

I Privacy policy

We are pleased that you are visiting our website. We respect your privacy. Data protection and data security are very important to us when using our website. With this privacy policy, we would like to inform you about which data is collected when you are using our website and for what purposes we use this data. Concerning this matter, we would also like to inform you about your rights.

II Controller

PTM EDV-Systeme GmbH
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Register court: ATU45695403
Registration number: 173442m

III General information on data processing

a. Scope of the processing of personal data

We process personal data (hereinafter also referred to as "data") of the users of our website only insofar as this is necessary for the provision of the contents and services. The processing of personal data of our users is regularly only carried out with the consent of the user. An exception applies in those cases in which it is not possible to obtain prior consent for actual reasons or the processing of the data is permitted by legal regulations.

b. Legal basis for the processing of personal data

Insofar as consent of the data subject is obtained for processing of personal data, Art. 6 (1) lit a GDPR serves as the legal basis.

When processing personal data that is necessary for the fulfilment of a contract to which the data subject is a party, Art 6 (1) lit b GDPR is the legal basis. This also applies to data processing that are necessary for the implementation of pre-contractual measures.

Insofar as the processing of personal data is necessary for the fulfilment of a legal obligation to which our company is subject, Art. 6 para. 1 lit. c GDPR serves as the legal basis.

III. 1 Calling up and visiting our website server log files

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a. Nature and purpose of the processing

It is necessary, for the purpose of the technical provision of the website, that we process certain information automatically transmitted by your browser so that our website can be displayed in your browser and you can use the website.

In particular, for the following purposes data are processed:

- Operation of the web shop
- Affiliate/reseller program
- Ensuring a problem-free connection of the website
- Ensuring a smooth use of our website
- Evaluation of system security and stability and
- for other administrative purposes

We do not use your data to draw conclusions about your personal details. We may statistically evaluate information of this type in order to optimise our website and the technology behind it.

b. Legal basis for the processing

If you visit our website to find out about our range of products and services or to use them, the basis for the temporary storage and processing of access data is Art 6 para 1 S 1 lit b GDPR (legal basis), which permits the processing of data for the fulfilment of a contract or for the implementation of pre-contractual measures. In addition, Art 6 para 1 sentence 1 lit f GDPR serves as the legal basis for the temporary storage of the technical access data. Our legitimate interest here is to be able to provide you with a technically functioning and user-friendly website and our platform and to ensure the security of our systems.

The processing is carried out in accordance with Art. 6 para. 1 lit. f GDPR on the basis of our legitimate interest in improving the stability and functionality of our website.

c. Categories of data

Each time our website is accessed, information is automatically collected and automatically stored in so-called server log files. These are:

- (i) Browser type or browser version
- (ii) Used operating system
- (iii) Website from which the access is made (referrer URL)
- (iv) Host name of the accessing computer

- (v) Date and time of access
- (vi) IP address of the requesting computer

The storage of the aforementioned access data is necessary for technical reasons to provide a functional website and to ensure system security. This also applies to the storage of your IP address, which is necessary and, under further conditions, can at least theoretically enable an assignment to your person. In addition to the above-mentioned purposes, we use server log files exclusively for the needs-based design and optimisation of our website, purely statistically and without conclusion to your person.

d. Recipient

Recipients of the data are internal employees of the sales department, accounting department, partner management and, if applicable, processors who act as processors for the operation and maintenance of our website.

e. Duration of storage or criteria for determining the duration

The access data collected in the context of the use of our website is only stored for the period of time for which this data is required to achieve the aforementioned purposes. Your IP address is stored for IT security purposes on our web server for a maximum of fourteen days, unless further storage is required for evidence purposes. Otherwise, the data is exempt from deletion in whole or in part until the final clarification of an incident.

If the processing is necessary to protect a legitimate interest of our company or a third party and the interests, fundamental rights and freedoms of the data subject do not outweigh the first-mentioned interest, Art. 6 (1) lit. f GDPR serves as the legal basis for the processing.

f. Legal / contractual requirement

The allocation of the aforementioned personal data is neither legally nor contractually required. However, without the IP address, the service and functionality of our website cannot be guaranteed. In addition, individual services and services may not be available or may be limited.

