

GENERAL TERMS AND CONDITIONS - 3CPDF

§ 1 General

The following General Terms and Conditions form the contractual basis for the use of the 3CPDF application in the business-to-business sector.

3CPDF is an easy-to-use, cloud-based, platform-independent application for pre-press that checks PDF files for printability and automatically corrects them if necessary. The user can choose between four predefined production types (digital printing, offset printing, large format printing and newspaper printing) and customise them with additional options if required.

§ 2 Scope and definition of terms

(1) The following General Terms and Conditions for the use of 3CPDF (hereinafter referred to as „GTC“) form the exclusive legal basis for the use of 3CPDF by an entrepreneur (hereinafter referred to as „user“). Deviating terms and conditions of the user shall not apply

of the user shall not apply, even if Artoption GmbH does not expressly object to their validity in individual cases.

(2) According to § 14 of the German Civil Code (BGB), an entrepreneur is a natural or legal person or a partnership with legal capacity who, when concluding a legal transaction, acts in the exercise of their commercial or independent professional activity.

(3) Furthermore, the regulations of the respective sales platform (Google Play Store, iOS AppStore, Microsoft Store) may apply in the context of the transaction. In the event of divergent provisions between these GTC and the provisions of the respective sales platform, these GTC shall take precedence in any case.

§ 3 Subject matter of the contract and services offered

(1) The subject of this contract is the provision of 3CPDF for checking PDF files with regard to their suitability for printing with the option of automatic correction for a period of one month.

(2) The actual printability cannot be guaranteed despite the release by 3CPDF.

(3) The exact scope of the functionality can be found in the user guide in the application or for download at (<https://3cpdf.com>).

(4) 3CPDF uses its own cloud service via our partner internex GmbH for proper functioning. A storage of the uploaded test data takes place for 2 hours. The user can delete and/or rename the uploaded data prematurely.

(5) Within the test period of 10 uploads, the user receives access to the complete version 3CPDF. After expiry of the test period, the user loses access to 3CPDF.

§ 4 Registration, conclusion of contract and term

(1) The use of the services of 3CPDF requires a registration within the applications 3CPDF. The registration is done by entering the required data in a form provided for this purpose. After entering the required data, the user will receive an e-mail to the previously stored e-mail address to confirm the registration.

(2) The contract for the purchase of the 3CPDF subscription is concluded when the registered user enters the necessary information for the subscription on the website (<https://www.3cpdf.com>) in the subscription area provided for this purpose and then presses the „Order now“ button.

(3) The services to be provided by Artoptionl GmbH depend on the scope of services selected by the user.

(4) The agreement can be terminated by Artoption GmbH as well as by the user at the end of each month. The agreements remain effective until the user or Artoption GmbH terminates the 3CPDF subscription.

(5) Artoption GmbH reserves the right to check the identity of the business customer or their legal representative after receiving the user's data.

(6) In order to conclude an effective contract between the user and Artoption GmbH, it is necessary to provide a postal address, which includes street, house number, postcode and town. The user is obliged to inform Artoption GmbH immediately of any changes to the data provided upon conclusion of the contract.

§ 5 Communication

(1) Communication between Artoptionl GmbH and the user will always take place by e-mail.

(2) The user must ensure that the receipt of e-mails is guaranteed.

§ 5 Rights and duties of the user

(1) The user receives the licence right for the use of 3CPDF on a stationary computer or mobile computer (e.g. desktop computer, notebook) as well as on a mobile device (e.g. smartphone, tablet) through the concluded 3CPDF subscription.

(2) The user is solely responsible for the proper and regular backup of the content and data created, transmitted or received via 3CPDF. Artoption GmbH is not responsible for

the operation of the Amazon Web Services cloud service.

(3) The user may only use the 3CPDF applications in accordance with applicable law and these GTC. In particular, the user undertakes to ensure that the data used does not infringe the rights of third parties (in particular trademark rights, copyrights, rights to one's own image as well as personal rights) or other legal provisions (in particular youth protection regulations). If the user uses data of third parties in the context of the use of 3CPDF, the user alone bears the obligation to obtain prior consent for the use of this data.

