# PRIVACY POLICY LUX, Breitwiese 10, 6091 Neu-Goetzens

# **Privacy Policy**

We created this Privacy Policy (version 14.01.2021-111610078), to declare which information we collect, how we use data and which options the users of our website have, according to the guidelines of the <u>General Data Protection Regulation (EU) 2016/679</u>

Unfortunately, these subjects sound rather technical due to their nature, but we have put much effort into describing the most important things as simply and clearly as possible.

## **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 coookies. 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: GA1.2.1326744211.152111610078-9 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 <a href="https://tools.ietf.org/html/rfc6265">https://tools.ietf.org/html/rfc6265</a>, 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 <u>GDPR</u> (General Data Protection Regulation) and the Austrian <u>Data Protection Act (DSG)</u>:

- right to rectification (article 16 GDPR)
- right to erasure ("right to be forgotten") (article 17 GDPR)
- right to restrict processing (article 18 GDPR)
- righ 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 <u>Article 25 Section 1 GDPR</u>). 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 ist 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=h26c1Ktha7fCQTx8rXgLyATyITJ111610078-5

**Purpose:** Google uses NID in order to adjust advertisments 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 adertisments. The cookie contains a unique ID, wich Google uses to collect your personal settings for advertising porposes.

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 <a href="https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI">https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI</a>.

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

# **Google Fonts Privacy Policy**

On our website we use Google Fonts, from the company Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA).

To use Google Fonts, you must log in and set up a password. Furthermore, no cookies will be saved in your browser. The data (CSS, Fonts) will be requested via the Google domains fonts.googleapis.com and fonts.gstatic.com. According to Google, all requests for CSS and fonts are fully separated from any other Google services. If you have a Google account, you do not need to worry that your Google account details are transmitted to Google while you use Google Fonts. Google records the use of CSS (Cascading Style Sheets) as well as the utilised fonts and stores these data securely. We will have a detailed look at how exactly the data storage works.

#### What are Google Fonts?

Google Fonts (previously Google Web Fonts) is a list of over 800 fonts which href="https://en.wikipedia.org/wiki/Google?tid=111610078">Google LLC provides its users for free. Many of these fonts have been published under the SIL Open Font License license, while others have been published under the Apache license. Both are free software licenses.

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

With Google Fonts we can use different fonts on our website and do not have to upload them to our own server. Google Fonts is an important element which helps to keep the quality of our website high. All Google fonts are automatically optimised for the web, which saves data volume and is an advantage especially for the use of mobile terminal devices. When you use our website,

the low data size provides fast loading times. Moreover, Google Fonts are secure Web Fonts. Various image synthesis systems (rendering) can lead to errors in different browsers, operating systems and mobile terminal devices. These errors could optically distort parts of texts or entire websites. Due to the fast Content Delivery Network (CDN) there are no cross-platform issues with Google Fonts. All common browsers (Google Chrome, Mozilla Firefox, Apple Safari, Opera) are supported by Google Fonts, and it reliably operates on most modern mobile operating systems, including Android 2.2+ and iOS 4.2+ (iPhone, iPad, iPod). We also use Google Fonts for presenting our entire online service as pleasantly and as uniformly as possible.

## Which data is saved by Google?

Whenever you visit our website, the fonts are reloaded by a Google server. Through this external cue, data gets transferred to Google's servers. Therefore, this makes Google recognise that you (or your IP-address) is visiting our website. The Google Fonts API was developed to reduce the usage, storage and gathering of end user data to the minimum needed for the proper depiction of fonts. What is more, API stands for "Application Programming Interface" and works as a software data intermediary.

Google Fonts stores CSS and font requests safely with Google, and therefore it is protected. Using its collected usage figures, Google can determine how popular the individual fonts are. Google publishes the results on internal analysis pages, such as Google Analytics. Moreover, Google also utilises data of ist own web crawler, in order to determine which websites are using Google fonts. This data is published in Google Fonts' BigQuery database. Enterpreneurs and developers use Google's webservice BigQuery to be able to inspect and move big volumes of data. One more thing that should be considered, is that every request for Google Fonts automatically transmits information such as language preferences, IP address, browser version, as well as the browser's screen resolution and name to Google's servers. It cannot be clearly identified if this data is saved, as Google has not directly declared it.