III.2 Web shop / payment processing

a. Nature and purpose of the processing

Your data will be processed within the framework of the registration and the web shop for this purpose,

- (i) to offer you our products via our web shop, or
- (ii) process orders and payment processing.

b. Legal basis for the processing

We process your personal data on the basis of the fulfilment of a concluded contract or the implementation of pre-contractual measures, insofar as necessary for this purpose (Art 6 para 1 lit b GDPR); or the necessity of fulfilling legal obligations to which we are subject (Art 6 lit c GDPR).

c. Categories of data

- First name
- Surname
- Address
- Phone number
- Contact data (address, e-mail address, phone number)
- Information you provide to us by registering with us or ordering products.

d. Recipient

For the above purposes, we will transfer your personal data to the following categories of recipients if necessary:

- IT service providers used by us
- Distributors we use
- Payment service provide
- Legal representative
- Accountant, tax consultant

The above-mentioned recipients are generally not located outside of Austria or process your personal data there. The level of data protection in other countries may not correspond to that of Austria. If data is nevertheless transferred abroad, we only transfer your personal data to countries for which the EU Commission has decided that they have an adequate level of data protection or we take measures to ensure that all recipients have an adequate level of data protection.

e. Storage periods

Your data will be processed by us in accordance with the statutory retention obligations (including in accordance with § 132 BAO).

f. Legal / contractual requirement

There is no obligation to provide the personal data. However, you will not be able to use all functions, in particular the order function on our website, if you do not provide your personal data.

g. Third countries transfer

Regarding payment service provider Stripe: Stripe, as a payment service provider, has implemented for processing, compliance measures for international data transfers that apply to all activities Stripe engages in globally in the processing of personal data of natural persons in the EU. These measures are based on the EU Standard Contractual Clauses (SCCs).

Beyond that, no further data processing takes place outside the European Union (EU) or the European Economic Area (EEA).

h. Withdrawal of consent

You can revoke your consent of the storage of your personal data at any time with effect for the future. You can notify us of your revocation at any time using the contact option provided at the beginning of this data protection notice.

i. Automated decision-making and profiling

As a responsible company, we do not use automatic decision-making or profiling for this data processing.

j. Supplementary information on e-commerce and payment provider

Processing of data (customer and contract data)

We collect, process and use personal data only insofar as they are necessary for the establishment, content or amendment of the legal relationship (inventory data). This is done on the basis of Art. 6 (1) lit. b GDPR, which permits the processing of data for the fulfilment of a contract or pre-contractual measures. We collect, process and use personal data about the use of this website (usage data). Only insofar as this is necessary to enable the user to use the service or to bill the user.

The collected customer data will be deleted after completion of the order or termination of the business relationship. Statutory retention periods remain unaffected.

Data transfer upon conclusion of a contract for services and digital content

We only transfer personal data to third parties if this is necessary for the processing of the contract, for example to the credit institution commissioned with the processing of payments.

No further transfer of data will take place or only if you have expressly consented to the transfer. Your data will not be passed on to third parties without your explicit consent, for example for advertising purposes.

The basis for data processing is Art. 6 para. 1 lit. b GDPR, which permits the processing of data for the fulfilment of a contract or pre-contractual measures.

Payment services

We integrate payment services from third-party companies on our website. When you make a purchase from us, the payment service provider for processing the payment processes your payment details (e.g. name, payment amount, account details, credit card number). The terms of the contract and data protection provisions of the respective providers apply to these transactions. The payment service providers are based on Art. 6 para. 1 lit. b GDPR (contract processing) and in the interest of a smooth, convenient and secure payment process (Art. 6 para. 1 lit. f GDPR). Insofar as your consent is requested for certain actions, Art. 6 para. 1 lit. a GDPR is the legal basis for data processing; consents can be revoked at any time for the future

We use the following payment services / payment service providers within this website:

PayPal

Provider of this payment service is PayPal (Europe) S.à.r.l. et Cie, S.C.A., 22-24 Boulevard Royal, L-2449 Luxembourg (referred as „PayPal“ below).

Data transfer to the USA is based on the standard contractual clauses of the EU Commission. Details can be found here: <https://www.paypal.com/de/webapps/mpp/ua/pocpsa-full>.

For details, please refer to PayPal's privacy policy:
<https://www.paypal.com/de/webapps/mpp/ua/privacy-full>.

Stripe

The provider for customers within the EU is Stripe Payments Europe, Ltd, 1 Grand Canal Street Lower, Grand Canal Dock, Dublin, Ireland (referred as "Stripe" below).

Data transfer to the USA is based on the standard contractual clauses of the EU Commission. Details can be found here: <https://stripe.com/de/privacy> and <https://stripe.com/de/guides/general-data-protection-regulation>.

