exact areas you click on, so we can get information on what routes you make on our website.

**Session duration:** Google calls the time you spend on our website without leaving it session duration. Whenever you are inactive for 20 minutes, the session ends automatically.

**Bounce rate** If you only look at one page of our website and then leave our website again, it is called a bounce.

**Account creation:** If you create an account or make an order on our website, Google Analytics collects this data.

**IP-Address:** The IP address is only shown in a shortened form, to make it impossible to clearly allocate it.

**Location:** Your approximate location and the country you are in can be defined by the IP address. This process is called IP location determination.

**Technical information:** Information about your browser type, your internet provider and your screen resolution are called technical information.

**Source:** Both, Google Analytics as well as ourselves, are interested what website or what advertisement led you to our site.

Further possibly stored data includes contact data, potential reviews, playing media (e.g. when you play a video on our site), sharing of contents via social media or adding our site to your favourites. This list is not exhaustive and only serves as general guidance on Google Analytics' data retention.

## **How long and where is the data saved?**

Google has servers across the globe. Most of them are in America and therefore your data is mainly saved on American servers. Here you can read detailed information on where Google's data centres are located:

<https://www.google.com/about/datacenters/inside/locations/?hl=en>

Your data is allocated to various physical data mediums. This has the advantage of allowing to retrieve the data faster, and of protecting it better from manipulation. Every Google data centre has respective emergency programs for your data. Hence, in case of a hardware failure

at Google or a server error due to natural disasters, the risk for a service interruption stays relatively low.

Google Analytics has a 26 months standardised period of retaining your user data. After this time, your user data is deleted. However, we have the possibility to choose the retention period of user data ourselves. There are the following five options:

- Deletion after 14 months
- Deletion after 26 months
- Deletion after 38 months
- Deletion after 50 months
- No automatic deletion

As soon as the chosen period is expired, the data is deleted once a month. This retention period applies to any of your data which is linked to cookies, user identification and advertisement IDs (e.g. cookies of the DoubleClick domain). Any report results are based on aggregated information and are stored independently of any user data. Aggregated information is a merge of individual data into a single and bigger unit.

## **How can I delete my data or prevent data retention?**

Under the provisions of the European Union's data protection law, you have the right to obtain information on your data and to update, delete or restrict it. With the help of a browser add on that can deactivate Google Analytics' JavaScript (ga.js, analytics.js, dc.js), you can prevent Google Analytics from using your data. You can download this add on at <https://tools.google.com/dlpage/gaoptout?hl=en-GB>. Please consider that this add on can only deactivate any data collection by Google Analytics.

Should you generally want to deactivate, delete or manage all cookies (independently of Google Analytics), you can use one of the guides that are available for any browser:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

Google Analytics is an active participant of the EU-U.S. Privacy Shield Framework, which regulates correct and save transfer of personal data.

You can find more information on this at

<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&tid=111637021>. We hope we were able to make you more familiar with the most important information on Google Analytics' data processing. If you want to learn more about the tracking service, we recommend both of the following links:

<https://marketingplatform.google.com/about/analytics/terms/gb/> and <https://support.google.com/analytics/answer/6004245?hl=en>.

## Google Analytics IP Anonymisation

We implemented Google Analytics' IP address anonymisation to this website. Google developed this function, so this website can comply with the applicable privacy laws and the local data protection authorities' recommendations, should they prohibit the retention of any full IP addresses.

The anonymisation or masking of IP addresses takes place, as soon as they reach Google Analytics' data collection network, but before the data would be saved or processed.

You can find more information on IP anonymisation at <https://support.google.com/analytics/answer/2763052?hl=en>.

## Google Analytics Reports on demographic characteristics and interests

We have turned on Google Analytics' functions for advertising reports. These reports on demographic characteristics and interests contain details about age, gender and interests. Through them we can get a better picture of our users – without being able to allocate any data to individual persons. You can learn more about advertising functions at [auf https://support.google.com/analytics/answer/3450482?hl=en&%3Butm\\_id=ad](https://support.google.com/analytics/answer/3450482?hl=en&%3Butm_id=ad).

You can terminate the use of your Google Account's activities and information in "Ads Settings" at <https://adssettings.google.com/authenticated> via a checkbox.

## Google Analytics Deactivation Link

By clicking on the following **deactivation link** you can prevent Google from tracking your further visits. Caution: The deletion of cookies, the use of your browser's incognito/private mode or the use of a different browser may lead to your data being collected again.

Deactivate Google Analytics

## Google Analytics' Data Processing Amendment

By accepting the amendment on data processing in Google Analytics, we entered a contract with Google concerning the use of Google Analytics.

You can find out more about the amendment on data processing for Google Analytics here: [https://support.google.com/analytics/answer/3379636?hl=en&utm\\_id=ad](https://support.google.com/analytics/answer/3379636?hl=en&utm_id=ad)

## Google Analytics Google Signals Privacy Policy

We have activated Google signals in Google Analytics. Through this, any existing Google Analytics functions (advertising reports, remarketing, cross-device reports and reports on interests and demographic characteristics) are updated, to result in the summary and anonymisation of your data, should you have permitted personalised ads in your Google Account.

The special aspect of this is that it involves cross-device tracking. That means your data can be analysed across multiple devices. Through the activation of Google signals, data is collected and linked to the Google account. For example, it enables Google to recognise when you look at a product on a smartphone and later buy the product on a laptop. Due to activating Google signals, we can start cross-device remarketing campaigns, which would otherwise not be possible to this extent. Remarketing means, that we can show you our products and services across other websites as well.

Moreover, further visitor data such as location, search history, YouTube history and data about your actions on our website are collected in Google Analytics. As a result, we receive improved advertising reports and more useful information on your interests and demographic characteristics. These include your age, the language you speak, where you live or what your gender is. Certain social criteria such as your job, your marital status or your income are also included. All these characteristics help Google Analytics to define groups of persons or target audiences.

Those reports also help us to better assess your behaviour, as well as your wishes and interests. As a result, we can optimise and customise our products and services for you. By default, this data expires after 26 months. Please consider, that this data is only collected if you have agreed to personalised advertisement in your Google Account. The retained information is always exclusively summarised and anonymous data, and never any data on individual persons. You can manage or delete this data in your Google Account.

## Facebook Pixel Privacy Policy

We use Facebook's Facebook pixel on our website. For that, we have implemented a code on our website. The Facebook pixel is a segment of a JavaScript code, which, in case you arrived on our website via Facebook ads, loads an array or functions that enable Facebook to track your user actions. For example, if you buy a product on our website, the Facebook pixel is triggered and then saves your actions on our website in one or more cookies. These cookies enable Facebook to match your user data (customer data such as IP address, user ID) with the data of your Facebook account. After that, Facebook deletes your data again. The collected data is anonymous as well as inaccessible and can only be used for ad placement purposes. If you are a Facebook user and you are logged in, your visit to our website is automatically assigned to your Facebook user account.

We exclusively want to show our products or services to persons, who are interested in them. With the aid of the Facebook pixel, our advertising measures can get better adjusted to your wishes and interests. Therefore, Facebook users get to see suitable advertisement (if they allowed personalised advertisement). Moreover, Facebook uses the collected data for analytical purposes and for its own advertisements.

In the following we will show you the cookies, which were set on a test page through the integration of the Facebook pixel. Please consider that these cookies are only examples. Depending on the interaction that is made on our website, different cookies are set.

**Name:** \_fbp

**Value:** fb.1.1568287647279.257405483-6111637021-7

**Purpose:** Dieses Cookie verwendet Facebook, um Werbeprodukte anzuzeigen.

**Expiration date:** nach 3 Monaten

**Name:** fr

**Value:** 0aPf312HOS5Pboo2r..Bdeiuf...1.0.Bdeiuf.

**Purpose:** Dieses Cookie wird verwendet, damit Facebook-Pixel auch ordentlich funktioniert.

**Expiration date:** nach 3 Monaten

**Name:** comment\_author\_50ae8267e2bdf1253ec1a5769f48e062111637021-3

**Value:** Name of the author

**Purpose:** This cookie saves the text and name of a user who e.g. leaves a comment.

**Expiration date:** after 12 months

**Name:** comment\_author\_url\_50ae8267e2bdf1253ec1a5769f48e062

**Value:** https%3A%2F%2Fwww.testseite...%2F (URL of the author)

**Purpose:** This cookie saves the URL of the website that the user types into a text box on our website.

**Expiration date:** after 12 months

**Name:** comment\_author\_email\_50ae8267e2bdf1253ec1a5769f48e062

**Value:** email address of the author

**Purpose:** This cookie saves the email address of the user, if they provided it on the website.

**Expiration date:** after 12 months

**Note:** The above-mentioned cookies relate to an individual user behaviour. Moreover, especially concerning the usage of cookies, changes at Facebook can never be ruled out.

If you are registered at Facebook, you can change the settings for advertisements yourself at [https://www.facebook.com/ads/preferences/?entry\\_product=ad\\_settings\\_screen](https://www.facebook.com/ads/preferences/?entry_product=ad_settings_screen). If you are not a Facebook user, you can manage your user based online advertising at <https://www.youronlinechoices.com/uk/your-ad-choices>. You have the option to activate or deactivate any providers there.

If you want to learn more about Facebook's data protection, we recommend you to view the company's in-house data policies at <https://www.facebook.com/policy.php>.

## **Privacy Policy for Facebook's Automatic Advanced Matching**

Along with Facebook's pixel function, we have also activated the automatic advanced matching. This function allows us to send hashed emails, names, genders, cities, states, postcodes and dates of birth or telephone numbers as additional information to Facebook, provided you have made them available to us. This activation gives us the opportunity, to customise advertising campaigns even better to persons who are interested in our services or products.

## **Google Tag Manager Privacy Policy**

We use Google Tag Manager by the company Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA) for our website.

This Tag Manager is one of Google's many helpful marketing products. With it, we can centrally integrate and manage code sections of various tracking tools, that we use on our website.

In this privacy statement we will explain in more detail, what Google Tag Manager does, why we use it and to what extent your data is processed.

## **What is Google Tag Manager?**

Google Tag Manager is an organising tool with which we can integrate and manage website tags centrally and via a user interface. Tags are little code sections which e.g. track your activities on our website. For this, segments of JavaScript code are integrated to our site's source text. The tags often come from Google's intern products, such as Google Ads or Google Analytics, but tags from other companies can also be integrated and managed via the manager. Since the tags have different tasks, they can collect browser data, feed marketing tools with data, embed buttons, set cookies and track users across several websites.

## **Why do we use Google Tag Manager for our website?**

Everybody knows: Being organised is important! Of course, this also applies to maintenance of our website. In order to organise and design our website as well as possible for you and anyone who is interested in our products and services, we rely on various tracking tools, such as Google Analytics.

The collected data shows us what interests you most, which of our services we should improve, and which other persons we should also display our services to. Furthermore, for this tracking to work, we must implement relevant JavaScript Codes to our website. While we could theoretically integrate every code section of every tracking tool separately into our source text, this would take too much time and we would lose overview. This is the reason why we use Google Tag Manager. We can easily integrate the necessary scripts and manage them from one place. Additionally, Google Tag Manager's user interface is easy to operate, and requires no programming skills. Therefore, we can easily keep order in our jungle of tags.

## **What data is saved by Google Tag Manager?**

Tag Manager itself is a domain that neither uses cookies nor stores data. It merely functions as an "administrator" of implemented tags. Data is collected by the individual tags of the different web analysis tools. Therefore, in Google Tag Manager the data is sent to the individual tracking tools and does not get saved.

However, with the integrated tags of different web analysis tools such as Google Analytics, this is quite different. Depending on the analysis tool used, various data on your internet behaviour is collected, stored and processed with the help of cookies. Please read our texts on data protection for more information on the articular analysis and tracking tools we use on our website.

We allowed Google via the account settings for the Tag Manager to receive anonymised data from us. However, this exclusively refers to the use of our Tag Manager and not to your data, which are saved via code sections. We allow Google and others, to receive selected data in anonymous form. Therefore, we agree to the anonymised transfer of our website data. However, even after extensive research we could not find out what summarised and anonymous data it is exactly that gets transmitted. What we do know is that Google deleted any info that could identify our website. Google combines the data with hundreds of other anonymous website data and creates user trends as part of benchmarking measures. Benchmarking is a process of comparing a company's results with the ones of competitors. As a result, processes can be optimised based on the collected information.

