

## **Data Protection**

### Data protection declaration

The protection of your personal data collected, processed and used during your visit to our homepage is important to us. Your data will be protected in accordance with the statutory regulations. The following contains information about which details are collected during your visit to the homepage and how they are used.

### Data collection and processing

Every case of access to our homepage and each opening of a file saved on the homepage will be logged. These data will be used internally for system and statistical purposes. The following data will be logged: name of opened file, date and time that the file was opened, volume of data transferred, notification of successful file opening, web browser and requested domain. In addition the IP addresses of requesting computers will also be logged. Other personal details will only be recorded if you provide such details on a voluntary basis, for example if you make an inquiry or register on the site.

If you wish to subscribe to the newsletter offered on the website, we will need a valid email address from you as well as information which enable us to check that you are the owner of the specified email address or that its owner agrees to receive the newsletter. No other data will be recorded. Your consent for us to store the data and email address and to use them to send the newsletter may be revoked at any time.

### Use and disclosure of personal data

If you have supplied us with your personal details, we will only use them to respond to your inquiries, to fulfill contracts concluded with you and for technical administration purposes. Your personal details will only be disclosed or otherwise forwarded to third parties if this is necessary for the purposes of fulfilling the contract (in particular for forwarding purchase order details to suppliers), for billing purposes or if you have granted your consent for it in advance. You are entitled to revoke your consent at any time with effect for the future. The saved personal details will be deleted if you revoke your consent for them to be stored, if knowledge of them is no longer required to satisfy the purpose for which they were stored in the first place or if their storage is otherwise illegal for other statutory reasons.

### Right to information

If you send us an inquiry in writing we will be delighted to provide you with information about the personal details we have stored about you. Security notice: We make every effort to store your personal details using all the technical and organizational measures at our disposal in such a way as to make them inaccessible to third parties. If you communicate by email we cannot guarantee complete data security; we recommend therefore that you send any confidential information by normal mail.