Details of this can be found in Stripe's privacy policy at the following link:
<https://stripe.com/de/privacy>.

III.3 Newsletter

a. Nature and purpose of the processing

This website uses Rapidmail to send newsletters. The provider is Rapidmail GmbH, Augustinerplatz 2, 79098 Freiburg i.Br., Germany. Rapidmail is a service with which, among other things, the sending of newsletters can be organised and analysed. The data you enter for receiving the newsletter is stored on Rapidmail's servers in Germany.

Your data will only be used to send you the subscribed newsletter by e-mail. Your name is provided in order to be able to address you personally in the newsletter and, if necessary, to identify you if

you wish to exercise your rights as a data subject. To receive the newsletter, it is sufficient to provide your e-mail address. When you subscribe to our newsletter, your provided data will be used exclusively for this purpose. Subscribers may also be informed by e-mail relevant to the service or registration (e.g. changes to the newsletter service or technical circumstances). For an effective registration, we require a valid e-mail address. In order to verify that the subscription is actually made by the owner of an e-mail address, we use the "double-opt-in" procedure. For this purpose, we log the order for the newsletter. Furthermore, a confirmation email is sent and a response is requested. No further data is collected. The data is used exclusively for sending the newsletter and is not passed on to third parties.

b. Legal basis for the processing

Based on your consent (Art. 6 para. 1 lit. a GDPR, Art. 7 GDPR in conjunction with § 107 para. 2 TKG), we will regularly send you our newsletter or comparable information by e-mail to your specified e-mail address.

c. Categories of data

- E-mail address
- Surname
- First name

d. Recipient

- Employees of the IT and Marketing Department
- Service provider for the distribution of the newsletter

e. Storage periods

The data you provide for the purpose of receiving the newsletter will be stored by the newsletter service provider or us until you unsubscribe from the newsletter. The data will be deleted from the newsletter distribution list after you unsubscribe from the newsletter. Data that has been stored by us for other purposes remains unaffected by this.

After you unsubscribed from the newsletter distribution list, if necessary, your email address will be kept by us or the newsletter service provider in a blacklist, in order to prevent future mailings. The data from the blacklist will only be used for this purpose and will not be merged with other data. This serves both your interest and our interest in complying with the legal requirements when sending newsletters (legitimate interest within the meaning of Art. 6 Para. 1 lit. f GDPR). The storage in the blacklist is not limited in time. **You can object to the storage if your interests outweigh our legitimate interest.**

For more details, please refer to Rapidmail's data security information at:
<https://www.rapidmail.de/datensicherheit>.

f. Legal / contractual requirement

The provision of your personal data is voluntary, based solely on your consent. Unfortunately, we cannot send you our newsletter without your consent.

g. Third countries transfer

Data processing does not take place outside the European Union (EU) or the European Economic Area (EEA).

h. Withdrawal of consent

You can revoke your consent to the storage of your personal data and its use for sending the newsletter at any time with effect for the future. In each newsletter, you can find a corresponding link. You can also unsubscribe directly on this website at any time or inform us of your revocation using the contact details at the end of this privacy notice.

i. Automated decision-making and profiling

As a responsible company, we do not use automatic decision-making or profiling for this data processing.

j. Data processing

We have concluded a data processing agreement with the above-mentioned provider. This contract is required by the data protection law, which ensures that the provider only processes the personal data of our website visitors in accordance with our instructions and in compliance with the GDPR.

III.4 Use of Google Analytics

a. Nature and purposes of the processing

This website uses Google Analytics, a web analytics service provided by Google Building Gordon House, 4 Barrow Street, Dublin, D04 E5W5, Ireland. Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyse how users use the site. The information generated by the cookie about your usage of this website will be transferred to and stored by Google on servers in the United States. However, due to the activation of IP anonymization on these websites, your IP address will be shortened beforehand by Google within member states of the European Union or in other contracting states of the Agreement on the European Economic Area. Only in exceptional cases the full IP address will be transferred to a Google server in the USA and shortened there. On behalf of the operator of this website, Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity and providing

other services relating to website activity and internet usage to the website operator. The IP address transferred by your browser as part of Google Analytics is not merged with other data from Google. The purposes of data processing of this website are within the use and the analysis of the website and to compile reports on activities on the website. Based on the use of the website and the internet, other related services will then be provided.

b. Legal basis for the processing

The processing of the entered data is based on the consent of the user (Art. 6 para. 1 lit. a GDPR).