## **How long and where is the data saved?**

When Google stores data, this is done on Google's own servers. These servers are located all over the world, with most of them being in America. At <https://www.google.com/about/datacenters/inside/locations/?hl=en> you can read in detail where Google's servers are.

In our individual data protection texts on the different tools you can find out how long the respective tracking tools save your data.

## **How can I delete my data or prevent data retention?**

Google Tag Manager itself does not set any cookies but manages different tracking websites' tags. In our data protection texts on the different tracking tools you can find detailed information on how you can delete or manage your data.

Google actively participates in the EU-U.S. Privacy Shield Framework, which regulates safe transfer of personal data. You can find more information at <https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&tid=111637021>. If you want to learn more about Google Tag Manager, we recommend you to read [https://marketingplatform.google.com/intl/en\\_uk/about/tag-manager/](https://marketingplatform.google.com/intl/en_uk/about/tag-manager/).

## **Google Site Kit Privacy Policy**

We have integrated the WordPress plugin Google Site Kit of the American company Google Inc. to our website. For Europe, Google Ireland Limited (Gordon House, Barrow Street Dublin 4, Ireland) is responsible for all Google services. With Google Site Kit, we can quickly and easily view statistics of various Google products such as Google Analytics directly on our WordPress dashboard. The in Google Site Kit integrated tools also collect your personal data. In this privacy policy we will explain why we use Google Site Kit, how long and where your data is stored, and which other privacy policies may be relevant to you in this context.

### **What is Google Site Kit?**

Google Site Kit is a plugin for the WordPress content management system. With this plugin we can view important website analysis statistics directly in our dashboard. These are statistics that are collected by other Google products – primarily by Google Analytics. In addition to Google Analytics, the services Google Search Console, Page Speed Insight, Google AdSense, Google Optimize and Google Tag Manager can also be linked to Google Site Kit.

### **Why do we use Google Site Kit on our website?**

As a service provider, it is our job to offer you the best possible experience on our website. You should feel comfortable on our website. Moreover, you should be able to quickly and easily find exactly what you are looking for. Statistical evaluations help us to get to know you better and to adapt our offer to your wishes and interests. We use various Google tools for these evaluations. Site Kit makes our work a lot easier because we can view and analyse the statistics of Google products on its dashboard. Therefore, we must no longer register for using



the respective tools. Site Kit always provides a good overview of the most important analysis data.

## What data are stored by Google Site Kit?

If you have consented to the use of tracking tools in the cookie notice (also called script or banner), cookies will be set by Google products such as Google Analytics. Also, on about you, such as your user behavior, will be sent to Google, where it is stored and processed. This also includes personal data such as your IP address.

You can find more detailed information on the individual services in the respective separate sections of this privacy policy. In our privacy policy on Google Analytics for example, you will be able to view information on the exact types of data that are collected. You will also learn how long Google Analytics stores, manages and processes data, what cookies can be used and how you can prevent data retention. We also have respective comprehensive privacy policies for other Google services such as Google Tag Manager or Google AdSense.

In the following, we will show you exemplary Google Analytics cookies that may be set in your browser if you have consented to Google's data processing. Please note that this list contains only a selection of potential cookies:

**Name:** `_ga`

**Value:** 2.1326744211.152111637021-2

**Purpose:** Usually analytics.js uses the `_ga` cookie to store the user ID. Therefore, it serves to differentiate between website visitors.

**Expiry date:** after 2 years

**Name:** `_gid`

**Value:** 2.1687193234.152111637021-7

**Purpose:** This cookie also serves to differentiate between website visitors.

**Expiry date:** after 24 hours

**Name:** `_gat_gtag_UA_`

**Value:** 1

**Purpose:** This cookie is used to lower the request rate.

**Expiry date:** after 1 minute

## How long and where are the data stored?

Google stores the collected data on its own servers, which are distributed all around the world. Most servers are in the United States, so your data may likely be stored there. At <https://www.google.com/about/datacenters/inside/locations/?hl=uk> you can see exactly where the company provides servers.

Data that is collected by Google Analytics is stored for a standard period of 26 months. After this time, your user data will be deleted. This retention period applies to any data linked to cookies, user identification and advertising IDs.

## How can I delete my data or prevent data retention?

You always reserve the right to either receive information about your data, or to have your data deleted, rectified, or reduced. You can also deactivate, delete, or manage cookies in your browser at any time. In the following we will show you the respective instructions to do this in the most common browsers:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

Google is an active participant in the EU-U.S. Privacy Shield Framework, which regulates correct and secure transfer of personal data. You can find more information on this at <https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&tid=111637021>. For more information on Google's data processing, we recommend Google's comprehensive privacy policy at <https://policies.google.com/privacy?hl=en-GB>.

## **Newsletter Privacy Policy**

When you subscribe to our Newsletter you submit your personal data and give us the right to contact you via email. We use the data that is stored for the registration for the Newsletter exclusively for our Newsletter and do not pass them on.

If you unsubscribe from the newsletter – for which you can find a link in the bottom of every newsletter – we will delete all data that was saved when you registered for the newsletter.

## **Google AdSense Privacy Policy**

We use Google AdSense on this website. It is an advertising program of the company Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA). With Google AdSense we can show advertisements that fit our theme. Thus, we can offer you adverts that ideally give you added value. In this privacy statement on Google AdSense we will explain to you, why we use Google AdSense on our website and which of your data is processed and saved, as well as how you can prevent this data retention.

### **What is Google AdSense?**

The advertising program Google AdSense has been around since 2003. As opposed to Google Ads (previously: Google AdWords) it is not possible to advertise on Google AdSense oneself. Google AdSense displays advertisements on websites, such as ours. The biggest advantage of this web service compared to some others, is that Google AdSense only shows ads to you which match our website's contents. Google has its own algorithm which calculates what ads are shown to you. Of course, we only want to show you ads that interest you and provide you added value. Google checks which advertisements are suitable for our users, considering your interests, your user behaviour and our offer. At this point we want to mention that we are not responsible for the choice of the ads. We merely offer advertising space on our website, while

Google selects the displayed ads. Moreover, since August 2013 the ads are customised to the respective user interface. This means, that no matter if you visit our website with your smartphone, your PC or your laptop, the ads adjust to your terminal device.

## **Why do we use Google AdSense on our website?**

The operation of a high-quality website requires tremendous dedication and commitment. We are essentially never finished with working on our website. This is, because we continuously maintain and keep our website up to date. Of course, we want to achieve economic success with this work. Therefore, we decided for to use advertisements as a source of revenue. It is most important to us however, that we do not disrupt your visit to our website with these advertisements. Thence, with the aid of Google AdSense, only adverts that are tailored to you and our themes are shown.

Like with Google's indexation for a website, a bot examines both, the matching content and the offers on our website. Then, the ads are adapted to and presented on the website. Alongside the contextual overlaps between the ads and website offer, AdSense also supports interest-based targeting. This means, that Google also uses your data to offer advertising that is tailored to you. That way you receive ads that ideally offer you added value, and it gives us a higher chance of earning a bit.

## **What data is stored by Google AdSense?**

Google AdSense uses cookies to display ads that are customised to you. Cookies are little text files, that store certain information on your computer.

Cookies are supposed to enable improved advertisements in AdSense. They do not contain any personally identifiable data. However, it should be considered that Google does not view data such as "Pseudonymous Cookie-IDs" (name or other identification feature is replaced with a pseudonym) or IP addresses as personally identifiable information. Although, within the framework of the GDPR, this data can be classified as personal data. Following every impression (every time you see an ad), every click and any other activity that leads to a call on its servers, Google AdSense sends a cookie to the browser. The cookie is then saved in the browser, provided the browser accepts it.

Under certain circumstances, third parties can place cookies in your browser, and read them or use web beacons, to store data they receive through the display of ads on the website. Web beacons are little graphics that analyse and a record the log file. This analysis allows a statistical evaluation for the online marketing.

Through this cookie, Google can collect certain information on your user behaviour on our website. These include:

- Information on how you interact with an ad (clicks, impressions, mouse movements)
- Information if an ad has already been displayed in your browser. This data helps to prevent an ad from showing multiple times.

Thereby, Google evaluates and analyses data on the displayed advertising material along with your IP address. Primarily, Google uses the data to measure the effectiveness of an ad and improve the advertising offer. Moreover, the data does not get linked to your personal data which Google might have received via other Google services.

In the following we will introduce you to the cookies that Google AdSense uses for tracking purposes. Please note, that we will refer to a test website, which only has Google AdSense installed to it:

**Name:** uid

**Value:** 891269189111637021-8

**Purpose:** The cookie is stored under the domain adform.net. It provides a uniquely assigned user ID that is generated automatically and collects data on the activity on our website.

**Expiry date:** after 2 months

**Name:** C

**Value:** 1

**Purpose:** This cookie identifies if your browser accepts cookies. The cookie is stored under the domain track.adform.net.

**Expiry date:** after 1 month

**Name:** cid

**Value:** 8912691894970695056,0,0,0,0

**Purpose:** This cookie is saved under the domain track.adform.net. It stands for the client ID and is used to offer you improved advertisements. It can forward more relevant adverts to the user and helps to improve reports on campaign performance.

**Expiry date:** after 2 months

**Name:** IDE

**Value:** zOtg4TWxwbFDjaATZ2TzNaQmXrU111637021-1

**Purpose:** The cookie is stored under the domain doubleclick.net. It serves the purpose of registering your actions following an impression or a click on the ad. Thus, it can be measured how our visitors like an ad.

**Expiry data:** after 1 month

**Name:** test\_cookie

**Value:** not specified

**Purpose:** With the „test\_cookies“ it can be verified, if your browser even supports cookies. The cookie is saved under the domain doubleclick.net.

**Expiry date:** after 1 month

**Name:** CT592996

**Value:** 733366

**Purpose:** It is saved under the domain adform.net. The cookie is placed upon your click on an ad. We could not find any further information on the use of this cookie.

**Expiry date:** after one hour

**Note:** This list does not claim to be exhaustive, as Google frequently change the choice of their cookies.

## How long and where is the data stored?

Google retains your IP address, as well as various activities you perform on the website.

Cookies store this information with the interactions on our website. According to Google, the company collects and saves the given information securely on its internal servers in the USA.

If you do not have a Google account or are not logged in, Google usually stores the collected data on your browser with a unique identification (ID). The IDs saved in cookies serve e.g. for providing personalised advertisements. If you are logged into a Google account, Google can gather personal information.

You can delete certain data that is saved by Google anytime (see next section). Much of the information saved in cookies get automatically deleted after a specific time. However, there are also data which are retained by Google for a longer period. This is the case, when Google must store certain data for an undefined, longer period due to economical or legal necessities.

## **How can I delete my data or prevent data retention?**

You can always clear or deactivate cookies that are on your computer. How exactly this can be done depends on the browser.

Here you can find an instruction on how you can manage cookies in your browser:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

If you generally do not want to allow any cookies, you can set your browser to notify you whenever a potential cookie is about to be set. This lets you decide to either permit or deny the placement of every single cookie. By downloading and installing the browser plugin at <https://support.google.com/ads/answer/7395996>, any advertising cookies get deactivated as well. Please note, that deactivating these cookies does not stop advertisements, it only inhibits personalised adverts.

If you have a Google account, you can deactivate personalised adverts on the website <https://adssettings.google.com/authenticated>. You will continue to see ads, but they will stop being customised to your interests. Nevertheless, the ads are displayed based on a few factors, such as your location, the browser type and the used search terms.

You can learn more about what data Google generally collects and what they are used for at <https://policies.google.com/privacy?hl=en-GB>.

## **Google Ads (Google AdWords) Conversion Tracking Privacy Policy**

We use Google Ads (previously Google AdWords) as an online marketing measure, to advertise our products and services. Thus, we want to draw more people's attention on the internet to the high quality of our offers. As part of our advertising measures with Google Ads, we use the conversion tracking of Google LLC., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA ("Google") on our website. With the aid of this free tracking tool we

can tailor our advertising offer better to your interests and needs. In the following article we will explain, why we use conversion tracking, what data gets saved and how you can prevent this data retention.

