

## **Analyse & Design Computer Consulting GmbH privacy policy**

The protection and responsible handling of your clients' and employees' personal data is very important to Analyse & Design Computer Consulting GmbH. For this reason, we will not share confidential data without your explicit consent. By implementing technical and organisational measures, we ensure that we comply with the provisions of the German Data Protection Act (*Bundesdatenschutzgesetz*, BDSG) and the General Data Protection Regulation (GDPR), which is effective across the European Union as of 25 May 2018.

This privacy policy applies to the website for Analyse & Design Computer Consulting GmbH. In this policy, we give you information about the type of data collected as well as how it is used, shared and protected.

This website may contain links to other websites. Analyse & Design Computer Consulting GmbH is not responsible for the data security measures or content of these other websites.

### **Collection and processing of personal data**

Our website can be used without entering any personal data. Personal data refers to data that can be used to identify a natural person, such as a person's name, address, phone number or email address.

In general, we treat all personal data as confidential. In the contact forms on our website, we ask you to provide a name, phone number/email address and possibly other data for the purpose of contacting you. You may enter this data voluntarily. The personal data we receive on our website through our contact forms is used solely to respond to the relevant enquiry. By confirming the privacy statement at the bottom of the contact form, users give their consent to us storing and processing their data for contact purposes. The legal grounds for this are provided in GDPR article 6 (1) (a).

When sending data through our contact form, other data, such as IP address, data and time, is also saved for security reasons, and such data may potentially make it possible to identify the user. This data is not used for analytics and is stored for a maximum duration of 14 days. The legal grounds for this are provided in GDPR article 6 (1) (c).

### **Disclosure of personal data to third parties**

Generally we do not share any personal data with third parties without the explicit consent of the person involved.

However, in certain circumstances it may be necessary to share personal data. If legislation or a court order requires us to share personal data, we will share it with the relevant authority (GDPR article 6 (1) (c), (d) and (f)).

### **Protection of personal data**

Personal data requires special protection and is subject to the provisions of the General Data Protection Regulation (GDPR). With personal data, we take appropriate technological and organisational measures to guarantee the required level of protection.

Such data is stored on encrypted servers located in Germany. Access to it is restricted to a limited number of authorised persons.

## Children and privacy

The Analyse & Design Computer Consulting GmbH website is designed for people who are at least 18 years of age. For this reason, people who are less than 18 years of age should not transfer personal data to us without the consent of their parents or legal guardians.

If we find out that a person under 18 years of age has sent personal data to us, we will delete the data immediately and not use it for any purpose.

We recommend that parents and guardians play an active role in their children's Internet use and inform them of the risks that can ensue when revealing their data on the Internet.

## Rights of data subjects

The General Data Protection Regulation (GDPR) provides for a right to information about the collection and storage of personal data and rights to have this data rectified and erased if there are no restrictions provided in GDPR article 23.

The personal data conveyed to us can at any time be rectified and erased by the persons affected (i.e. the data subjects). However, data can only be erased if we are not bound by statutory retention periods or tax or accounting requirements to store the data for a set period of time. Data that cannot be erased immediately for this reason will be erased immediately upon expiry of the relevant retention period.

In addition to a right to object, the General Data Protection Regulation (GDPR) provides other rights where the relevant legal requirements are met:

- Right to restriction of processing
- Right to data portability in a structured format
- Right to lodge a complaint with a supervisory authority

If you have questions relating to the collection, processing or use of personal data, or if you would like to have data corrected or erased, please write to the following address:

Analyse & Design Computer Consulting GmbH  
Bischof-Kaiser-Straße 16  
63165 Mühlheim  
Germany  
datenschutz@analyse-design.de

## Questions and comments

If you have questions, suggestions or comments on the topic of data privacy, please contact:

Analyse & Design Computer Consulting GmbH  
Bischof-Kaiser-Straße 16  
63165 Mühlheim  
Germany  
datenschutz@analyse-design.de

This privacy policy was last updated on 2 March 2018.