## How long and where is the data stored?

Google saves requests for CSS assets for one day in a tag on their servers, which are primarily located outside of the EU. This makes it possible for us to use the fonts by means of a Google stylesheet. With the help of a stylesheet, e.g. designs or fonts of a website can get changed swiftly and easily.

Any font related data is stored with Google for one year. This is because Google's aim is to fundamentally boost websites' loading times. With millions of websites referring to the same fonts, they are buffered after the first visit and instantly reappear on any other websites that are visited thereafter. Sometimes Google updates font files to either reduce the data sizes, increase the language coverage or to improve the design.

#### How can I delete my data or prevent it being stored?

The data Google stores for either a day or a year cannot be deleted easily. Upon opening the page this data is automatically transmitted to Google. In order to clear the data ahead of time, you have to contact Google's support at <a href="https://support.google.com/?hl=en-GB&tid=111610078">https://support.google.com/?hl=en-GB&tid=111610078</a>. The only way for you to prevent the retention of your data is by not visiting our website.

Unlike other web fonts, Google offers us unrestricted access to all its fonts. Thus, we have a vast sea of font types at our disposal, which helps us to get the most out of our website. You can find out more answers and information on Google Fonts at

https://developers.google.com/fonts/faq?tid=111610078. While Google does address relevant elements on data protection at this link, it does not contain any detailed information on data retention.

It proofs rather difficult to receive any precise information on stored data by Google. On <a href="https://policies.google.com/privacy?hl=en-GB">https://policies.google.com/privacy?hl=en-GB</a> you can read more about what data is generally collected by Google and what this data is used for.

## **Google Fonts Local Privacy Policy**

On our website we use Google Fonts, from the company Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA).

We integrated Google Fonts locally, so on our own webserver and not on Google's servers. Hence, there is no connection to Google's servers and consequently no data transfer or retention.

## What are Google Fonts?

Google Fonts was previously called Google Web Fonts. It is an interactive list with over 800 fonts which <u>Google LLC</u> offer for free use. With the use of Google Fonts, it is possible to utilise fonts without uploading them to your own server. For that matter, in order to prevent any transfer of information to Google's servers, we downloaded the fonts to our own server. This way we comply with the data privacy and do not transmit any data to Google Fonts.

Unlike other web fonts, Google offers us unrestricted access to all its fonts. Thus, we have a vast sea of font types at our disposal, which helps us to get the most out of our website. You can find out more answers and information on Google Fonts at https://developers.google.com/fonts/faq?tid=111610078.

## **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: 2.1326744211.152111610078-5

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

**Expiration date:** After 2 years

Name: gid

Value: 2.1687193234.152111610078-1

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:** Afer 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: \_\_utmc 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 an. 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: <a href="https://www.google.com/about/datacenters/inside/locations/?hl=en">https://www.google.com/about/datacenters/inside/locations/?hl=en</a>
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 automatical 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=a2zt000000001L5AAl&tid=111610078. 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: <a href="https://marketingplatform.google.com/about/analytics/terms/gb/">https://marketingplatform.google.com/about/analytics/terms/gb/</a> and <a href="https://support.google.com/analytics/answer/6004245?hl=en">https://support.google.com/analytics/answer/6004245?hl=en</a>.

# **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 <a href="https://support.google.com/analytics/answer/2763052?hl=en">https://support.google.com/analytics/answer/2763052?hl=en</a>.

# 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 <u>auf</u>

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 <a href="https://adssettings.google.com/authenticated">https://adssettings.google.com/authenticated</a> 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

## **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.

## **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 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 sxstem 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 aySuoyv4glVled3Ch0llweVGAEgt-mr6aXd7dYlSAGQ111610078-3

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.EAlalQobChMliOmEgYO04gIVj5AYCh2CBAPrEAAYASAAEgIYQfD\_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: <a href="https://policies.google.com/privacy?hl=en-GB">https://policies.google.com/privacy?hl=en-GB</a>.

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

## **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 development 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 <a href="https://www.facebook.com/policies/cookies">https://www.facebook.com/policies/cookies</a>.

#### 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 <a href="https://www.privacyshield.gov/participant?id=a2zt0000000GnywAAC">https://www.privacyshield.gov/participant?id=a2zt0000000GnywAAC</a>. 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 <a href="https://www.facebook.com/about/privacy/update">https://www.facebook.com/about/privacy/update</a>.