## What is Google Ads conversion tracking?

Google Ads (previously Google AdWords) is the internal online advertising system of the company Google LLC. We are convinced of our offer's quality and would like as many people as possible to discover our website. For this, Google Ads offers the best platform within the online environment. Of course, we also want to get an overview of the cost-benefit factor of our advertising campaigns. Thence, we use Google Ads' conversion tracking tool.

But what is a conversion actually? A conversion occurs, when you turn from an interested visitor into an acting website visitor. This happens every time you click on our ad and then make another action, such as paying a visit to our website. With Google's conversion tracking tool, we can understand what happens after a user clicks our Google ad. It shows us for instance if products get bought, services are used or whether users have subscribed to our newsletter.

## Why do we use Google Ads conversion tracking on our website?

We use Google Ads to show our offer also across other websites. Our aim is for our advertising campaigns to reach only those people, who are interested in our offers. With the conversion tracking tool, we see what keywords, ads, ad groups and campaigns lead to the desired customer actions. We see how many customers interact with our ads on a device, to then convert. With this data we can calculate our cost-benefit-factor, measure the success of individual ad campaigns and therefore optimise our online marketing measures. With the help of the obtained data we can give our website a more interesting design and customise our advertising offer better to your needs.

## What data is stored with Google Ads conversion tracking?

For a better analysis of certain user actions, we have integrated a conversion tracking tag, or code snippet to our website. Therefore, if you click one of our Google ads, a Google domain stores the cookie "conversion" on your computer (usually in the browser) or on your mobile device. Cookies are little text files that save information on your computer.

Here are data of the most significant cookies for Google's conversion tracking:

**Name:** Conversion

**Value:** EhMI\_aySuoyv4gIVled3Ch0llweVGAEgt-mr6aXd7dYISAGQ111637021-3

**Purpose:** This cookie saves every conversion you make on our website after you came to us via a Google ad.

**Expiry date:** after 3 months

**Name:** \_gac

**Value:**

1.1558695989.EAIaIQobChMliOmEgYO04gIVj5AYCh2CBAPrEAAYASAAEgIYQfD\_BwE

**Purpose:** This is a classic Google Analytics Cookie that records various actions on our

website.

**Expiry date:** after 3 months

**Note:** The cookie `_gac` only appears in connection with Google Analytics. The above list does not claim to be exhaustive, as Google repeatedly change the cookies they use for analytical evaluation.

As soon as you complete an action on our website, Google identifies the cookie and saves your action as a so-called conversion. For as long as you surf our website, provided the cookie has not expired, both Google and us can determine that you found your way to us via a Google ad. Then, the cookie is read and sent back to Google Ads, together with the conversion data. Moreover, other cookies may also be used for measuring conversions. Google Ads' conversion tracking can be fine-tuned and improved with the aid of Google Analytics. Furthermore, ads which Google displays in various places across the web, might be placed under our domain with the name "`__gads`" or "`_gac`".

Since September 2017, `analytics.js` retains various campaign information with the `_gac` cookie. This cookie stores data, as soon as you open one of our sites that has been set up for Google Ads' auto-tagging. In contrast to cookies that are placed for Google domains, Google can only read these conversion cookies when you are on our website. We do neither collect nor receive any personal data. We do obtain a report with statistical evaluations by Google. With the help thereof, we can not only see the total number of users who clicked our ad, but also what advertising measures were well received.

## **How long and where is the data stored?**

At this point we want to reiterate, that we have no influence on how Google use the collected data. According to Google, the data are encrypted and saved on a secure server. In most cases, conversion cookies expire after 30 days, and do not transmit any personalised data. The cookies named "conversion" and "`_gac`" (which is used with Google Analytics) have an expiry date of 3 months.

## **How can I delete my data or prevent data retention?**

You have the possibility to opt out of Google Ads' conversion tracking. The conversion tracking can be blocked by deactivating the conversion tracking cookie via your browser. If you do this, you will not be considered for the statistic of the tracking tool. You can change the cookie settings in your browser anytime. Doing so, works a little different in every browser. Hence, in the following you will find an instruction on how to manage cookies in your browser:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

If you generally do not want to allow any cookies at all, you can set up your browser to notify you whenever a potential cookie is about to be set. This lets you decide upon permitting or denying the cookie's placement. By downloading and installing the browser plugin at <https://support.google.com/ads/answer/7395996> you can also deactivate all "advertising cookies". Please consider that by deactivating these cookies, you cannot prevent all advertisements, only personalised ads.

Due to the certification for the American-European data protection convention "Privacy Shield", the American corporation Google LLC must comply to the EU's applicable data protection laws. If you want to find out more on data protection at Google, we recommend Google's general Privacy Policy: <https://policies.google.com/privacy?hl=en-GB>.

## **Microsoft Advertising Privacy Policy**

We also use the Microsoft Advertising program by Microsoft Corporation, located in One Microsoft Way, Redmond, WA 98052-6399, USA, for our online marketing measures. With the help of Microsoft Advertising, we want to draw many people's attention to the high quality of our products and/or services. For this, we use a technology (conversion tracking tool) by Microsoft on our website, which also stores your data. In this privacy policy, we will go into more detail about this service, show you which of your data is stored, managed, and processed and how you can prevent this data retention.

### **What is Microsoft Advertising?**

Perhaps you know Microsoft Advertising by its former name "Bing Ads". It is an advertising program by Microsoft which is based on a Pay-Per-Click system. This means that advertisers can advertise through the search engines Bing and Yahoo! and only pay when a user clicks the ad.

### **Why do we use Microsoft Advertising?**

We are convinced of our offers, and therefore, we of course want to show them to a wider public. With Microsoft Advertising, we can bring our products or services closer to precisely those people who are specifically interested in them. Moreover, we want to present our products not only on the famous search engine Google, but also on Bing and Yahoo! Microsoft Advertising also gives us the option of placing ads in the so-called "Microsoft Audience Network". This allows us to also place advertisements on LinkedIn for example. Furthermore, conversion tracking for example tells us, which advertisement you used to find us, which one of our subpages you particularly like and which actions you are taking on our website. This data enables us to tailor our website, our advertisements, and our offers much better to your needs.

### **What data is stored by Microsoft Advertising?**

We have integrated a conversion tracking tag (i.e. a small code snippet) from Microsoft Advertising to our website. This snippet is known as the Universal Event Tracking (UET) tag. If you come to our website via a Microsoft advertisement, we can use this tracking tool to find out more about your user behaviour on our website. For example, we can find out which keyword or ad led you to us, what you clicked on our website, how long you stayed on our website, as well as how many people visit our website via Microsoft Ads. All these data relate



to user behaviour but not to any personal information. In this sense, we only receive data or analyses of your web behaviour, but none of your personal information. Microsoft uses the data to optimise its own promotional offer as well as other services. If you have a Microsoft account yourself, the data collected may be linked to your account. Moreover, Microsoft might also recognise and store your IP address. To save all data on your user behaviour, the following cookie is set in your browser after you have visited our website via a Microsoft ad:

**Name:** MUIDB

**Value:** 08A53CA3313F6255044C307E353F61CD

**Purpose:** This cookie is set by our embedded Microsoft tag (UET tag) and is used for synchronisation purposes across various Microsoft websites. This allows users to be recognised across different domains.

**Expiry date:** after one year

However, if you access our website via a Bing ad, other cookies may also be placed in your browser. In the following we will show you a selection of possible cookies:

**Name:** ABDEF

**Value:** V=0&ABDV=0&MRNB=1594294373452&MRB=0111637021-7

**Purpose:** We could not find any detailed information on this cookie.

**Expiry date:** after one year

**Name:** SRCHD

**Value:** AF=NOFORM

**Purpose:** This cookie is responsible for the functionality of the tracking and the website itself.

**Expiry date:** after one year

**Name:** SRCHHPGUSR

**Value:**

WTS=63729889193&HV=1594294374&CW=1920&CH=937&DPR=1&UTC=120&DM=0

**Purpose:** This cookie tracks and saves your user behaviour on our website, as well as the interaction with the Bing map interface.

**Expiry date:** after one year

**Name:** SRCHUID

**Value:** V=2&GUID=157B20CCF36A43F3A4AE9790346EB7A7&dmnchg=1

**Purpose:** This cookie tracks and stores your user behaviour on our website and the interaction with the Bing map API.

**Expiry date:** after one year

**Name:** \_EDGE\_S

**Value:** mkt=de-at&SID=2EE7002D956A61511D280F2F9474607111637021-2

**Purpose:** This cookie collects and stores your user behaviour across multiple websites. The aim of targeting is to better adjust our advertising measures to our target group.

**Expiry date:** after end of the browser session

**Name:** \_SS

**Value:** SID=2EE7002D956A61511D280F2F94746077111637021-9

**Purpose:** Among other things, this cookie serves the purpose of recognising when you as a user have accessed our website (i.e. which advert led you to our website).

**Expiry date:** after one year

## How long and where are the data stored?

We have no influence on how Microsoft continues to use your collected user data. The company are using various servers across the world. Most of them are in the United States. Therefore, your data may also be stored, managed, and processed on American servers. Microsoft stores data (especially personal data) for as long as it is necessary for both, delivering their services or products and for legal purposes. Furthermore, Microsoft states that the actual time data are retained, depends on the respective product and may vary strongly.

Microsoft deletes your stored Bing search requests after 6 months by deleting your IP address. Cookie-IDs which are generated via the Cookie MUID for example, are encrypted after 18 months.

## How can I delete my data or prevent data retention?

You always have the possibility to opt out of Microsoft Ads' conversion tracking. If you do not want interest-based adverts by Microsoft Advertising to be shown to you, you can deactivate the function at <https://account.microsoft.com/privacy/ad-settings/signedout>. Moreover, you can deactivate, manage, or delete any cookies in your browser. Since this works a little different for every browser, you can find instructions for the most common browsers here:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

We hope we could give you an overview on data processing by Microsoft Ad's conversion tracking. Of course, it is always possible for Microsoft's privacy guidelines to change. For finding more information and always staying up-to-date, we recommend you to read Microsoft's privacy policy at <https://privacy.microsoft.com/en-gb/privacystatement>.

## Embedded Social Media elements Privacy Policy

We have embedded elements from social media services on our website, to display pictures, videos and texts. By visiting pages that present such elements, data is transferred from your browser to the respective social media service, where it is stored. We do not have access to this data.

The following links lead to the respective social media services' sites, where you can find a declaration on how they handle your data:

- Instagram Data Policy: <https://help.instagram.com/519522125107875>
- For YouTube, the Google Privacy Policy applies: <https://policies.google.com/privacy?hl=en-GB>
- Facebook Data Policy: <https://www.facebook.com/about/privacy>

- Twitter Privacy Policy: <https://twitter.com/en/privacy>

## Facebook Data Policy

We use selected Facebook tools on our website. Facebook is a social media network of the company Facebook Ireland Ltd., 4 Grand Canal Square, Grand Canal Harbour, Dublin 2 Ireland. With the aid of this tool we can provide the best possible offers to you and anyone interested in our products and services. In the following we will give you an overview on the different Facebook tools, as well as on what data is sent to Facebook and how you can delete these data.

### What are Facebook tools?

Along with many other products, Facebook also offers so called “Facebook Business Tools”. This is Facebook’s official name for the tools, but it is not very common. Therefore, we decided to merely call them “Facebook tools”. They include the following:

- Facebook-Pixel
- social plugins (e.g. the “Like” or “Share“ button)
- Facebook Login
- Account Kit
- APIs (application programming interface)
- SDKs (Softwart developmept kits)
- Plattform-integrations
- Plugins
- Codes
- Specifications
- Documentations
- Technologies and Services

With these tools Facebook can extend its services and is able to receive information on user activities outside of Facebook.