(4) The user undertakes not to use 3CPDF for purposes other than those for which it is intended or to use it in a way that disrupts or overloads its technical operation. This includes in particular:

- a. Making publicly available or distributing content that contains files that could damage both Artoption GmbH and other users. This includes, in particular, viruses, worms or Trojans.
- b. Making contents publicly accessible or distributing them in a way that is objectionable under criminal or contractual law
- c. Making content publicly available or distributing it in any other way that infringes the rights of third parties, in particular patents, trademarks, copyrights or other rights
- d. Using 3CPDF for or in connection with unlawful activities
- e. Interfering with the technical progress of 3CPDF and the associated services in the background
- f. Interfering with 3CPDF and/or its services or the servers and/or networks connected to 3CPDF and consequently interfering with their proper functioning. This also includes actions that violate the regulations for the use of networks and the services associated with them.

(5) The obligation to properly secure the contents and data created, stored or transferred with the help of 3CPDF is the sole responsibility of the user.

(6) Artoption GmbH is not responsible for the operation of the web services.

(7) By uploading data to 3CPDF, the user agrees to the transfer of the data to the Inter-nex GmbH Web Services Cloud.

§ 6 Term and termination

(1) After completion of registration, the user can request his ten free uploads, which gi-

ves him the right to use 3CPDF.

(2) After the tenth upload, the right of use expires unless the user takes out an ABO.

§ 7 Invoicing and payment

(1) Artoption GmbH sends invoices exclusively by e-mail. An invoice in paper form is not owed.

(2) The user only has access to his payment methods on the website. These are to be selected when he concludes the subscription for 3CPDF. A change of payment information is possible by the customer through his account settings on the website.

§ 8 Liability

(1) Artoption GmbH is not liable in the event that the printing of the PDF, which has been checked by 3CPDF and found to be printable, is nevertheless refused.

(2) Artoption GmbH is liable without limitation for intent and gross negligence as well as for damages resulting from injury to life, body or health.

(3) In the case of slight negligence, Artoption GmbH will only be liable in the case of breaches of essential contractual obligations. Such an essential contractual obligation exists if the fulfilment of such an essential contractual obligation makes the execution of the contract possible in the first place and the contractual partner may regularly rely on the fulfilment of such a contractual obligation. However, Artoption GmbH's liability according to this clause is limited to those cases whose occurrence was typical and foreseeable at the time of the conclusion of the contract.
typical and foreseeable at the time of the conclusion of the contract.

(4) The user is responsible for the regular backup of the stored and/or transmitted data. In the event of data loss, Artoption GmbH's liability in accordance with clause (2) is limited to those costs which would have been incurred even if the user had made a proper data backup.

(5) Artoption GmbH's liability for the restoration of the user's data is limited to the amount that would be necessary to ensure the restoration of the data if it had been properly and regularly backed up.

(6) All limitations of liability apply to the same extent for Artoption GmbH's vicarious agents.

(7) Claims based on the Product Liability Act remain unaffected.

(8) In all other respects, liability on the part of Artoption GmbH is excluded.

(9) Claims against a user, which are based on liability for damages, which are not based on injury to life, body or health and for which slight negligence is not excluded, will become statute-barred within six months beginning with the creation of a claim or the user has gained knowledge of the circumstances which give rise to the claim or should have gained knowledge without gross negligence.

§ 9 Release from liability

(1) The user indemnifies Artoption GmbH from all claims which other users or third parties assert against Artoption GmbH due to an infringement of their rights through the uploading of content and data by the user. The indemnification includes the assumption of all costs which arise due to the infringement of third party rights within the meaning of sentence 1 by the user. The assertion of further claims for damages by Artoption GmbH shall remain unaffected by this. The user is entitled to prove that lower costs have actually been incurred.

(2) Clause (1) only applies if the user is responsible for the infringement in question.

§ 10 General provisions

(1) The law of the Federal Republic of Germany shall apply to the exclusion of the UN Convention on Contracts for the International Sale of Goods.

(2) The relevant place of jurisdiction for legal disputes is Oberstenfeld.

Privacy policy of the app 3CPDF and website (www.3cpdf.com)

3CPDF is an application of Artoption GmbH. The privacy of the user is the highest priority. By means of this privacy policy, the user learns how and which data Artoption GmbH collects, stores, uses, discloses or processes in any other way when the mobile application 3CPDF and its services are used and the website is visited. This privacy policy applies to the 3CPDF mobile application and the associated website.

This privacy policy contains, among other things, explanations on data collection and processing as well as on data transfer. It must be pointed out that data transmission on the Internet can have security gaps, so that complete protection of data against access by third parties is not possible.