c. Categories of data

- IP-Address (shortened/anonymised)

d. Recipient

- Employee of the IT and marketing department of PTM EDV-Systeme GmbH
- Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland

e. Storage periods

Data will only be processed in this context as long as the corresponding consent has been given. Afterwards, they will be deleted, as far as there are no legal retention obligations to the contrary. To contact us in this context, please use the contact details provided at the beginning of this privacy policy.

f. Legal / contractual requirement

The provision of your personal data is voluntary, based solely on your consent. If you prevent access, this may result in functional restrictions on the website.

g. Third countries transfer

Data processing does not take place outside the European Union (EU) or the European Economic Area (EEA).

h. Withdrawal of consent

You can revoke your consent of the storage of your personal data at any time with effect for the future. You can notify us of your revocation at any time using the contact option provided at the beginning of this data protection notice.

You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this, you may not be able to use the full functionality of this website. You can also prevent the collection of data generated by the cookie and related to your use of the website (including your IP address) to Google and the processing of this data by Google by

downloading and installing the browser plugin available at the following link: "Browser Add On to disable Google Analytics". <https://tools.google.com/dlpage/gaoptout?hl=de>

i. Automated decision-making and profiling

With the help of the tracking tool Google Analytics, the behaviour of visitors to the website can be evaluated and interests can be analysed. For this purpose, we create a pseudonymous user profile.

III.5 Use of Google Tag Manager

a. Nature and purpose of the processing

Using Google Tag Manager: Google Tag Manager is a solution that allows marketers to manage website tags through one interface. The Tag Manager tool itself (that implements the tags) is a cookie-lose domain and does not collect any personal data. The tool takes care of triggering other tags, which in turn may collect data. Google Tag Manager does not access this data. If a deactivation has been made at the domain or cookie level, it remains in place for all tracking tags implemented with Google Tag Manager: <http://www.google.de/tagmanager/use-policy.html>.

b. Legal basis for the processing

The processing of the entered data is based on the consent of the user (Art. 6 para. 1 lit. a GDPR).

c. Categories of data

Address data, connection data, contact data, invoice data

d. Recipient

Recipients of the data are internal employees of sales, accounting, partner management and Google as data processors. For this purpose, we have concluded the corresponding data processing agreement with Google.

e. Storage periods

Data will only be processed in this context as long as the corresponding consent has been given. Afterwards, they will be deleted, as far as there are no legal retention obligations to the contrary. To contact us in this context, please use the contact details provided at the beginning of this privacy policy.

f. Legal / contractual requirement

The provision of your personal data is voluntary, based solely on your consent. If you prevent access, this may result in functional restrictions on the website.

g. Third countries transfer

Data processing does not take place outside the European Union (EU) or the European Economic Area (EEA).

h. Withdrawal of consent

You can revoke your consent of the storage of your personal data at any time with effect for the future. You can notify us of your revocation at any time using the contact option provided at the beginning of this data protection notice. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this, you may not be able to use the full functionality of this website. You can also prevent the collection of data generated by the cookie and related to your use of the website (including your IP address) to Google and the processing of this data by Google by downloading and installing the browser plugin available at the following link: "Browser Add On to disable Google Analytics".
<https://tools.google.com/dlpage/gaoptout?hl=de>

i. Profiling

With the help of the tracking tool Google Tag Manager, the behaviour of visitors to the website can be evaluated and interests can be analysed.

III.6 Product demo request

a. Nature and purposes of the processing

The data you enter will be stored for the purpose of individual communication with you. For this purpose, it is necessary to provide a valid e-mail address and your name. This serves the assignment of the request and the subsequent response to the same. The specification of further data is optional.

b. Legal basis for the processing

The processing of the data entered in the contact form is based on a legitimate interest (Art 6 para. 1 lit. f GDPR). By providing the contact form, we would like to enable you to contact us easily. The information you provide will be stored for the purpose of processing the request and for possible follow-up questions. If you contact us to request a quote, the data entered in the contact form will be processed for the implementation of pre-contractual measures (Art 6 para 1 lit. b GDPR).

c. Categories of data

Contact data, address data, free text, desired date, product type

d. Recipient

Recipients of the data are internal employees of sales, marketing and, if applicable, data processors.

e. Storage periods

Data will be deleted no later than 6 months after processing the request. If a contractual relationship arises, we are subject to the legal retention periods according to BAO and delete your data after these periods have expired.

f. Legal / contractual requirement

The provision of your personal data is voluntary. However, we can only process your request if you provide us with your name, e-mail address and the reason for the request.

g. Third countries transfer

Data processing does not take place outside the European Union (EU) or the European Economic Area (EEA).

h. Withdrawal of consent

You can revoke your consent of the storage of your personal data at any time with effect for the future. You can notify us of your revocation at any time using the contact option provided at the beginning of this data protection notice.

i. Automated decision-making and profiling

As a responsible company, we do not use automatic decision-making or profiling for this data processing.