### Why do we use Facebook tools on our website?

We only want to show our services and products to people who are genuinely interested in them. With the help of advertisements (Facebook Ads) we can reach exactly these people. However, to be able to show suitable adverts to users, Facebook requires additional information on people’s needs and wishes. Therefore, information on the user behaviour (and contact details) on our website, are provided to Facebook. Consequently, Facebook can collect better user data and is able to display suitable adverts for our products or services. Thanks to the tools it is possible to create targeted, customised ad campaigns of Facebook.

Facebook calls data about your behaviour on our website “event data” and uses them for analytics services. That way, Facebook can create “campaign reports” about our ad campaigns’ effectiveness on our behalf. Moreover, by analyses we can get a better insight in how you use our services, our website or our products. Therefore, some of these tools help us optimise your user experience on our website. With the social plugins for instance, you can share our site’s contents directly on Facebook.

## **What data is saved by the Facebook tools?**

With the use of the Facebook tools, personal data (customer data) may be sent to Facebook. Depending on the tools used, customer data such as name, address, telephone number and IP address may be transmitted.

Facebook uses this information to match the data with the data it has on you (if you are a Facebook member). However, before the customer data is transferred to Facebook, a so called “Hashing” takes place. This means, that a data record of any size is transformed into a string of characters, which also has the purpose of encrypting data.

Moreover, not only contact data, but also “event data“ is transferred. These data are the information we receive about you on our website. To give an example, it allows us to see what subpages you visit or what products you buy from us. Facebook does not disclose the obtained information to third parties (such as advertisers), unless the company has an explicit permission or is legally obliged to do so. Also, “event data“ can be linked to contact information, which helps Facebook to offer improved, customised adverts. Finally, after the previously mentioned matching process, Facebook deletes the contact data.

To deliver optimised advertisements, Facebook only uses event data, if they have been combined with other data (that have been collected by Facebook in other ways). Facebook also uses event data for the purposes of security, protection, development and research. Many of these data are transmitted to Facebook via cookies. Cookies are little text files, that are used for storing data or information in browsers. Depending on the tools used, and on whether you are a Facebook member, a different number of cookies are placed in your browser. In the descriptions of the individual Facebook tools we will go into more detail on Facebook cookies. You can also find general information about the use of Facebook cookies at <https://www.facebook.com/policies/cookies>.

## **How long and where are the data saved?**

Facebook fundamentally stores data, until they are no longer of use for their own services and products. Facebook has servers for storing their data all around the world. However, customer data is cleared within 48 hours after they have been matched with their own user data.

## **How can I delete my data or prevent data retention?**

In accordance with the General Data Protection Regulation (GDPR) you have the right of information, rectification, transfer and deletion of your data.

The collected data is only fully deleted, when you delete your entire Facebook account. Deleting your Facebook account works as follows:

- 1) Click on settings in the top right side in Facebook.
- 2) Then, click “Your Facebook information“ in the left column.
- 3) Now click on “Deactivation and deletion”.
- 4) Choose “Permanently delete account“ and then click on “Continue to account deletion“.

5) Enter your password, click on “continue“ and then on “Delete account“.

The retention of data Facebook receives via our site is done via cookies (e.g. with social plugins), among others. You can deactivate, clear or manage both all and individual cookies in your browser. How this can be done differs depending on the browser you use. The following instructions show, how to manage cookies in your browser:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

If you generally do not want to allow any cookies at all, you can set up your browser to notify you whenever a cookie is about to be set. This gives you the opportunity to decide upon the permission or deletion of every single cookie.

Facebook is an active participant in the EU-U.S. Privacy Shield Framework, which regulates correct and secure transfer of personal data. You can find more information at <https://www.privacyshield.gov/participant?id=a2zt0000000GnywAAC>. We hope we could give you an understanding of the most important information about the use of Facebook tools and data processing. If you want to find out more on how Facebook use your data, we recommend reading the data policies at <https://www.facebook.com/about/privacy/update>.

## Facebook Social Plugins Privacy Policy

We installed so-called social plugins from Facebook Inc. to our website. You can recognise these buttons by the classic Facebook logo, the “Like” button (hand with raised thumb) or by a “Facebook plugin” label. A social plugin is a small part of Facebook that is integrated into our page. Each plugin has its own function. The most used functions are the well-known “Like” and “Share” buttons.

Facebook offers the following social plugins:

- “Save” button
- “Like” button, Share, Send and Quote
- Page plugin
- Comments
- Messenger plugin
- Embedded posts and video player
- Group Plugin

At <https://developers.facebook.com/docs/plugins> you will find more information on how the individual plugins are used. On the one hand, we use the social plug-ins to offer you a better user experience on our site, and on the other hand because Facebook can optimise our advertisements with it.

If you have a Facebook account or have already visited [facebook.com](https://www.facebook.com), Facebook has already placed at least one cookie in your browser. In this case, your browser sends information to Facebook via this cookie as soon as you visit our website or interact with social plugins (e.g. the “Like” button).

The received information will be deleted or anonymised within 90 days. According to Facebook, this data includes your IP address, the websites you have visited, the date, time and other information relating to your browser.

In order to prevent Facebook from collecting much data and matching it with your Facebook data during your visit to our website, you must log out of Facebook while you visit our website.

If you are not logged in to Facebook or do not have a Facebook account, your browser sends less information to Facebook because you have fewer Facebook cookies. Nevertheless, data such as your IP address or which website you are visiting can be transmitted to Facebook. We would like to explicitly point out that we do not know what exact data is collected. However, based on our current knowledge, we want to try informing you as best we can about data processing. You can also read about how Facebook uses the data in the company’s data policy at <https://www.facebook.com/about/privacy/update>.

At least the following cookies are set in your browser when you visit a website with social plugins from Facebook:

**Name:** dpr

**Value:** no information

**Purpose:** This cookie is used to make the social plugins work on our website.

**Expiry date:** after end of session

**Name:** fr

**Value:** 0jiejyh4111637021c2GnlufEJ9..Bde09j...1.0.Bde09j

**Purpose:** The cookie is also necessary for the plugins to function properly

**Expiry date:** after 3 months

**Note:** These cookies were set after our test and may be placed even if you are not a Facebook member.

If you are registered with Facebook, you can change your settings for advertisements yourself at [https://www.facebook.com/ads/preferences/?entry\\_product=ad\\_settings\\_screen](https://www.facebook.com/ads/preferences/?entry_product=ad_settings_screen). If you are not a Facebook user, you can go to <https://www.youronlinechoices.com/uk/your-ad-choices/> and manage your usage-based online advertising. There you have the option to deactivate or activate providers.

If you want to learn more about Facebook’s data protection, we recommend the company’s own data policies at <https://www.facebook.com/policy.php>.

## Facebook Login Privacy Policy

We integrated the convenient Facebook Login to our website. With it, you can easily log into our site with your Facebook account, without having to create a new user account. If you decide to register via the Facebook Login, you will be redirected to the social media network

Facebook. There, you can log in with your Facebook user data. By using this method to log in, data on you and your user behaviour is stored and transmitted to Facebook.

To save the data, Facebook uses various cookies. In the following we will show you the most significant cookies that are placed in your browser or that already exist when you log into our site via the Facebook Login:

**Name:** fr

**Value:** 0jiejh4c2GnlufEJ9..Bde09j...1.0.Bde09j

**Purpose:** This cookie is used to make the social plugin function optimally on our website.

**Expiry date:** after 3 months

**Name:** datr

**Value:** 4Jh7XUA2111637021SEmPsSfzCOO4JFFI

**Purpose:** Facebook sets the “datr” cookie, when a web browser accesses facebook.com. The cookie helps to identify login activities and protect users.

**Expiry date:** after 2 years

**Name:** \_js\_datr

**Value:** deleted

**Purpose:** Facebook sets this session cookie for tracking purposes, even if you do not have a Facebook account or are logged out.

**Expiry date:** after the end of the session

**Note:** The cookies we stated are only a small range of the cookies which are available to Facebook. Other cookies include for example \_fbp, sb or wd. It is not possible to disclose an exhaustive list, since Facebook have a multitude of cookies at their disposal which they use in variation.

On the one hand, Facebook Login enables a fast and easy registration process. On the other hand, it gives us the opportunity to share data with Facebook. In turn, we can customise our offer and advertising campaigns better to your needs and interests. The data we receive from Facebook by this means, is public data such as

- your Facebook name
- your profile picture
- your stored email address
- friends lists
- button clicks (e.g. “Like“ button)
- date of birth
- language
- place of residence

In return, we provide Facebook with information about your activities on our website. These include information on the terminal device you used, which of our subpages you visit, or what products you have bought from us.

By using Facebook Login, you agree to the data processing. You can terminate this agreement anytime. If you want to learn more about Facebook’s data processing, we recommend you to read Facebook’s Data Policy at <https://www.facebook.com/policy.php>.

If you are registered with Facebook, you can change your advertisement settings anytime at [https://www.facebook.com/ads/preferences/?entry\\_product=ad\\_settings\\_screen](https://www.facebook.com/ads/preferences/?entry_product=ad_settings_screen).

## **Instagram Privacy Policy**

We have integrated functions of Instagram to our website. Instagram is a social media platform of the company Instagram LLC, 1601 Willow Rd, Menlo Park CA 94025, USA. Since 2012, Instagram is a subsidiary company of Facebook Inc. and is a part of Facebook's products. The inclusion of Instagram's contents on our website is called embedding. With this, we can show you Instagram contents such as buttons, photos or videos directly on our website. If you open websites of our online presence, that have an integrated Instagram function, data gets transmitted to, as well as stored and processed by Instagram. Instagram uses the same systems and technologies as Facebook. Therefore, your data will be processed across all Facebook firms.

In the following, we want to give you a more detailed insight on why Instagram collects data, what data these are and how you can control data processing. As Instagram belongs to Facebook Inc., we have, on the one hand received this information from the Instagram guidelines, and on the other hand from Facebook's Data Policy.

### **What is Instagram?**

Instagram is one of the most famous social media networks worldwide. Instagram combines the benefits of a blog with the benefits of audio-visual platforms such as YouTube or Vimeo. To "Insta" (how the platform is casually called by many users) you can upload photos and short videos, edit them with different filters and also share them to other social networks. Also, if you do not want to be active on Instagram yourself, you can just follow other interesting users.

### **Why do we use Instagram on our website?**

Instagram is a social media platform whose success has skyrocketed within recent years. Naturally, we have also reacted to this boom. We want you to feel as comfortable as possible on our website. Therefore, we attach great importance to diversified contents. With the embedded Instagram features we can enrich our content with helpful, funny or exciting Instagram contents. Since Instagram is a subsidiary company of Facebook, the collected data can also serve us for customised advertising on Facebook. Hence, only persons who are genuinely interested in our products or services can see our ads.

Instagram also uses the collected data for tracking and analysis purposes. We receive summarised statistics and therefore more insight to your wishes and interests. It is important to mention that these reports do not identify you personally.

### **What data is saved by Instagram?**

Whenever you land on one of our sites, which have Instagram functions (i.e. Instagram photos or plugins) integrated to them, your browser automatically connects with Instagram's servers. Thereby, data is sent to, as well as saved and processed by Instagram. This always happens, whether you have an Instagram account or not. Moreover, it includes information on our website, your computer, your purchases, the advertisements you see and on how you use our



offer. The date and time of your interaction is also stored. If you have an Instagram account or are logged in, Instagram saves significantly more data on you.

Facebook distinguishes between customer data and event data. We assume this is also the case for Instagram. Customer data are for example names, addresses, phone numbers and IP addresses. These data are only transmitted to Instagram, if they have been “hashed” first. Thereby, a set of data is transformed into a string of characters, which encrypts any contact data. Moreover, the aforementioned “event data“ (data on your user behaviour) is transmitted as well. It is also possible, that contact data may get combined with event data. The collected data data is matched with any data Instagram already has on you.

Furthermore, the gathered data are transferred to Facebook via little text files (cookies) which usually get set in your browser. Depending on the Instagram function used, and whether you have an Instagram account yourself, the amount of data that gets stored varies.

We assume data processing on Instagram works the same way as on Facebook. Therefore, if you have an account on Instagram or have visited [www.instagram.com](http://www.instagram.com), Instagram has set at least one cookie. If this is the case, your browser uses the cookie to send information to Instagram, as soon as you come across an Instagram function. No later than 90 days (after matching) the data is deleted or anonymised. Even though we have studied Instagram’s data processing in-depth, we cannot tell for sure what exact data Instagram collects and retains.