Responsible

The responsible party for data processing on this website is:

Artoption Ltd.
Office 3CPDF
Baruther Str. 23
15806 Zossen
Phone: +49 30 652 120 514
Email: datenschutz@3cpdf.com

The controller is the natural or legal person who alone or jointly with others determines the purposes and means of the processing of personal data (Artoption GmbH).

Data protection officer

Email: datenschutz@3cpdf.com

Data collection, data use and data transfer

Data collection from the user

The following personal data are requested and collected when using the application or visiting the website, as they are necessary to fulfil the existing contract and the associated obligations of Artoption GmbH, Art. 6 para. 1 p.1 lit. b DSGVO. The processing of this data is based on the interest of Artoption GmbH to continuously improve the application and its services as well as the user experience. Without this data, the existence of the application and its services cannot be guaranteed, Art. 6 para. 1 sentence 1 lit. f DSGVO.

Registration and use of the service:

Personal data, address data, contact data, login data.

Customer account: For a successful registration, an e-mail address is required as well as the choice of a password.

Communication: When contacting Artoption GmbH via email, data on the communication and any other data voluntarily provided by the user is collected.

Subscription data: When the subscription is concluded, data of the customer is collected. This includes the company name, the address, the country, the UID, the duration of the subscription as well as its start and end date.

PDF files & correction data: Data is collected for the function of the 3CPDF application. This includes the file name, the correction carried out, errors output, selected presets and all PDF data.

Delivery of the report: Mail address, title, name

Delivery of the report to third parties: The storage period is limited to the purpose of the contract and, if applicable, legal and contractual retention obligations. The deletion of tax-relevant data takes place after 10 years at the latest.

Automatic data collection

Device data: Artoption GmbH collects information from and about the end devices used by the user, including information about how the user interacts with the platform, as well as data about the end device itself. This includes in particular information about the hardware used, operating systems, IP addresses, cookie data, device settings, mobile device identifiers, installed apps, browser type, language, battery charge level and time zone.

Service providers, business partners and third parties: Artoption GmbH may also obtain data about the user from business partners and external service providers. This includes companies that assist Artoption GmbH with payment processing, analysis, data processing, administration, hosting, customer service and technical support. This data is collected in order to improve the user's experience.

Cookies: Artoption GmbH uses cookies and similar technologies (especially identifiers of mobile devices). In doing so, Artoption GmbH may also grant its own business partners permission to track the user's usage behaviour on behalf of Artoption GmbH.

Our legitimate interest in accordance with Art. 6 para. 1 lit. f DSGVO to collect the data is based on the purposes of ensuring a smooth connection setup and comfortable use of the application, evaluation of system security and stability as well as for other administrative purposes, in particular for statistical purposes and for the prevention and investigation of criminal offences.

The user's personal data is deleted as soon as it is no longer required for the purposes for which it was collected or used, unless legal retention periods prevent deletion.

Data processing

Artoption GmbH processes the collected personal data for various business purposes on the basis of applicable legal grounds subject to the selection made by the user within the settings in the application. Provision, improvement and further development of the application and its services

○ Operation and maintenance of the 3CPDF account and enabling access to the application in connection with its use: The user's e-mail address and password are required to uniquely identify and verify the user when registering for the application. The identifiers of the end devices used are used to ensure that the user controls the devices with access to the application.

○ Once the subscription has been completed, the user's name, address and payment details are used to process the account subscription, renewals and for payment purposes. All payment verification data is transmitted using industry standard SSL encryption. Response to requests submitted by the user Maintain a safe and secure environment.

○ Detecting and preventing fraud, spam, abuse, security incidents and other suspicious activities.

○ Verification and authentication of the user's identity and prevention of unauthorised or illegal activities.

○ Improving the security and protection of the applications 3CPDF and its services.

○ Avoiding or taking measures with regard to activities that violate the general terms and conditions of Artoption GmbH or applicable law.

○ Providing customer service and technical support.

○ Accounting and bookkeeping: personal data, address data, bank data, contract data.

Artoption GmbH processes this data within the scope of its legitimate interest to improve the entire platform as well as to maintain an optimal user experience, Art. 6 para. 1 p.1 lit. f DSGVO. In addition, this data is used to fulfil the contract concluded with the user , Art. 6 para. 1 p. 1 lit. b DSGVO. The processing of data in the context of accounting and bookkeeping is based on legal requirements, Art. 6 para. 1 lit. c DSGVO.

Data transfer

This section deals with the transfer of the collected data by Artoption GmbH.

O Artoption GmbH transmits data of the user if the user has expressly consented to the transmission, Art. 6 para. 1 p.1 lit. a DSGVO.