III.7 Use of Social Media Plugins

a. Nature and purposes of the processing

Social plugins from the providers listed below are used on our websites. You can recognize the plugins by the fact that they are marked with the corresponding logo. Information, which may also include personal data, may be sent to the service provider via these plugins and may be used by the

service provider. We prevent the unconscious and unwanted collection and transfer of data to the service provider through a so-called Shariff solution. Only by clicking on the plugin, the collection of information and its transfer to the service provider is triggered. We do not collect any personal data ourselves by means of the social plugins or via their use.

We have no influence on what data an activated plugin collects and how it is used by the provider. Currently, it must be assumed that a direct connection to the provider's services is established and that at least the IP address and device-related information is collected and used. Likewise, there is the possibility that the service providers try to save cookies on the computer used.

b. Legal basis for the processing

The processing is carried out in accordance with Art. 6 para. 1 lit. f GDPR on the basis of our legitimate interest in the functionality of our website.

c. Categories of data

Please refer to the data protection notice of the respective service provider to find out which specific data is collected and how it is used:

Facebook: <http://www.facebook.com/policy.php>

Google: <https://policies.google.com/privacy>

Instagram: <https://help.instagram.com/155833707900388>

LinkedIn: <https://www.linkedin.com/legal/privacy-policy>

Twitter: <https://twitter.com/privacy>

YouTube: <https://policies.google.com/privacy>

d. Recipient

- Employees of the own IT department of the company
- Facebook
- Google
- LinkedIn
- Twitter

e. Storage periods

The data collected directly by us via the social media plugins is deleted from our systems as soon as the purpose for storing it no longer applies, you request us to delete it, revoke your consent to store it, or the purpose for storing the data no longer applies. Stored cookies remain on your terminal device until you delete them. Mandatory legal provisions - in particular retention periods - remain unaffected.

We have no influence on the storage period of your data, which is stored by the operators of the social networks for their own purposes. For details, please contact the operators of the social networks directly (e.g. in their privacy policy, see above).

f. Legal / contractual requirement

The provision of your personal data is freely. Without the provision of your personal data, we cannot grant you access to our offered content and services.

g. Third countries transfer

Data processing does not take place outside the European Union (EU) or the European Economic Area (EEA).

h. Withdrawal of consent

You can revoke your consent of the storage of your personal data at any time with effect for the future. You can notify us of your revocation at any time using the contact option provided at the beginning of this data protection notice.

i. Automated decision-making and profiling

As a responsible company, we do not use automatic decision-making or profiling for this data processing.

III.8 Use of YouTube

a. Nature and purposes of the processing

We are pleased about your interest in our presence on **YOUTUBE**. We would like to give you an overview of what data is collected, used and stored by us there.

Social networks can generally analyse your user behaviour extensively when you visit their website or a website with integrated social media content (e.g. like buttons or advertising banners). Visiting our social media presence on **YouTube** triggers numerous processing operations relevant to data protection. In detail:

If you are logged into your **YouTube** account and visit our social media presence, **YouTube** can associate this visit with your user account. However, your personal data may also be collected under certain circumstances if you are not logged in or do not have an account on **YouTube**. In this case for example, the data collection takes place via cookies that are stored on your end device or by recording your IP address. With the help of the data collected in this way, **YouTube** can create user profiles in which your preferences and interests are stored. In this way, you can be shown interest-based advertising inside and outside **YouTube**. If you have an account on **YouTube**, the interest-based advertising can be displayed on all devices on which you are logged in or have been logged in. Please also note that we cannot track all processing on **YouTube**. Therefore, further processing

operations may be carried out by **YouTube**. For details, please refer to **YouTube**'s terms of use and privacy policy.

b. Legal basis for the processing

The processing is carried out in accordance with Art. 6 para. 1 lit. f. GDPR on the basis of our legitimate interest of contact possibilities to our customers. The analysis processes initiated by **YouTube** may be based on deviating legal grounds to be specified by **YouTube** (e.g. consent within the meaning of Art. 6 (1) lit. a GDPR).