In the following we will show you a list of the least cookies placed in your browser when click on an Instagram function (e.g. button or an Insta picture). In our test we assume you do not have an Instagram account, since if you would be logged in to your Instagram account, your browser would place significantly more cookies.

The following cookies were used in our test:

**Name:** csrftoken

**Value:** “”

**Purpose:** This cookie is most likely set for security reasons to prevent falsifications of requests. We could not find out more information on it.

**Expiry date:** after one year

**Name:** mid

**Value:** “”

**Purpose:** Instagram places this cookie to optimise its own offers and services in- and outside of Instagram. The cookie allocates a unique user ID.

**Expiry date:** after end of session

**Name:** fbsr\_111637021124024

**Value:** no information

**Purpose:** This cookie stores the login request of Instagram app users.

**Expiry date:** after end of session

**Name:** rur

**Value:** ATN

**Purpose:** This is an Instagram cookie which guarantees functionality on Instagram.

**Expiry date:** after end of session

**Name:** urlgen

**Value:** “{”194.96.75.33”: 1901}:1iEtYv:Y833k2\_UjKvXgYe111637021”

**Purpose:** This cookie serves Instagram’s marketing purposes.

**Expiry date:** after end of session

**Note:** We do not claim this list to be exhaustive. The cookies that are placed in each individual case, depend on the functions embedded as well as on your use of Instagram.

## **How long and where are these data stored?**

Instagram shares the information obtained within the Facebook businesses with external partners and persons you are globally connected with. Data processing is done according to Facebook’s internal data policy. Your data is distributed to Facebook’s servers across the world, partially for security reasons. Most of these servers are in the USA.

## **How can I delete my data or prevent data retention?**

Thanks to the General Data Protection Regulation (GDPR), you have the right of information, rectification, transfer and deletion of your data. Furthermore, you can manage your data in Instagram’s settings. If you want to delete your data on Instagram completely, you will have to delete your Instagram account permanently.

And this is how an Instagram account can be deleted:

First, open the Instagram app. Then, navigate to your profile page, select the three bars in the top right, choose “Settings” and then click “Help”. Now, you will be redirected to the company’s website, where you must click on “Managing Your Account” and then “Delete Your Account”.

When you delete your account completely, Instagram deletes posts such as your photos and status updates. Any information other people shared about you are not a part of your account and do therefore not get deleted.

As mentioned before, Instagram primarily stores your data via cookies. You can manage, deactivate or delete these cookies in your browser. Depending on your browser, managing them varies a bit. We will show you the instructions of the most relevant browsers here.

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

Generally, you can set your browser to notify you whenever a cookie is about to be set. Then you can individually decide upon the permission of every cookie.

Instagram is a subsidiary company of Facebook Inc. and Facebook is an active participant in the EU-U.S. Privacy Shield Framework. This framework regulates correct transfer between the USA and the European Union. At <https://www.privacyshield.gov/participant?id=a2zt0000000GnywAAC> you can find out more about this. We gave our best to make you familiar with the most important information on data processing by Instagram. At <https://help.instagram.com/519522125107875> you can find out more on Instagram's data policies.

## **Twitter Privacy Policy**

We have incorporated Twitter functions on our website. These are, for example, embedded tweets, timelines, buttons or hashtags. Twitter is a short message service and social media platform from the firm Twitter Inc., One Cumberland Place, Fenian Street, Dublin 2 D02 AX07, Ireland.

To our knowledge, in the European Economic Area and Switzerland, a mere integration of the Twitter function does not transfer any personal data or data about your web activities to Twitter. Only when you interact with the Twitter functions, such as by clicking a button, data could be sent to Twitter and get saved as well as processed there. We have no influence on this processing of data and do not bare any responsibility for it. Within this privacy statement, we want to give you an overview of what data Twitter stores, what Twitter does with this data and how you can largely protect yourself from data transmission.

### **What is Twitter?**

For some, Twitter is a news service, for others, a social media platform, and for others still it is a microblogging service. All these terms are justified and mean pretty much the same.

Both individuals as well as companies use Twitter for communicating with interested people via short messages. Twitter only allows 280 characters per message. These messages are called "tweets". In contrast to Facebook, for example, the service does not focus on the expansion of a network of "friends", but strives to be regarded as an open, worldwide news platform. On Twitter you can also have an anonymous account and tweets can be deleted by both, either the company or the users themselves.

### **Why do we use Twitter on our website?**

Like many other websites and companies, we try to use different channels for offering our services and communicating with our customers. Twitter is a truly useful "small" news service, which is why it has grown dear to us. We regularly tweet or retweet exciting, funny or interesting content. We understand that you do not have the time to follow every channel after channel, as you surely have enough other things to do. That is why we also have integrated Twitter functions to our website. That way, you can experience our Twitter activities "on site" or come to our Twitter page via a direct link. With the integration, we want to strengthen the service and user-friendliness on our website.

### **What data is stored by Twitter?**

You will find integrated Twitter functions on some of our subpages. If you interact with Twitter content, such as by clicking a button, Twitter may collect and save data. This can

happen even if you don't have a Twitter account yourself. Twitter calls this data "log data". It includes demographic data, browser cookie IDs, your smartphone's ID, hashed email addresses, and information on which pages you have visited on Twitter and what actions you have taken there. Of course, Twitter stores more data if you have a Twitter account and are logged in. This retention is usually done via cookies. Cookies are small text files that are usually set in your browser and transmit various information to Twitter.

We will now show you which cookies are placed if you are not logged in to Twitter but visit a website with built-in Twitter functions. Please consider this list as an example. We do not claim for this list to be extensive, since the array of cookies always changes and depends on your individual actions with Twitter content.

The following cookies have been used in our test:

**Name:** personalization\_id

**Value:** "v1\_cSJIsogU51SeE111637021"

**Purpose:** This cookie stores information on how you use the website and what ad may have led you to Twitter.

**Expiry date:** after 2 years

**Name:** lang

**Value:** en

**Purpose:** This cookie stores your default or preferred language.

**Expiry date:** after end of session

**Name:** guest\_id

**Value:** 111637021v1%3A157132626

**Purpose:** This cookie is set to identify you as a guest.

**Expiry date:** after 2 years

**Name:** fm

**Value:** 0

**Purpose:** Unfortunately, we could not find out the purpose of this cookie.

**Expiry date:** after end of session

**Name:** external\_referer

**Value:** 1116370212beTA0sf5lkMrlGt

**Purpose:** This cookie collects anonymous data, such as how often you visit Twitter and how long you visit Twitter.

**Expiry date:** after 6 days

**Name:** eu\_cn

**Value:** 1

**Purpose:** This cookie stores user activity and is used for Twitter's various advertising purposes.

**Expiry date:** after one year

**Name:** ct0

**Value:** c1179f07163a365d2ed7aad84c99d966

**Purpose:** Unfortunately we could not find any information on this cookie.

**Expiry date:** after 6 hours

**Name:** \_twitter\_sess

**Value:** 53D%253D-dd0248111637021-

**Purpose:** With this cookie you can use functions within Twitter's website.

**Expiry date:** after end of session

**Note:** Twitter also works with third parties. Therefore, we have recognized the three Google Analytics cookies \_ga, \_gat, \_gid in our test.

On the one hand, Twitter uses the collected data for gaining better understand on user behaviour, and thus to improve their own services and advertising offers. On the other hand, the data are also used for internal security measures.

### **How long and where are the data stored?**

When Twitter collects data from other websites, after a maximum of 30 days, they will be deleted, summarized or otherwise concealed. Twitter's servers are in various server centres in the United States. Accordingly, it can be assumed that the gathered data will be collected and stored in America. In our research we could not clearly determine whether Twitter also owns servers in Europe. Generally, Twitter may keep collected data stored until either the data are no longer useful to the company, until you delete the data or until a potential legal deletion period has been reached.

### **How can I delete my data or prevent data retention?**

In their Privacy Policy, Twitter repeatedly emphasize that they do not save data from external website visits, provided you or your browser are in the European Economic Area or Switzerland. However, if you interact directly with Twitter, the company will of course store your data.

If you have a Twitter account, you can manage your data by clicking on "More" under the "Profile" button. Then click on "Settings and privacy". Here you can manage data processing individually.

If you do not have a Twitter account, you can go to [twitter.com](https://twitter.com) and click "Settings". At "Personalization and data" you can manage data that is collected on you.

As mentioned above, most data are stored via cookies, which you can manage, deactivate or delete in your browser. Please note that when changing cookie settings in your browser, the edits will only affect that very browser. This means that if you use another browser in the future, you will have to manage your cookie settings there again. In the following you will find instructions for managing cookies in the most popular browsers.

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

You can also set your browser to notify you about each individual cookie. This lets you decide individually whether you want to allow or deny a cookie.

Twitter also uses the data for personalised advertising in-and outside of Twitter. You can switch off personalised advertising in the settings under “Personalization and data”. If you use Twitter on a browser, you can deactivate personalised advertising at <http://optout.aboutads.info/?c=2&lang=EN>.

Twitter is an active participant in the EU-U.S. Privacy Shield Framework. This framework ensures correct data transmission between the USA and the European Union. You can learn more about it at <https://www.privacyshield.gov/participant?id=a2zt0000000TORzAAO>.

We hope we could give you a basic overview of Twitter’s data processing. We do not receive any data from Twitter and are not responsible for what Twitter does with your data. If you have any further questions on this topic, we recommend reading Twitter’s privacy statement at <https://twitter.com/en/privacy>.

## **LinkedIn Privacy Policy**

On our website we use social plugins from the social media network LinkedIn, of the LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. Social plugins can be feeds, content sharing or a link to our LinkedIn page. Social plugins are clearly marked with the well-known LinkedIn logo and for example allow sharing interesting content directly via our website. Moreover, LinkedIn Ireland Unlimited Company Wilton Place in Dublin is responsible for data processing in the European Economic Area and Switzerland.

By embedding these plugins, data can be sent to, as well as stored and processed by LinkedIn. In this privacy policy we want to inform you what data this is, how the network uses this data and how you can manage or prevent data retention.

### **What is LinkedIn?**

LinkedIn is the largest social network for business contacts. In contrast to e.g. Facebook, LinkedIn focuses exclusively on establishing business connections. Therefore, companies can present services and products on the platform and establish business relationships. Many people also use LinkedIn to find a job or to find suitable employees for their own company. In Germany alone, the network has over 11 million members. In Austria there are about 1.3 million.

### **Why do we use LinkedIn on our website?**

We know how busy you are. You just cannot keep up with following every single social media channel. Even if it would really be worth it, as it is with our channels, since we keep posting interesting news and articles worth spreading. Therefore, on our website we have created the opportunity to share interesting content directly on LinkedIn, or to refer directly to our LinkedIn page. We consider built-in social plugins as an extended service on our website. The data LinkedIn collects also help us to display potential advertising measures only to people who are interested in our offer.

### **What data are stored by LinkedIn?**

LinkedIn stores no personal data due to the mere integration of social plugins. LinkedIn calls the data generated by plugins passive impressions. However, if you click on a social plugin to e.g. share our content, the platform stores personal data as so-called “active impressions”. This happens regardless of whether you have a LinkedIn account or not. If you are logged in, the collected data will be assigned to your account.

When you interact with our plugins, your browser establishes a direct connection to LinkedIn’s servers. Through that, the company logs various usage data. These may include your IP address, login data, device information or information about your internet or cellular provider. If you use LinkedIn services via your smartphone, your location may also be identified (after you have given permission). Moreover, LinkedIn can share these data with third-party advertisers in “hashed” form. Hashing means that a data set is transformed into a character string. This allows data to be encrypted, which prevents persons from getting identified.

Most data on of your user behaviour is stored in cookies. These are small text files that usually get placed in your browser. Furthermore, LinkedIn can also use web beacons, pixel tags, display tags and other device recognitions.