## **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 <a href="https://developers.facebook.com/docs/plugins">https://developers.facebook.com/docs/plugins</a> 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 <u>facebook.com</u>, 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: 0jieyh4111610078c2GnlufEJ9..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 <a href="https://www.facebook.com/ads/preferences/?entry\_product=ad\_settings\_screen">https://www.facebook.com/ads/preferences/?entry\_product=ad\_settings\_screen</a>. If you are not a Facebook user, you can go to <a href="https://www.youronlinechoices.com/uk/your-ad-choices/">https://www.youronlinechoices.com/uk/your-ad-choices/</a> 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 <a href="https://www.facebook.com/policy.php">https://www.facebook.com/policy.php</a>.

# **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: 0jieyh4c2GnlufEJ9..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: 4Jh7XUA2111610078SEmPsSfzCOO4JFFI

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 <a href="https://www.facebook.com/policy.php">https://www.facebook.com/policy.php</a>.

If you are registered with Facebook, you can change your advertisement settings anytime at <a href="https://www.facebook.com/ads/preferences/?entry">https://www.facebook.com/ads/preferences/?entry</a> 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 <a href="www.instagram.com">www.instagram.com</a>, 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\_111610078124024

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\_UjKvXgYe111610078" **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 <a href="https://www.privacyshield.gov/participant?id=a2zt0000000GnywAAC">https://www.privacyshield.gov/participant?id=a2zt0000000GnywAAC</a> 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 <a href="https://help.instagram.com/519522125107875">https://help.instagram.com/519522125107875</a> 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\_cSJlsogU51SeE111610078"

**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 deafault or preferred language.

Expiry date: after end of session

Name: guest\_id

Value: 111610078v1%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: 1116100782beTA0sf5lkMrlGt

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-dd0248111610078-

**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 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 <a href="http://optout.aboutads.info/?c=2&lang=EN">http://optout.aboutads.info/?c=2&lang=EN</a>. 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 <a href="https://www.privacyshield.gov/participant?id=a2zt0000000TORzAAO">https://www.privacyshield.gov/participant?id=a2zt0000000TORzAAO</a>.

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 <a href="https://twitter.com/en/privacy">https://twitter.com/en/privacy</a>.

## **AdSimple Cookie Manager Privacy Policy**

On our website we use the AdSimple Cookie Manager of the software development and online marketing company AdSimple GmbH, Fabriksgasse 20, 2230 Gänserndorf, Austria. The AdSimple Cookie Manager offers us, among other things, the opportunity to provide you with a cookie notice that is comprehensive and compliant with data protection laws. This gives you the opportunity to decide which cookies you want to allow or deny. By using this software, data is sent from you to AdSimple, where it is stored. In this privacy policy we inform you on why we use the AdSimple Cookie Manager, which data is transferred and stored and how you can prevent this data transfer.

## What is the AdSimple Cookie Manager?

The AdSimple Cookie Manager is a software that scans our website to identify and categorise all existing cookies. Additionally, you as the website visitor will be informed on the use of cookies via a cookie notice script. Then you can decide yourself which cookies you want to allow or deny.

### Why do we use the AdSimple Cookie Manager on your website?

We want to offer you maximum transparency when it comes to data protection. Before we can do so, we need to exactly determine which cookies have ended up on our website over time. Since the AdSimple cookie manager regularly scans our website and locates all cookies, we have full

control over these cookies and can therefore act in compliance with the GDPR. This enables us to inform you precisely on the use of cookies on our website.

Moreover, you will always receive an up-to-date cookie notice that is data-protection compliant. This enables you to decide yourself which cookies you want to allow or deny via the checkbox system.

## Which data are stored by the AdSimple Cookie Manager?

If you agree to cookies on our website, AdSimple Cookie Manager will set the following cookie:

Name: acm status

Value: ":true," statistics":true, "marketing":true, "socialmedia":true, "settings":true}

Porpose: This cookie saves the status of your consent. This enables our website to read and

adhere to the latest status, even during future visits.

Expiry date: after one year

## How long and where are the data stored?

All data collected by the AdSimple Cookie Manager is transferred and stored exclusively within the European Union. The collected data is stored on the AdSimple servers at Hetzner GmbH in Germany. Therefore, only AdSimple GmbH and Hetzner GmbH have access to the data.

