

# Privacy Statement

The controller within the meaning of the General Data Protection Regulation (GDPR) and other national privacy regulations of the member states as well as other data protection regulations is the provider:

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D-49424 Lutten

## Scope

This Privacy Statement informs users about the type, scope, and purpose of the collection and usage of their data by the controlling provider.

## Collection of general information

Each time a user accesses this website, we or the web space provider will automatically collect information. This information, also known as server log files, is of a general nature and does not allow any conclusions to be drawn about your person.

Among others, the following data is collected: Name of the website, file, date, data volume web browser and web browser version, operating system, the domain name of your Internet provider, the so-called referrer URL (the site from which you accessed our websites), and the IP address. Without these data, it would not be technically possible to provide and display the contents of our websites. Accordingly, the collection of the data is mandatory. Furthermore, we also use the anonymous information for statistical purposes. It helps us to optimise our websites and the technology used. We also reserve the right to check the log files subsequently if we suspect an illegal use of our websites.

## Handling personal data

Definition: Personal data is all kind of information which can be used for unique identification of a person. The term describes data which can be tracked back to a person.

Personal data comprises the first and the last name, the phone number, and email address. Information about hobbies, memberships, preferences, and websites visited before is likewise personal data.

The provider will only collect, use, and possibly disclose such data if expressly permitted by the respective law, or if the user consents to the collection, processing, use, and disclosure of the data.

## Contact form

If you contact us via the online form or via email, we will store the information given by you so that we can answer your inquiry and ask any follow-up questions.

## Security of your data

We take all technical and organizational measures necessary to secure the personal data you made available to us so that they are protected from the unauthorised access by third parties. When sending highly sensitive data and information, we recommend to use letter post because complete data security cannot be guaranteed with email.

## Integration of third-party services and contents

In some cases, our websites comprise contents and services by other providers. These are for example maps from Google Maps, YouTube videos, or graphs and pictures from other websites. The transmission of the IP address is an indispensable precondition for the call-up and display of this data in the user's browser. This means that the providers (called "third-party providers" in the following) see the IP address of the respective user.

## **Social plugins**

Our websites use social plugins by the providers listed below. These plugins are identified by the respective logo.

Possibly, information which may include personal data may be sent to and potentially used by the service provider via these plugins. We prevent any accidental and unintended collection and transmission of data to the service provider by a 2-click solution. To activate a social plugin you wish to use, you need to enable it first by clicking on the respective button. Only this activation of the plugin triggers the collection of information and its transmission to the service provider. We for our part do not use the social plugins to collect or use any personal data.

We have no influence on which data is collected by an activated plugin, or how it will be used by the service provider. Currently, it must be assumed that a direct connection to the provider's services will be expanded and that at least the IP address and device-related information will be recorded and used. It is also possible that the service providers will try to store cookies on the computer used. Please refer to the privacy statement of the respective service provider to find out which specific data is collected and how it is used. Note: If you are logged in with Facebook while visiting a website, Facebook can identify you as visitor of this site.

While we do our best to use only third-party providers which need the IP address only to deliver content, we cannot influence whether they store the IP address or not. They may do so for statistical purposes, among others. If we know that the IP address will be stored, we will point this fact out to our users.

## **Cookies**

This website uses so-called cookies. They are text files which the server stores on your computer. They contain information on the browser, the IP address, the operating system, and the Internet connection. We do not transmit this data to third parties, or link it to personal data unless you permitted us to do so.

Cookies fulfil primarily two tasks. They allow for the proper display of the contents on the website, and help us to make navigation comfortable for you. We do not use them to introduce viruses to your computer or to start programs.

Users can decide to disable the use of cookies on our websites. To do so, you need to change the respective settings in the browser. Please refer to the Help function of your browser to find out how to disable the cookies. Please note that this may impair some of the functions and the user comfort of this website. On the sites <http://www.aboutads.info/choices/> (USA) and <http://www.youronlinechoices.com/uk/your-ad-choices/> (Europe), you can manage the online display cookies.

## **SSL encryption**

To protect the security of your data during transmission, we use state-of-the-art encryption processes (e.g. SSL) via HTTPS.

## **Contact form**

If you contact us per email or contact form to ask us any kind of question, you voluntarily permit us to use your data to answer your enquiry. To this end, you need to give us a valid email address. We will use it to assign the inquiry and to reply to it then. The disclosure of any other data is optional. We store the information received from you for handling your enquiry and any follow-up questions. After your enquiry has been processed, your personal data will be automatically deleted.

## **Data minimisation**

In accordance with the principles of data prevention and minimisation, we will store personal data only for as long as necessary, or as specified by law (legal retention period). Once the purpose for the collection of the data no longer exists or the retention period ends, we will block or delete the data.

### **Your rights regarding information, rectification, blocking, deletion and objection**

You have the right to demand free of charge to be informed about the personal data stored by us, and/or to demand its rectification, blocking or deletion. Exceptions: Cases of legally required data storage for processing a transaction, or data subject to the legal retention obligation.

To ask about these, please contact our data security officer:

**datenschutz@weda.de**

To be able to effect a data lock at any time, it is necessary to keep the data in a lock file for control purposes. If there is no legal obligation to archive the data, you can also demand the deletion. Otherwise, we will lock the data at your request.

### **Modification of our Privacy Statement**

We will update this policy on the protection of your personal data from time to time. We advise you to check this policy occasionally to be up-to-date on how we protect your data and continuously improve the contents of your website. In the event of significant modifications regarding the collection, use, and/or disclosure of the personal data you made available to us, we shall post a clearly understandable notice in a conspicuous spot on our website to draw your attention to the changes. With your use of the website, you declare your consent to the terms of this policy for the protection of your personal data.

Please contact us if you have any questions on this Privacy Statement.