Various tests also show which cookies are set when a user interacts with a social plug-in. We do not claim for the information we found to be exhaustive, as it only serves as an example. The following cookies were set without being logged in to LinkedIn:

**Name:** bcookie

**Value:** =2&34aab2aa-2ae1-4d2a-8baf-c2e2d7235c16111637021-

**Purpose:** This cookie is a so-called “browser ID cookie” and stores your identification number (ID).

**Expiry date:** after 2 years

**Name:** lang

**Value:** v=2&lang=en-gb

**Purpose:** This cookie saves your default or preferred language.

**Expiry date:** after end of session

**Name:** lidc

**Value:** 1818367:t=1571904767:s=AQF6KNnJ0G111637021...

**Purpose:** This cookie is used for routing. Routing records how you found your way to LinkedIn and how you navigate through the website.

**Expiry date:** after 24 hours

**Name:** rtc

**Value:** kt0lrv3NF3x3t6xvDgGrZGDKkX

**Purpose:** No further information could be found about this cookie.

**Expiry date:** after 2 minutes

**Name:** JSESSIONID

**Value:** ajax:1116370212900777718326218137

**Purpose:** This is a session cookie that LinkedIn uses to maintain anonymous user sessions through the server.

**Expiry date:** after end of session

**Name:** bscookie

**Value:** “v=1&201910230812...”

**Purpose:** This cookie is a security cookie. LinkedIn describes it as a secure browser ID cookie.

**Expiry date:** after 2 years

**Name:** fid

**Value:** AQHj7Ii23ZBcqAAAA...

**Purpose:** We could not find any further information about this cookie.

**Expiry date:** after 7 days

**Note:** LinkedIn also works with third parties. That is why we identified the Google Analytics cookies `_ga` and `_gat` in our test.

## **How long and where are the data stored?**

In general, LinkedIn retains your personal data for as long as the company considers it necessary for providing its services. However, LinkedIn deletes your personal data when you delete your account. In some exceptional cases, LinkedIn keeps some summarised and anonymised data, even account deletions. As soon as you delete your account, it may take up to a day until other people can no longer see your data. LinkedIn generally deletes the data within 30 days. However, LinkedIn retains data if it is necessary for legal reasons. Also, data that can no longer be assigned to any person remains stored even after the account is closed. The data are stored on various servers in America and presumably also in Europe.

## **How can I delete my data or prevent data retention?**

You have the right to access and delete your personal data at any time. In your LinkedIn account you can manage, change and delete your data. Moreover, you can request a copy of your personal data from LinkedIn.

How to access account data in your LinkedIn profile:

In LinkedIn, click on your profile icon and select the “Settings & Privacy” section. Now click on “Privacy” and then on the section “How LinkedIn uses your data on”. Then, click “Change” in the row with “Manage your data and activity”. There you can instantly view selected data on your web activity and your account history.

In your browser you also have the option of preventing data processing by LinkedIn. As mentioned above, LinkedIn stores most data via cookies that are placed in your browser. You can manage, deactivate or delete these cookies. Depending on which browser you have, these settings work a little different. You can find the instructions for the most common browsers here:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)



## [Microsoft Edge: Delete cookies in Microsoft Edge](#)

You can generally set your browser to always notify you when a cookie is about to be set. Then you can always decide individually whether you want to allow the cookie or not.

LinkedIn is an active participant in the EU-U.S. Privacy Shield Frameworks. This framework ensures correct data transmission between the USA and the European Union. You can find out more about it at <https://www.privacyshield.gov/participant?id=a2zt0000000L0UZAA0>. We gave our best to provide you the most essential information about LinkedIn's data processing. At <https://www.linkedin.com/legal/privacy-policy> you can find out more about data processing of the social media network LinkedIn.

## **Pinterest Privacy Policy**

On our website we use buttons and widgets of the social media network Pinterest, by the company Pinterest Inc., 808 Brannan Street, San Francisco, CA 94103, USA.

By opening pages that use these functions, data (IP address, browser data, date and time, cookies) are transmitted to, and stored and evaluated by Pinterest.

The privacy guidelines on what information Pinterest collects and how they use it, can be found at <https://policy.pinterest.com/en-gb/privacy-policy>.

## **XING Privacy Policy**

On our website we use social plugins from the social media network Xing, by the company Xing SE, Dammtorstrasse 30, 20354 Hamburg, Germany. Their functions allow you to for example share content and follow interesting content on Xing directly via our website, or to log in to Xing via our site. You can recognize the plugins by the company name or the Xing logo. If you open a website that uses a Xing plugin, data can be transmitted to, and saved as well as evaluated by the "Xing server". In this privacy policy we will inform you on what data this is and how you can manage or prevent data retention.

### **What is Xing?**

Xing is a social network with its headquarters in Hamburg. The company specializes in managing professional contacts. That means, that as opposed to other networks, Xing is primarily about professional networking. The platform is often used for job hunting or for companies to find employees. Moreover, Xing offers interesting content on various professional topics. The global counterpart of Xing is the American company LinkedIn.

### **Why do we use Xing on our website?**

Nowadays, there is a flood of social media channels, and we understand that your time is very precious. It is simply not possible for you to closely follow every social media channel of a company. Therefore, we want to make your life as easy as possible and enable you to share or follow interesting content on Xing directly via our website. With these so-called "social plugins" we are expanding the service on our website. Additionally, the data collected by Xing help us to create targeted advertising on the platform. This means that our services are only displayed to people who are genuinely interested in them.

## What data is saved by Xing?

As plugins for websites, Xing offers the share, follow and login buttons. As soon as you open a page with an integrated Xing social plugin, your browser will connect to servers in a Xing data centre. Xing claim that upon using the share button, no data that could directly relate to a person is stored. Furthermore, Xing do not save your IP address, neither do any cookies get set upon using the share button. This means that your user behaviour is not analysed. You can find more information at [https://www.xing.com/app/share%3Fop%3Ddata\\_protection](https://www.xing.com/app/share%3Fop%3Ddata_protection).

With Xing's other plugins, cookies only get set in your browser if you interact with the plugin or click on it. Personal data such as your IP address, browser data, as well as the date and time of your visit to Xing may be stored. If you have a XING account and are logged in, the collected data will be assigned to your personal account and matched with the data stored in it.

If you click on the follow or log-in button and are not yet logged in to Xing, the following cookies are set in your browser. Please keep in mind that this is an indicative list and we do not claim for it to be exhaustive:

**Name:** AMCVS\_0894FF2554F733210A4C98C6%40AdobeOrg

**Value:** 1

**Purpose:** This cookie is used to create and store identification details for website visitors.

**Expiry date:** after session end

**Name:** c\_

**Value:** 157c609dc9fe7d7ff56064c6de87b019111637021-8

**Purpose:** We were unable to find out more information on this cookie.

**Expiry date:** after one day

**Name:** prevPage

**Value:** wbm%2FWelcome%2Flogin

**Purpose:** This cookie stores the URL of the previous website you visited.

**Expiry date:** after 30 minutes

**Name:** s\_cc

**Value:** true

**Purpose:** This Adobe Site Catalyst cookie determines whether cookies are generally activated in the browser.

**Expiry date:** after end of session

**Name:** s\_fid

**Value:** 6897CDCD1013221C-39DDACC982217CD1111637021-2

**Purpose:** This cookie is used to identify a unique visitor.

**Expiry date:** after 5 years

**Name:** visitor\_id

**Value:** fe59fbe5-e9c6-4fca-8776-30d0c1a89c32

**Purpose:** The visitor cookie contains a unique visitor ID and a unique identifier for your account.

**Expiry date:** after 2 years

**Name:** session\_id

**Value:** 533a0a6641df82b46383da06ea0e84e7111637021-2

**Purpose:** This cookie creates a temporary session ID that is used as the in-session user ID. The cookie is vital to provide the functions of Xing.

**Expiry date:** after end of session

When you are logged in to Xing or are a member of the platform, further personal data will be collected, processed and saved. Xing also passes personal data to third parties if it is either necessary for its own business purposes, if you have given your consent or if there is a legal obligation.

### **How long and where is the data stored?**

Xing stores data on different servers in various data centres. The company stores this data until you delete it or until you delete your user account. Of course, this only applies to users who are already Xing members.

### **How can I delete my data or prevent data retention?**

You have the right to access and delete your personal data at any time. Even if you are not a Xing member, you can prevent potential data processing via your browser or manage it as you wish. Most data are stored via cookies. Depending on which browser you are using, the settings work a little different. You can find the instructions for the most common browsers here:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

You can also set up your browser to notify you whenever a cookie is about to be placed. Then you can always decide individually whether you want to allow or deny a cookie.

We tried to make you familiar with the most important information on data processing by Xing. At <https://privacy.xing.com/en/privacy-policy> you can find out more about data processing by the social media network Xing.

## **YouTube Privacy Policy**

We have integrated YouTube videos to our website. Therefore, we can show you interesting videos directly on our site. YouTube is a video portal, which has been a subsidiary company of Google LLC since 2006. The video portal is operated by YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA. When you visit a page on our website that contains an embedded YouTube video, your browser automatically connects to the servers of YouTube or

Google. Thereby, certain data are transferred (depending on the settings). Google is responsible for YouTube's data processing and therefore Google's data protection applies.

In the following we will explain in more detail which data is processed, why we have integrated YouTube videos and how you can manage or clear your data.

## **What is YouTube?**

On YouTube, users can watch, rate, comment or upload videos for free. Over the past few years, YouTube has become one of the most important social media channels worldwide. For us to be able to display videos on our website, YouTube provides a code snippet that we have integrated to our website.

## **Why do we use YouTube videos on our website?**

YouTube is the video platform with the most visitors and best content. We strive to offer you the best possible user experience on our website, which of course includes interesting videos. With the help of our embedded videos, we can provide you other helpful content in addition to our texts and images. Additionally, embedded videos make it easier for our website to be found on the Google search engine. Moreover, if we place ads via Google Ads, Google only shows these ads to people who are interested in our offers, thanks to the collected data.

## **What data is stored by YouTube?**

As soon as you visit one of our pages with an integrated YouTube, YouTube places at least one cookie that stores your IP address and our URL. If you are logged into your YouTube account, by using cookies YouTube can usually associate your interactions on our website with your profile. This includes data such as session duration, bounce rate, approximate location, technical information such as browser type, screen resolution or your Internet provider. Additional data can include contact details, potential ratings, shared content via social media or YouTube videos you added to your favourites.

If you are not logged in to a Google or YouTube account, Google stores data with a unique identifier linked to your device, browser or app. Thereby, e.g. your preferred language setting is maintained. However, many interaction data cannot be saved since less cookies are set.

In the following list we show you cookies that were placed in the browser during a test. On the one hand, we show cookies that were set without being logged into a YouTube account. On the other hand, we show you what cookies were placed while being logged in. We do not claim for this list to be exhaustive, as user data always depend on how you interact with YouTube.

**Name:** YSC

**Value:** b9-CV6ojI5Y111637021-1

**Purpose:** This cookie registers a unique ID to store statistics of the video that was viewed.

**Expiry date:** after end of session

**Name:** PREF

**Value:** f1=50000000

**Purpose:** This cookie also registers your unique ID. Google receives statistics via PREF on

how you use YouTube videos on our website.

**Expiry date:** after 8 months

**Name:** GPS

**Value:** 1

**Purpose:** This cookie registers your unique ID on mobile devices to track GPS locations.

**Expiry date:** after 30 minutes

**Name:** VISITOR\_INFO1\_LIVE

**Value:** 95Chz8bagyU

**Purpose:** This cookie tries to estimate the user's internet bandwidth on our sites (that have built-in YouTube videos).

**Expiry date:** after 8 months

Further cookies that are placed when you are logged into your YouTube account:

**Name:** APISID

**Value:** zILlvClZSkqGsSwI/AU1aZI6HY7111637021-

**Purpose:** This cookie is used to create a profile on your interests. This data is then used for personalised advertisements.

**Expiry date:** after 2 years

**Name:** CONSENT

**Value:** YES+AT.de+20150628-20-0

**Purpose:** The cookie stores the status of a user's consent to the use of various Google services. CONSENT also provides safety measures to protect users from unauthorised attacks.