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

You have the right to access and delete your personal data at any time. You can prevent data collection and storage by for example rejecting the use of cookies via the cookie notification script. Another option to prevent data processing or to manage it according to your wishes is your browser. Depending on the browser you use, managing cookies differs slightly. Below you will find links to the instructions for 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

We hope we were able to provide you with a good overview of data traffic and data processing by AdSimple Cookie Manager. If you want to learn more about this tool, we recommend the description page at <a href="https://www.adsimple.at/adsimple-cookie-manager/">https://www.adsimple.at/adsimple-cookie-manager/</a>.

## Google reCAPTCHA Privacy Policy

Our primary goal is to provide you an experience on our website that is as secure and protected as possible. To do this, we use Google reCAPTCHA from Google Inc. (1600 Amphitheater Parkway Mountain View, CA 94043, USA). With reCAPTCHA we can determine whether you are a real person from flesh and bones, and not a robot or a spam software. By spam we mean any electronically undesirable information we receive involuntarily. Classic CAPTCHAS usually needed you to solve text or picture puzzles to check. But thanks to Google's reCAPTCHA you usually do have to do such puzzles. Most of the times it is enough to simply tick a box and confirm you are not a bot. With the new Invisible reCAPTCHA version you don't even have to tick a box. In this privacy policy you will find out how exactly this works, and what data is used for it.

#### What is reCAPTCHA?

reCAPTCHA is a free captcha service from Google that protects websites from spam software and misuse by non-human visitors. This service is used the most when you fill out forms on the Internet. A captcha service is a type of automatic Turing-test that is designed to ensure specific actions on the Internet are done by human beings and not bots. During the classic Turing-test (named after computer scientist Alan Turing), a person differentiates between bot and human. With Captchas, a computer or software program does the same. Classic captchas function with small tasks that are easy to solve for humans but provide considerable difficulties to machines. With reCAPTCHA, you no longer must actively solve puzzles. The tool uses modern risk techniques to distinguish people from bots. The only thing you must do there, is to tick the text field "I am not a

robot". However, with Invisible reCAPTCHA even that is no longer necessary. reCAPTCHA, integrates a JavaScript element into the source text, after which the tool then runs in the background and analyses your user behaviour. The software calculates a so-called captcha score from your user actions. Google uses this score to calculate the likelihood of you being a human, before entering the captcha. reCAPTCHA and Captchas in general are used every time bots could manipulate or misuse certain actions (such as registrations, surveys, etc.).

## Why do we use reCAPTCHA on our website?

We only want to welcome people from flesh and bones on our side and want bots or spam software of all kinds to stay away. Therefore, we are doing everything we can to stay protected and to offer you the highest possible user friendliness. For this reason, we use Google reCAPTCHA from Google. Thus, we can be pretty sure that we will remain a "bot-free" website. Using reCAPTCHA, data is transmitted to Google to determine whether you genuinely are human. reCAPTCHA thus ensures our website's and subsequently your security. Without reCAPTCHA it could e.g. happen that a bot would register as many email addresses as possible when registering, in order to subsequently "spam" forums or blogs with unwanted advertising content. With reCAPTCHA we can avoid such bot attacks.

## What data is stored by reCAPTCHA?

reCAPTCHA collects personal user data to determine whether the actions on our website are made by people. Thus, IP addresses and other data Google needs for its reCAPTCHA service, may be sent to Google. Within member states of the European Economic Area, IP addresses are almost always compressed before the data makes its way to a server in the USA. Moreover, your IP address will not be combined with any other of Google's data, unless you are logged into your Google account while using reCAPTCHA. Firstly, the reCAPTCHA algorithm checks whether Google cookies from other Google services (YouTube, Gmail, etc.) have already been placed in your browser. Then reCAPTCHA sets an additional cookie in your browser and takes a snapshot of your browser window.

The following list of collected browser and user data is not exhaustive. Rather, it provides examples of data, which to our knowledge, is processed by Google.

- Referrer URL (the address of the page the visitor has come from)
- IP-address (z.B. 256.123.123.1)
- Information on the operating system (the software that enables the operation of your computers. Popular operating systems are Windows, Mac OS X or Linux)
- Cookies (small text files that save data in your browser)
- Mouse and keyboard behaviour (every action you take with your mouse or keyboard is stored)
- Date and language settings (the language and date you have set on your PC is saved)
- All Javascript objects (JavaScript is a programming language that allows websites to adapt to the user. JavaScript objects can collect all kinds of data under one name)
- Screen resolution (shows how many pixels the image display consists of)

Google may use and analyse this data even before you click on the "I am not a robot" checkmark. In the Invisible reCAPTCHA version, there is no need to even tick at all, as the entire recognition process runs in the background. Moreover, Google have not given details on what information and how much data they retain.