c. Categories of data

Please refer to **YouTube**'s privacy policy to find out which specific data is collected and how it is used:

YouTube: <https://policies.google.com/privacy>

d. Recipient

- Employees of the IT department of the own company
- Google

e. Storage periods

After the end of the purpose and the end of the use of **YouTube** by us, the data collected in this context will be deleted.

f. Legal / contractual requirement

The provision of your personal data is freely. Without the provision of your personal data, we cannot grant you access to our offered content and services.

g. Third countries transfer

Data processing does not take place outside the European Union (EU) or the European Economic Area (EEA).

h. Withdrawal of consent

You can revoke your consent of the storage of your personal data at any time with effect for the future. You can notify us of your revocation at any time using the contact option provided at the beginning of this data protection notice.

i. Automated decision-making and profiling

As a responsible company, we do not use automatic decision-making or profiling for this data processing.

III.9 Integration of YouTube videos

a. Nature and purposes of the processing

We embed YouTube videos on some of our websites. The operator of the corresponding plugins is YouTube, LLC, 901 Cherry Ave, San Bruno, CA 94066, USA. When you visit a page with the YouTube plugin, a connection to YouTube servers is established. This tells YouTube which pages you are visiting. If you are logged into your YouTube account, YouTube can assign your surfing behaviour to you personally. You can prevent this by logging out of your YouTube account beforehand. If a YouTube video is started, the provider uses cookies that collect information about user behaviour. For more information on the purpose and scope of data collection and processing by YouTube, please refer to the provider's privacy policy, where you will also find further information on your rights in this regard and settings options for protecting your privacy (<https://policies.google.com/privacy>).

b. Legal basis for the processing

The legal basis for the integration of YouTube and the associated data transfer to Google is your consent (Art. 6 para. 1 lit. a GDPR).

c. Categories of data

Connection data

d. Recipient

Recipients of the data are internal employees of Sales, Marketing and YouTube as service provider.

e. Storage periods

Those who have deactivated the storage of cookies for the Google Ad program, will not have to expect any such cookies when watching YouTube videos. However, YouTube also stores non-personal usage information in other cookies. If you would like to prevent this, you must block the storage of cookies in the browser. Further information on data protection at "YouTube" can be found in the provider's privacy policy at: <https://www.google.de/intl/de/policies/privacy/>

f. Legal / contractual requirement

The provision of your personal data is voluntary, based solely on your consent. If you prevent access, this may result in functional restrictions on the website.

g. Third countries transfer

Google processes your data in the USA.

h. Withdrawal of consent

You can revoke your consent of the storage of your personal data at any time with effect for the future. You can notify us of your revocation at any time using the contact option provided at the beginning of this data protection notice.

i. Automated decision-making and profiling

As a responsible company, we do not use automatic decision-making or profiling for this data processing.

III.10 Use of Facebook

a. Nature and purpose of the processing

We appreciate your interest in our presence on **FACEBOOK**. We would like to give you an overview of what data is collected, used and stored by us there.

Social networks can generally analyse your user behaviour extensively when you visit their website or a website with integrated social media content (e.g. like buttons or advertising banners). Visiting our social media presence on **Facebook** triggers numerous processing operations relevant to data protection. In detail:

If you are logged into your **Facebook** account and visit our social media presence, **Facebook** can associate this visit with your user account. However, your personal data may also be collected under certain circumstances if you are not logged in or do not have an account on **Facebook**. In this case for example, the data collection takes place via cookies that are stored on your end device or by recording your IP address. With the help of the data collected in this way, **Facebook** can create user profiles in which your preferences and interests are stored. In this way, you can be shown interest-based advertising inside and outside **Facebook**. If you have an account on **Facebook**, the interest-based advertising can be displayed on all devices on which you are logged in or have been logged in. Please also note that we cannot track all processing on **Facebook**. Therefore, further processing operations may be carried out by **Facebook**. For details, please refer to **Facebook's** terms of use and privacy policy.

b. Legal basis for the processing

The processing is carried out in accordance with Art. 6 para. 1 lit. f. GDPR on the basis of our legitimate interest of contact possibilities to our customers. The analysis processes initiated by

Facebook may be based on deviating legal grounds to be specified by **Facebook** (e.g. consent within the meaning of Art. 6 (1) lit. a GDPR).

c. Categories of data

Please refer to **Facebook's** privacy policy to find out which specific data is collected and how it is used:

Facebook: <http://www.facebook.com/policy.php>

d. Recipient

- Employees of the IT department of the own company
- Facebook

e. Storage periods

After the end of the purpose and the end of the use of **Facebook** by us, the data collected in this context will be deleted.

f. Legal / contractual requirement

The provision of your personal data is freely. Without the provision of your personal data, we cannot grant you access to our offered content and services.

g. Third countries transfer

Data processing does not take place outside the European Union (EU) or the European Economic Area (EEA).

h. Withdrawal of consent

You can revoke your consent of the storage of your personal data at any time with effect for the future. You can notify us of your revocation at any time using the contact option provided at the beginning of this data protection notice.

i. Automated decision-making and profiling

As a responsible company, we do not use automatic decision-making or profiling for this data processing.

III.11 Use of Twitter

a. Nature and purposes of the processing

We are pleased about your interest in our presence on **Twitter**. We would like to give you an overview of what data is collected, used and stored by us there.

Social networks can generally analyse your user behaviour extensively when you visit their website or a website with integrated social media content (e.g. like buttons or advertising banners). Visiting our social media presence on **Twitter** triggers numerous processing operations relevant to data protection. In detail:

If you are logged into your **Twitter** account and visit our social media presence, **Twitter** can associate this visit with your user account. However, your personal data may also be collected under certain circumstances if you are not logged in or do not have an account on **Twitter**. In this case for example, the data collection takes place via cookies that are stored on your end device or by recording your IP address. With the help of the data collected in this way, **Twitter** can create user profiles in which your preferences and interests are stored. In this way, you can be shown interest-based advertising inside and outside **Twitter**. If you have an account on **Twitter**, the interest-based advertising can be displayed on all devices on which you are logged in or have been logged in. Please also note that we cannot track all processing on **Twitter**. Therefore, further processing operations may be carried out by **Twitter**. For details, please refer to **Twitter**'s terms of use and privacy policy.

b. Legal basis for the processing

The processing is carried out in accordance with Art. 6 para. 1 lit. f. GDPR on the basis of our legitimate interest of contact possibilities to our customers. The analysis processes initiated by **Twitter** may be based on deviating legal grounds to be specified by **Twitter** (e.g. consent within the meaning of Art. 6 (1) lit. a GDPR).

c. Categories of data

Please refer to **Twitter**'s privacy policy to find out which specific data is collected and how it is used:

Twitter: <https://twitter.com/privacy>

d. Recipient

- Employees of the IT department of the own company
- Twitter

e. Storage periods

After the end of the purpose and the end of the use of **Twitter** by us, the data collected in this context will be deleted.

f. Legal / contractual requirement

The provision of your personal data is freely. Without the provision of your personal data, we cannot grant you access to our offered content and services.

g. Third countries transfer

Data processing does not take place outside the European Union (EU) or the European Economic Area (EEA).

h. Withdrawal of consent

You can revoke your consent of the storage of your personal data at any time with effect for the future. You can notify us of your revocation at any time using the contact option provided at the beginning of this data protection notice.

i. Automated decision-making and profiling

As a responsible company, we do not use automatic decision-making or profiling for this data processing.

III.12 Online presences on LinkedIn

a. Nature and purposes of the processing

We are pleased about your interest in our presence on **LINKEDIN**. We would like to give you an overview of what data is collected, used and stored by us there.

Social networks can generally analyse your user behaviour extensively when you visit their website or a website with integrated social media content (e.g. like buttons or advertising banners). Visiting our social media presence on **LinkedIn** triggers numerous processing operations relevant to data protection. In detail:

If you are logged into your **LinkedIn** account and visit our social media presence, **LinkedIn** can associate this visit with your user account. However, your personal data may also be collected under certain circumstances if you are not logged in or do not have an account on **LinkedIn**. In this case for example, the data collection takes place via cookies that are stored on your end device or by recording your IP address. With the help of the data collected in this way, **LinkedIn** can create user profiles in which your preferences and interests are stored. In this way, you can be shown interest-based advertising inside and outside **LinkedIn**. If you have an account on **LinkedIn**, the interest-based advertising can be displayed on all devices on which you are logged in or have been logged in. Please also note that we cannot track all processing on **LinkedIn**. Therefore, further processing operations may be carried out by **LinkedIn**. For details, please refer to **LinkedIn's** terms of use and privacy policy.