**Expiry date:** after 19 years

**Name:** HSID

**Value:** AcRwpgUik9Dveht0I

**Purpose:** This cookie is used to create a profile on your interests. This data helps to display customised ads.

**Expiry date:** after 2 years

**Name:** LOGIN\_INFO

**Value:** AFmmF2swRQIhALl6aL...

**Purpose:** This cookie stores information on your login data.

**Expiry date:** after 2 years

**Name:** SAPISID

**Value:** 7oaPxoG-pZsJuuF5/AnUdDUIsJ9iJz2vdM

**Purpose:** This cookie identifies your browser and device. It is used to create a profile on your interests.

**Expiry date:** after 2 years

**Name:** SID

**Value:** oQfNKjAsI111637021-

**Purpose:** This cookie stores your Google Account ID and your last login time, in a digitally signed and encrypted form.

**Expiry date:** after 2 years

**Name:** SIDCC

**Value:** AN0-TYuqub2JOcDTyL

**Purpose:** This cookie stores information on how you use the website and on what advertisements you may have seen before visiting our website.

**Expiry date:** after 3 months

## **How long and where is the data stored?**

The data YouTube receive and process on you are stored on Google's servers. Most of these servers are in America. At <https://www.google.com/about/datacenters/inside/locations/?hl=en> you can see where Google's data centres are located. Your data is distributed across the servers. Therefore, the data can be retrieved quicker and is better protected against manipulation.

Google stores collected data for different periods of time. You can delete some data anytime, while other data are automatically deleted after a certain time, and still other data are stored by Google for a long time. Some data (such as elements on "My activity", photos, documents or products) that are saved in your Google account are stored until you delete them. Moreover, you can delete some data associated with your device, browser, or app, even if you are not signed into a Google Account.

## **How can I delete my data or prevent data retention?**

Generally, you can delete data manually in your Google account. Furthermore, in 2019 an automatic deletion of location and activity data was introduced. Depending on what you decide on, it deletes stored information either after 3 or 18 months.

Regardless of whether you have a Google account or not, you can set your browser to delete or deactivate cookies placed by Google. These settings vary depending on the browser you use. The following instructions will show how to manage cookies in your browser:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

If you generally do not want to allow any cookies, you can set your browser to always notify you when a cookie is about to be set. This will enable you to decide to either allow or permit each individual cookie. Since YouTube is a subsidiary company of Google, Google's privacy statement applies to both. If you want to learn more about how your data is handled, we recommend the privacy policy at <https://policies.google.com/privacy?hl=en>.

## **YouTube Subscribe Button Privacy Policy**

We have integrated the YouTube subscribe button to our website, which you can recognise by the classic YouTube logo. The logo shows the words “Subscribe” or “YouTube” in white letters against a red background, with a white “Play” symbol on the left. The button may also be displayed in a different design.

Our YouTube channel consistently offers you funny, interesting or exciting videos. With the built-in “Subscribe” button you can subscribe to our channel directly via our website and do not need to go to YouTube’s website for it. With this feature, we want to make it as easy as possible for you to access our comprehensive content. Please note that YouTube may save and process your data.

If you see a built-in subscription button on our page, YouTube sets at least one cookie, according to Google. This cookie stores your IP address and our URL. It also allows YouTube to receive information about your browser, your approximate location and your default language. In our test the following four cookies were placed, without us being logged into YouTube:

**Name:** YSC

**Value:** b9-CV6ojI5111637021Y

**Purpose:** This cookie registers a unique ID, which stores statistics of the viewed video.

**Expiry date:** after end of session

**Name:** PREF

**Value:** f1=50000000

**Purpose:** This cookie also registers your unique ID. Google uses PREF to get statistics on how you interact with YouTube videos on our website.

**Expiry date:** after 8 months

**Name:** GPS

**Value:** 1

**Purpose:** This cookie registers your unique ID on mobile devices to track your GPS location.

**Expiry date:** after 30 minutes

**Name:** VISITOR\_INFO1\_LIVE

**Value:** 11163702195Chz8bagyU

**Purpose:** This cookie tries to estimate the user’s internet bandwidth on our website (that contain built-in YouTube video).

**Expiry date:** after 8 months

**Note:** These cookies were set after a test, thus we do not claim for the list to be exhaustive.

If you are logged into your YouTube account, YouTube may store many of the actions and interactions you make on our website via cookies, to then assign them to your YouTube account.

This gives YouTube information on e.g. how long you have been browsing our website, which browser type you use, which screen resolution you prefer or what actions you take.

On the one hand, YouTube uses this data to improve its own services and offers, and on the other hand to provide analyses and statistics for advertisers (who use Google Ads).

## **Zoom Privacy Policy**

On our website we use the video conferencing tool Zoom by the American software company Zoom Video Communications. The company's head office is in 55 Almaden Boulevard, 6th Floor, San Jose, CA 95113, California. Thanks to "Zoom", we can easily hold video conferences with customers, business partners, clients, and employees without having to install any software. In this privacy policy we will go into more detail of the service and inform you on the most important data protection aspects.

## **What is Zoom?**

Zoom is one of the world's most well-known video conferencing solutions. With the "Zoom Meetings" service, we can hold an online video conference with you, our employees, or other users via a digital conference room. This allows us to easily get in touch digitally, exchange information on various topics, send text messages or even make calls. You can also use Zoom to share your screen, exchange files and to use a whiteboard.

## **Why do we use Zoom on our website?**

It is important to us that we can communicate with you quickly and easily. And this is exactly what Zoom offers us. Moreover, the software program also works directly via a browser. This means we can simply send you a link for starting our video conference. In addition, Zoom's further functions such as screen sharing, or file exchange are also very handy.

## **What data is stored by Zoom?**

When you use Zoom, your data is collected so Zoom can provide its services. On the one hand, this is data that you deliberately make available to the company. This includes for example your name, telephone number or your email address. On the other hand, there is certain data which is automatically transmitted to Zoom where it is stored. This includes for example your browser's technical data or your IP address. In the following, we will go into more detail on the specific data of yours which Zoom can collect and store:

If you provide data such as your name, username, email address or your telephone number, these data will be stored at Zoom. Any contents you upload while using Zoom are also retained. This can include files or chat logs for example.

In addition to the IP address as mentioned above, Zoom automatically stores technical data such as MAC addresses, further device IDs, device types, which operating system you use, what client you use, and also the type of your camera, microphone and speaker. Furthermore, your approximate location is also determined and stored. Additionally, Zoom store information on how you use the service. To give an example, this can include details on whether you "zoom" in or out via desktop or smartphone, whether you are using a telephone call or VoIP, whether you are participating with or without video or whether you request a password. What is more, Zoom also records so-called metadata such as the duration of the meeting or call, the start and end of your participation in it, as well as your meeting name and chat status.

In their privacy policy, Zoom mention that the company does not use advertising cookies or tracking technologies for its services. These tracking methods are only used on their marketing websites, such as [www.zoom.us](http://www.zoom.us). Zoom neither sell personal data nor use them for advertising purposes.



## **How long and where is the data stored?**

In this regard, Zoom do not specify a precise time frame, but they emphasise that the collected data remain stored for as long as it is necessary for both, to provide its services and for their own purposes. The data will only be retained for longer if required for legal reasons.

Zoom generally store collected data on American servers, but the data can make their way through different data centers across the globe.

## **How can I delete my data or prevent data retention?**

If you do not want any of your data to be stored during a zoom meeting, you have to do without the meeting. However, you always have both the option and the right to have all your personal data deleted. If you have a Zoom account, you can find instructions on how to delete your account at <https://support.zoom.us/hc/en-us/articles/201363243-How-Do-I-Delete-Terminate-My-Account>.

Zoom Video Communications is an active participant in the EU-U.S. Privacy Shield Framework, which regulates the correct and secure transfer of personal data. You can find more information at auf <https://www.privacyshield.gov/participant?id=a2zt0000000TNkCAAW&status=Active>.

We hope we were able to give you an overview on Zoom's data processing. Of course, it could always happen that the company's data protection guidelines may change. Therefore, for more information we recommend you to read Zoom's privacy policy at <https://zoom.us/privacy>.

## **Google Custom Search Privacy Policy**

We integrated Google's custom search plug-in to our website. Google is the largest and most widely known search engine in the world and is operated by the American company Google LLC (1600 Amphitheater Parkway Mountain View, CA 94043, USA). Through Google Custom Search data can be transferred from you to Google. In this privacy policy we will inform you on why we use this plug-in, which data is processed and how you can manage or prevent the transmission of your data.

### **What is Google Custom Search?**

Google's Custom Search plug-in is a Google search bar that is integrated directly into our website. With it, searches take place just like on [www.google.com](http://www.google.com), but the search results focus on our content and products or a limited area.

### **Why do we use Google Custom Search on our website?**

A website with much interesting content often grows so big that it is easy to lose track. Over time, lots of valuable material has accumulated also on our site. But as part of our service we want you to be able to find our content in a quick and simple manner. Therefore, we have integrated Google Custom Search, which makes finding interesting content a breeze. Moreover, the built-in Google plug-in improves our website's overall quality and makes searches easier for you.

## What data does Google Custom Search store?

The customised Google search only transfers your data to Google, if you actively use the Google search function that is integrated to our website. This means that only when you type a search term in the search bar and click on “Search” or “Enter”, the search term is sent to Google along with your IP address, where they are stored and processed. Based on the placed cookies (such as 1P\_JAR), Google may also receive data on website use. If you search for content via the built-in Google search function on our website, while you are logged into your Google account, Google can assign the collected data to your Google account. As the website operator, we have no influence on what Google do with the collected data or how Google process this data.

The following cookies are set in your browser if you use Google Custom Search and are not logged into a Google account:

**Name:** 1P\_JAR

**Value:** 2020-01-27-13111637021-5

**Purpose:** This cookie collects website usage statistics and measures conversions. A conversion occurs e.g. when a user becomes a buyer. The cookie is also used to display relevant ads to users.

**Expiry date:** after one month

**Name:** CONSENT

**Value:** WP.282f52111637021-9

**Purpose:** The cookie stores the status of a user’s consent to the use of various Google services. CONSENT also protects user data from unauthorised attacks.

**Expiry date:** after 18 years

**Name:** NID

**Value:** 196=pwIo3B5fHr-8

**Purpose:** NID is used by Google to adapt ads to your Google search. With the help of cookies, Google “remembers” your search queries and your previous interaction with ads. That way you always receive customised advertisements.

**Expiry date:** after 6 months

**Note:** We do not claim for this list to be exhaustive, Google keep changing the choice of their cookies.

## How long and where is the data stored?

Google’s servers are located all over the world. Since Google is an American company, most data is stored on American servers. At

<https://www.google.com/about/datacenters/inside/locations/?hl=en> you can find out where exactly Google’s servers are.

Your data is distributed across various physical data carriers. This means the data can be accessed quicker and is better protected against potential manipulation. Google also have special emergency programs for your data. In case e.g. internal technical problems occur and some servers would stop working, the risk of an interruption of service and data loss remains low.

Google store data for different lengths of time, depending on what type of data they are. You can delete some data yourself, while others are automatically deleted or anonymised by

Google. However, Google stores certain data for longer if it is necessary for legal or business reasons.

## **How can I delete my data or prevent data retention?**

According to the European Union's data protection regulations, you have the right to access information about your data as well as to update, delete or to restrict it. There are certain data which you can delete anytime. If you have a Google account, you can delete data about your web activity there, or set it to be deleted after a specified period.

In your browser you can also deactivate, delete or manage cookies according to your wishes and preferences. Here are instructions for the most popular browsers:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

Google is an active participant in the EU-U.S. Privacy Shield Framework, which regulates correct and secure transfer of personal data. You can find more information on this at <https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI>. We hope we were able to give you the most important information on Google's data processing. If you want to learn more about it, we recommend Google's extensive privacy policy at <https://policies.google.com/privacy?hl=en-GB>.

## **Klarna Checkout Privacy Policy**

On our website we use the Klarna Checkout online payment system by the Swedish company Klarna Bank AB. Klarna Bank is headquartered in Sveavägen 46, 111 34 Stockholm, Sweden. If you choose this service, your personal data will be sent to Klarna, where it will be stored and processed. With this privacy policy we want to give you an overview of Klarna's data processing.