The following cookies are used by reCAPTCHA: With the following list we are referring to Google's reCAPTCHA demo version at <a href="https://www.google.com/recaptcha/api2/demo">https://www.google.com/recaptcha/api2/demo</a>.

For tracking purposes, all these cookies require a unique identifier. Here is a list of cookies that Google reCAPTCHA has set in the demo version:

Name: IDE

Value: WqTUmlnmv qXyi DGNPLESKnRNrpgXoy1K-pAZtAkMbHI-111610078-8

**Purpose:**This cookie is set by DoubleClick (which is owned by Google) to register and report a user's interactions with advertisements. With it, ad effectiveness can be measured, and appropriate optimisation measures can be taken. IDE is stored in browsers under the domain doubleclick.net.

Expiry date: after one year

Name: 1P\_JAR Value: 2019-5-14-12

**Purpose:** This cookie collects website usage statistics and measures conversions. A conversion e.g. takes place, when a user becomes a buyer. The cookie is also used to display relevant adverts to users. Furthermore, the cookie can prevent a user from seeing the same ad more than once.

Expiry date: after one month

Name: ANID

Value: U7j1v3dZa1116100780xgZFmigWppRWKOr

**Purpose:**We could not find out much about this cookie. In Google's privacy statement, the cookie is mentioned in connection with "advertising cookies" such as "DSID", "FLC", "AID" and "TAID".

ANID is stored under the domain google.com.

**Expiry date:** after 9 months

Name: CONSENT

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

**Purpose:** This cookie stores the status of a user's consent to the use of various Google services. CONSENT also serves to prevent fraudulent logins and to protect user data from unauthorised

attacks.

**Expiry date:** after 19 years

Name: NID

Value: 0WmuWgy111610078zILzqV nmt3sDXwPeM5Q

**Purpose:** Google uses NID to customise advertisements to your Google searches. With the help of cookies, Google "remembers" your most frequently entered search queries or your previous ad interactions. Thus, you always receive advertisements tailored to you. The cookie contains a unique ID to collect users' personal settings for advertising purposes.

Expiry date: after 6 months

Name: DV

Value: gEAABBCjJMXcl0dSAAAANbqc111610078-4

**Purpose:** This cookie is set when you tick the "I am not a robot" checkmark. Google Analytics uses the cookie personalised advertising. DV collects anonymous information and is also used to distinct between users.

Expiry date: after 10 minutes

**Note:** We do not claim for this list to be extensive, as Google often change the choice of their

cookies.

## How long and where are the data stored?

Due to the integration of reCAPTCHA, your data will be transferred to the Google server. Google have not disclosed where exactly this data is stored, despite repeated inquiries. But even without confirmation from Google, it can be assumed that data such as mouse interaction, length of stay on a website or language settings are stored on the European or American Google servers. The IP address that your browser transmits to Google does generally not get merged with other Google data from the company's other services.

However, the data will be merged if you are logged in to your Google account while using the reCAPTCHA plug-in. **Google's diverging privacy policy applies for this.** 

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

If you want to prevent any data about you and your behaviour to be transmitted to Google, you must fully log out of Google and delete all Google cookies before visiting our website or use the reCAPTCHA software. Generally, the data is automatically sent to Google as soon as you visit our website. To delete this data, you must contact Google Support at

https://support.google.com/?hl=en-GB&tid=111610078.

If you use our website, you agree that Google LLC and its representatives automatically collect, edit and use data.

You can find out more about reCAPTCHA on Google's Developers page at <a href="https://developers.google.com/recaptcha/">https://developers.google.com/recaptcha/</a>. While Google do give more detail on the technical development of reCAPTCHA there, they have not disclosed precise information about data

retention and data protection. A good, basic overview of the use of data however, can be found in the company's internal 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:** e8cipp378mdscn9e17kajlfhv7111610078-4 **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. 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 <a href="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</a>.

## 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: e8cipp378mdscn9e17kajlfhv7111610078-5
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.

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.