b. Legal basis for the processing

The processing is carried out in accordance with Art. 6 para. 1 lit. f. GDPR on the basis of our legitimate interest of contact possibilities to our customers. The analysis processes initiated by **LinkedIn** may be based on deviating legal grounds to be specified by **LinkedIn** (e.g. consent within the meaning of Art. 6 (1) lit. a GDPR).

c. Categories of data

Please refer to **LinkedIn's** privacy policy to find out which specific data is collected and how it is used:

LinkedIn: <https://www.linkedin.com/legal/privacy-policy>

d. Recipient

- Employees of the IT department of the own company
- LinkedIn

e. Storage periods

After the end of the purpose and the end of the use of **LinkedIn** by us, the data collected in this context will be deleted.

f. Legal / contractual requirement

The provision of your personal data is freely. Without the provision of your personal data, we cannot grant you access to our offered content and services.

g. Third countries transfer

Data processing does not take place outside the European Union (EU) or the European Economic Area (EEA).

h. Withdrawal of consent

You can revoke your consent of the storage of your personal data at any time with effect for the future. You can notify us of your revocation at any time using the contact option provided at the beginning of this data protection notice.

i. Automated decision-making and profiling

As a responsible company, we do not use automatic decision-making or profiling for this data processing.

IV. Data security

The personal data of every individual who has a contractual, pre-contractual or other relationship with our company deserves special protection. We aim to maintain our level of data protection at a high standard. That is why we focus on the continuous development of our data protection and data security concepts. We are therefore committed to protecting your privacy and treating your personal data confidentially. In order to prevent manipulation, loss or misuse of your data stored by us, we take extensive technical and organisational security precautions which are regularly reviewed and adapted to technological progress. These include, among other things, the use of recognised encryption procedures (SSL or TLS). However, we would like to point out that, due to the structure of the Internet, it is possible that the rules of data protection and the above-mentioned security measures are not observed by other persons or institutions not within our sphere of responsibility. In particular, data disclosed unencrypted - e.g. if this is done by e-mail - can be read by third parties. We have no technical influence on this. It is the user's responsibility to protect the data he or she provides against misuse by encrypting it or in any other way.

V Data subjects' rights

If personal data is processed by you as a user, you are considered a data subject in accordance with the GDPR. Data subjects have the following rights vis-à-vis the controller:

- Right of access (Art. 15 GDPR)
- Right to rectification or erasure of personal data (Art. 16, 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)
- Right to notification obligation regarding rectification or erasure of personal data or restriction of processing (Art. 19 GDPR)
- Right to data portability (Art. 20 GDPR)
- Right to object (Art. 21 GDPR)
- Right to withdraw of consent given. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. (Art. 7 para. 3 GDPR)
- Right to lodge a complaint with a supervisory authority (Art. 77 GDPR)

VI Our right to amend the Directive

Since changes in the law or changes in our internal company processes may make it necessary to adapt this data protection declaration, we ask you to read through this data protection declaration regularly. The data protection declaration can be accessed at any time at www.msrm-addons.com/DSGVO. We therefore reserve the right to amend this policy at any time in compliance with data protection law.

VII Overview of the processors used

In the course of our processing, if we disclose data to other persons and companies (processors, jointly responsible persons or third parties), transfer it to them or otherwise grant them access to the data, this will only be done on the basis of a legal permission (e.g. if a transmission of the data to third parties, such as to payment service providers, is necessary for the performance of the contract), users have consented, a legal obligation provides for this or on the basis of our legitimate interests (e.g. when using agents, web hosts, etc.). If we disclose or transfer data to other companies in our group of companies or otherwise grant them access, this is done in particular for administrative purposes as a legitimate interest and, in addition, on a basis that complies with the legal requirements.

The following organisations, companies or persons have been commissioned by the operator of this website to process data:

Processors within the EU / EEA:

Company

Stripe Payments Europe Limited
1 Grand Canal Street Lower, Grand Canal Dock, Dublin,
IR-D02 H210, Ireland
Attention: Stripe Legal

Qenta Payment CEE GMBH
Reininghausstrasse 1
AT-8020 Graz

PayPal (Europe) S.à r.l. et Cie, S.C.A.
22-24 Boulevard Royal
L-2449 Luxembourg

rapidmail GmbH
Wentzingerstraße 21
D-79106 Freiburg im Breisgau

Processors outside the EU / EEA:

Company

Stripe, Inc.
354 Oyster Point Boulevard
South San Francisco, California, 94080, USA
Attention: Stripe Legal