### **What is Klarna Checkout?**

Klarna Checkout is a payment system for online shops. The user selects the payment method and Klarna Checkout takes over the entire payment process. Once a user has made payment via the checkout system and provided the relevant data, future online purchases can be made even faster and easier. Klarna's system then recognises the existing customer after they enter their email address and postcode.

### **Why do we use Klarna Checkout on our website?**

It is our goal to offer you the best possible service with our website and our integrated online shop. In addition to the overall website and offer experience this also includes smooth, fast

and secure payment processing of your orders. To ensure this, we use the Klarna Checkout payment system.

## **What data is stored by Klarna Checkout?**

As soon as you choose Klarna's payment service and pay using Klarna Checkout, you transmit personal data to the company. On Klarna's checkout page, technical data such as browser type, operating system, our web address, date and time, your IP address as well as your language and time zone settings are collected and transmitted to Klarna's servers where they are stored. This data is stored even if you have not yet completed an order at that point.

If you order a product or service from our shop, you must enter your personal data in the provided fields. Klarna processes this data for handling the payment. The following personal data (along with general product information) may be stored and processed by Klarna to check your creditworthiness and identity:

- Contact information: Name, date of birth, national ID number, title, invoice- und shipping address, email address, telephone number, nationality or salary.
- Payment information such as credit cards or your account number
- Product details such as shipment number, as well as type and price of the product

Furthermore, there are data which may optionally be collected if you have specifically decided for it. These are for example political, religious, or ideological beliefs or various health data.

In addition to the data mentioned above, Klarna can also collect data about the goods or services you order. It may also do this via third parties (such as e.g. us or public databases). This can for example be the type or tracking number of the ordered article, but also information on your creditworthiness, as well as your income or loan grants. Klarna can also pass on your personal data to service companies such as software and data storage providers or us as a retailer.

Every time data is automatically filled into a form, cookies are involved. If you do not want to use this function, you can deactivate these cookies anytime. Below you will find instructions on how to delete, deactivate or manage cookies in your browser. Our tests have shown that Klarna does not directly place cookies. If you choose the payment method "Klarna Sofort" and click on "Order", you will be redirected to the "Sofort" website. After successful payment you will land on our thank-you page. There the following cookie is set by sofort.com:

**Name:** SOFUEB

**Value:** e8cipp378mdscn9e17kajlfhv7111637021-4

**Purpose:** This cookie stores your session ID.

**Expiry date:** after ending the browser session

## **How long and where are the data stored?**

Klarna strives to store your data only within the EU or the European Economic Area (EEA). However, it can also happen that data is transferred outside the EU/EEA. If this happens, Klarna ensures that the data protection either complies with the GDPR, that the third country is subject to an adequacy decision of the European Union or that the country has the US

Privacy Shield certificate. Any data is always stored for as long as Klarna requires it for processing.

## **How can I delete my data or prevent data retention?**

You can withdraw your consent for Klarna to process personal data anytime. Moreover, you always have the right for information, rectification, and deletion of your personal data. For this you must simply contact the company or its data protection team by email at [privacy@klarna.co.uk](mailto:privacy@klarna.co.uk). You can also contact them directly via [“My Privacy Request”](#) on Klarna’s website.

Cookies that Klarna may use for their functions can be deleted, deactivated, or managed in your browser. These settings can vary slightly, depending on the browser you use. The following instructions will show you how to manage cookies in your browser:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

We hope we were able to give you a good overview of Klarna’s data processing. If you want to learn more about the handling of your data, we recommend Klarna’s privacy notice at [https://cdn.klarna.com/1.0/shared/content/legal/terms/0/en\\_gb/privacy](https://cdn.klarna.com/1.0/shared/content/legal/terms/0/en_gb/privacy).

## **Sofortüberweisung Privacy Policy**

On our website we offer the payment method “Sofortüberweisung” from Sofort GmbH for cashless payment. Sofort GmbH has been part of the Swedish company Klarna since 2014, but is based in Germany, Theresienhöhe 12, 80339 Munich.

If you choose this payment method, your personal data will also be transmitted to Sofort GmbH or Klarna, where it will be stored and processed. In this privacy policy we will give you an overview of Sofort GmbH’s data processing.

### **What is “Sofortüberweisung”?**

Sofortüberweisung is an online payment system that enables you to place an order via online banking. The payment is processed by Sofort GmbH, while we immediately receive information about your payment. Anyone who has an active online banking account with a PIN and TAN can use this method. Only a few banks do not yet support this payment option.

### **Why do we use “Sofortüberweisung” on our website?**

It is our goal to offer you the best possible service with our website and our integrated online shop. Next to the overall experience of the website and offers, this also includes smooth, fast, and secure payment processing of your orders. To ensure this, we use “Sofortüberweisung” as a payment system.

### **What data is stored by “Sofortüberweisung”?**

If you make an immediate transfer via the Sofort/Klarna service, data such as your name, account number, sort code, payment reference, amount and date are stored on the company’s servers. We then also receive this information via the payment confirmation.

As part of the check for sufficient account coverage, Sofort GmbH reviews whether your account balance and overdraft can cover the payment amount. In some cases, it is also reviewed whether any instant transfers have been successfully carried out within the last 30 days. Furthermore, a shortened (“hashed”) form of your user identification (such as your signatory or contract number) as well as your IP address will be stored. For SEPA transfers your BIC and IBAN will also be stored.

According to Sofort GmbH, no other personal data (such as account balances, sales data, transaction limits, account lists, mobile phone numbers, authentication certificates, security codes or PIN/TAN) are collected, stored or passed on to third parties.

Sofortüberweisung also uses cookies to make our service more user-friendly. When you order a product, you will be redirected to the Sofort or Klarna website. After successful payment you will be redirected to our thank-you page. There, the following three cookies are placed:

**Name:** SOFUEB

**Value:** e8cipp378mdscn9e17kajlfhv7111637021-5

**Purpose:** This cookie stores your session ID.

**Expiry date:** after ending the browser session

**Name:** User[user\_cookie\_rules] **Value:** 1

**Purpose:** This cookie stores the status of your consent to the use of cookies.

**Expiry date:** after 10 years

**Name:** \_ga

**Value:** GA1.2.69759879.1589470706

**Purpose:** Analytics.js uses the \_ga cookie by default to store your user ID. Hence, it basically serves to differentiate between website visitors. It is a Google Analytics cookie.

**Expiry date:** after 2 years

**Note:** We do not claim for this cookie list to be exhaustive. Moreover, it is always possible that Sofortüberweisung may also use other cookies.

### **How long and where are the data stored?**

All gathered data are stored within the legal storage obligations. This obligation can last between three and ten years.

Klarna/Sofort GmbH try to only save data within the EU or the European Economic Area (EEA). If data is transferred outside the EU/EEA, data protection must comply with the

GDPR. Also, the country the data is transferred to must be subject to the EU's adequacy decision or have the US Privacy Shield certificate.

## **How can I delete my data or prevent data retention?**

You can withdraw your consent for Klarna to process your personal data at any time. You also always have the right for information, rectification and deletion of your personal data. For this, you can simply email the company's data protection team at [privacy@klarna.co.uk](mailto:privacy@klarna.co.uk).

In your browser, you can manage, delete, or deactivate Sofortüberweisung's possible cookies. The settings vary a bit depending on what browser you use. The following instructions will show you how to manage cookies in the most common browsers:

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

If you want to know more about Sofort GMmbH's data processing, we recommend the privacy policy at [https://cdn.klarna.com/1.0/shared/content/legal/terms/0/en\\_gb/privacy](https://cdn.klarna.com/1.0/shared/content/legal/terms/0/en_gb/privacy).

## **Wix Privacy Policy**

For our website we use the website construction-kit Wix by the Israeli company Wix.com Ltd., 40 Hanamal Tel Aviv St., Tel Aviv 6350671, Israel. In addition to the headquarters in Tel Aviv, the company also has other headquarters such as in Berlin, Dublin, Vancouver, or New York. Due to the use of Wix, your personal data may be collected, stored and processed. In this privacy policy we want to explain why we use Wix, what data is stored, where your data is stored and how you can prevent data retention.

### **What is Wix?**

Wix is a website construction-kit that makes it very easy to create HTML5 websites as well as mobile websites. The online platform is based on the cloud principle and allows easy integration of various Wix or third-party provider functions into your own website.

### **Why do we use Wix on our website?**

For working on our website, we need an easy-to-use system, that allows us to present you a beautiful design and interesting content quickly and easily. We have found Wix to be the right system for this. Thanks to both, Wix's easy operation and its extensive functions, we can design our website as we wish, while ensuring its user-friendliness.

### **What data is stored by Wix?**

Non-personal data include for example technical usage information such as browser activity, clickstream activity, session heat maps, as well as data about your computer, operating system, browser, screen resolution, language and keyboard settings, internet provider and date of the page visit.

Personal data are also recorded. These are primarily contact details (email address or telephone number, if you have provided them), IP address or your geographical location.

Tracking systems such as cookies are used to collect data about your behaviour on our website. For example, it records which sub-pages you take a particular interest in, how much time you spend on individual pages, when you leave a page (bounce rate) or which pre-sets (e.g. language settings) you have made. Based on this data, [Wix.com](https://www.wix.com) can adjust their marketing measures better to your interests and your user behaviour. Therefore, the next time you visit our website, you will get to view it with the settings you have chosen priorly. [Wix.com](https://www.wix.com) may also forward personal data to third parties (such as service providers).

Below we will show you a list of exemplary cookies that are placed due to the use of Wix:

**Name:** XSRF-TOKEN

**Value:** 1591628008|P01ovn-JtsrK

**Purpose:** This cookie is a security cookie and prevents the so-called cross-site request forgery, which is an attack on a computer system.

**Expiry date:** after end of session

**Name:** \_wixCIDX

**Value:** b2474394-b64f-4c7a-a598-16b9043a8938111637021-9

**Purpose:** This cookie appropriately stores data when you to log in to our website, to shorten the logon process the following time.

**Expiry date:** after 3 months

**Name:** AWSELB

**Value:**

EB626B5A40C80CEFD0EB26286F9684716FECDD023880992D31DEC38111637021-1

**Purpose:** This cookie is used to distribute the website's load across multiple servers. Therefore, the page loading speed gets increased.

**Expiry date:** after one hour

**Name:** AWSELBCORS

**Value:** 85FDC7C91873988D19D2D53305AA8CAB73AF02FCEAEB626B5A40C

**Purpose:** We have not yet been able to find out more information on this cookie. We will inform you as soon as we know more.

**Expiry date:** after one hour

**Note:** Please note that the cookies shown above are examples and that this list does not claim to be exhaustive.

## How long and where is the data stored?

Your data can be stored on various servers that are distributed across the globe. For example, the data can be stored in the USA, Ireland, South Korea, Taiwan, or Israel.



Wix always stores data until it is no longer required for their provided service. We have not yet been able to find out more about the period the data is stored for.

## **How can I delete my data or prevent data retention?**

You have the option to update, correct or delete your personal data at any time. You can also contact Wix's data protection department directly at [privacy@wix.com](mailto:privacy@wix.com).

To deactivate, delete, or manage cookies you have to select the appropriate settings in your browser. Depending on which browser you use, the cookie settings work a little differently. The following instructions show how you can set or manage cookies in the most common browsers.

[Chrome: Clear, enable and manage cookies in Chrome](#)

[Safari: Manage cookies and website data in Safari](#)

[Firefox: Clear cookies and site data in Firefox](#)

[Internet Explorer: Delete and manage cookies](#)

[Microsoft Edge: Delete cookies in Microsoft Edge](#)

Wix.com Ltd. is headquartered in Israel. The European Commission declared Israel to be a country that provides adequate protection for personal data of EU citizens.

Moreover, Wix.com is an active participant in the EU-US Privacy Shield Framework, which regulates the correct and secure transfer of personal data. You can find more information at <https://www.privacyshield.gov/participant?id=a2zt0000000GnbGAAS&status=Active>. We hope that with this data protection declaration we were able to make you more familiar to data processing by Wix.com. If you would like more detailed information on this, we recommend the company's privacy guidelines at <https://www.wix.com/about/privacy>.

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