## **Stripe Privacy Policy**

On our website we use a payment tool by Stripe, an American technology company and online payment service. Stripe Payments Europe (Europe Ltd., 1 Grand Canal Street Lower, Grand Canal Dock, Dublin, Ireland) is responsible for customers within the EU. Therefore, if you choose Stripe as your payment method, your payment will be processed via Stripe Payments. Hence, the data required for the payment process is forwarded to Stripe where it is then stored. In this privacy policy we will give you an overview of Stripe's data processing and retention. Moreover, we will explain why we use Stripe on our website.

## What is Stripe?

The technology company Stripe offers payment solutions for online payments. Stripe enables us to accept credit and debit card payments in our webshop while it handles the entire payment process. A major advantage of Stripe is that you never have to leave our website or shop during the payment process. Moreover, payments are processed very quickly via Stripe.

## Why do we use Stripe on our website?

We of course want to offer the best possible service with both our website and our integrated online shop. After all, we would like you to feel comfortable on our site and take advantage of our offers. We know that your time is valuable and therefore, payment processing in particular must work quickly and smoothly. In addition to our other payment providers, with Stripe we have found a partner that quarantees secure and fast payment processing.

## What data are stored by Stripe?

If you choose Stripe as your payment method, your personal data (transaction data) will be transmitted to Stripe where it will be stored. These data include the payment method (i.e. credit card, debit card or account number), bank sort code, currency, as well as the amount and the payment date. During a transaction, your name, email address, billing or shipping address and sometimes your transaction history may also be transmitted. These data are necessary for authentication. Furthermore, Stripe may also collect relevant data for the purpose of fraud prevention, financial reporting and for providing its services in full. These data may include your name, address, telephone number as well as your country in addition to technical data about your device (such as your IP address).

Stripe does not sell any of your data to independent third parties, such as marketing agencies or other companies that have nothing to do with Stripe. However, data may be forwarded to internal departments, a limited number of Stripe's external partners or for legal compliance reasons. What is more, Stripe uses cookies to collect data. Here is a selection of cookies that Stripe may set during the payment process:

Name: m

Value: edd716e9-d28b-46f7-8a55-e05f1779e84e040456111610078-5

**Purpose:** This cookie appears when you select your payment method. It saves and recognises

whether you are accessing our website via a PC, tablet or smartphone.

**Expiry date:** after 2 years **Name:** stripe mid

Value: fc30f52c-b006-4722-af61-a7419a5b8819875de9111610078-1

Purpose: This cookie is required for carrying out credit card transactions. For this purpose, the

cookie stores your session ID. **Expiry date:** after one year

Name: stripe sid

Value: 6fee719a-c67c-4ed2-b583-6a9a50895b122753fe

**Purpose:** This cookie also stores your ID. Stripe uses it for the payment process on our website.

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

## How long and where are the data stored?

Generally, personal data are stored for the duration of the provided service. This means that the data will be stored until we terminate our cooperation with Stripe. However, in order to meet legal and official obligations, Stripe may also store personal data for longer than the duration of the provided service. Furthermore, since Stripe is a global company, your data may be stored in any of the countries Stripe offers its services in. Therefore, your data may be stored outside your country, such as in the USA for example.

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

Stripe is still a participant of the <u>EU-U.S. Privacy Shield Framework</u> which regulated correct and secure transfer of personal data until July 16, 2020. However, since the European Court of Justice declared the agreement to be invalid, the company no longer relies on this agreement, but still acts according to the principles of Privacy Shield.

You always reserve the right to information, correction and deletion of your personal data. Should you have any questions, you can contact the Stripe team at

https://support.stripe.com/contact/email.

You can delete, deactivate or manage cookies in your browser that Stripe uses for its functions. This works differently depending on which browser you are using. Please note, however, that if you do so the payment process may no longer work. 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 have now given you a general overview of Stripe's data processing and retention. If you want more information, Stripe's detailed privacy policy at <a href="https://stripe.com/at/privacy">https://stripe.com/at/privacy</a> is a good source.

# **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, <a href="Wix.com">Wix.com</a> 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. <a href="Wix.com">Wix.com</a> 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-a598-16b9043a8938111610078-9

**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:** EB626B5A40C80CEFD0EB26286F9684716FECD023880992D31DEC38111610078-1 **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.

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 <a href="https://www.privacyshield.gov/participant?id=a2zt0000000GnbGAAS&status=Active">https://www.privacyshield.gov/participant?id=a2zt0000000GnbGAAS&status=Active</a>. 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 <a href="https://www.wix.com/about/privacy">https://www.wix.com/about/privacy</a>.

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