O Service providers: Artoption GmbH makes use of service providers, who may also have locations outside the European Economic Area, who provide certain services for Artoption GmbH or also for the users themselves on behalf of Artoption GmbH, such as IT service providers in the area of services and hosting (in particular Internex GmbH Web Services), printing service providers, banks, shredders. However, these service providers are only granted access to the user's data to the extent that this is necessary for the fulfilment of these tasks on behalf of Artoption GmbH. These service providers are contractually obliged to take appropriate organisational and technical measures to protect personal data from unauthorised disclosure and to process personal data only in accordance with Artoption GmbH's instructions and only to the extent necessary to provide their services to Artoption GmbH. Artoption GmbH is obliged to transmit the user's data as well as personal data for the purpose of ensuring adequate performance of the contract concluded with the user within the framework of the General Terms and Conditions.

O The transfer of data to processors takes place on the basis of Art. 28 (1) DSGVO, alternatively on the basis of our legitimate interest in the economic and technical advantages associated with the use of specialised processors, and the fact that the rights and interests of the user in the protection of his personal data do not prevail, Art. 6 (1) lit. f DSGVO.

O Compliance with legal regulations: Artoption GmbH may disclose the user's data to courts, law enforcement agencies and government authorities in order to comply with its own legal obligations, to comply with legal process and to respond to its own legal actions brought against Artoption GmbH, to respond to verified requests in connection with investigative proceedings or alleged or suspected illegal activities, and to enforce Artoption GmbH's Terms and Conditions and other agreements with the user.

O Change of control: Artoption GmbH may also transfer personal data in the context of a sale or change of control or in preparation for these events. In the case of any transfer of personal data to third parties to the extent described above, Artoption GmbH will ensure that this is done in accordance with this privacy policy and the relevant data protection laws.

O Any transfer of personal data is justified by the fact that Artoption GmbH has a legitimate interest in adapting its own company form to the economic and legal circumstances as required and that the rights and interests of the user in the protection of their personal data do not outweigh this, Art. 6 para. 1 lit. f DSGVO.

Deletion of the user's personal data takes place as soon as it is no longer required for the purposes for which it was collected or used, unless legal retention periods prevent

deletion.

Data collection on the website: Cookies

Cookies

Some of the Internet pages use so-called cookies. Cookies do not damage your computer and do not contain viruses. Cookies serve to make our offer more user-friendly, effective and secure. Cookies are small text files that are stored on your computer and saved by your browser. The cookies usually used are so-called "session cookies". They are automatically deleted at the end of your visit. Other cookies remain stored on the end device until they are deleted. These cookies make it possible to recognise your browser on your next visit. You can set your browser so that you are informed about the setting of cookies and only allow cookies in individual cases, exclude the acceptance of cookies for certain cases or in general and activate the automatic deletion of cookies when closing the browser. If you deactivate cookies, the functionality of this website may be limited.

Cookies that are required to carry out the electronic communication process or to provide certain functions you have requested (e.g. shopping cart function) are stored on the basis of Art. 6 para. 1 lit. f DSGVO. The website operator has a legitimate interest in storing cookies for the technically error-free and optimised provision of its services. Insofar as other cookies (e.g. cookies to analyse your surfing behaviour) are stored, these are dealt with separately in this data protection declaration.

Server log files

The provider of the pages automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. These are:

- Name of the website accessed
- File
- Date and time of the retrieval
- Amount of data transferred
- Message about the success of the retrieval
- Browser type & version
- Operating system
- Referrer URL (the previously visited page, if our page was opened via such a link)

O IP address This data is not merged with other data sources. The basis for the data processing is Article 6 (1) lit. f DSGVO, which permits the processing of data for the fulfilment of a contract or pre-contractual measures.

This data is not merged with other data sources. The basis for data processing is Article 6 (1) (f) DSGVO, which permits the processing of data for the fulfilment of a contract or pre-contractual measures.

In addition, a legitimate interest arises from Art. 6 para. 1 sentence 1 lit. f DSGVO in order to ensure a smooth connection setup and comfortable use of the website. In addition, this serves to evaluate system security and stability as well as for further administrative purposes.

Contact form

If you send us enquiries via the contact form, your details from the enquiry form, including the contact data you have provided there, will be stored by us for the purpose of processing the enquiry and in the event of follow-up questions. We do not pass on this data without your consent.

The processing of the data entered in the contact form is therefore based exclusively on your consent (Art. 6 para. 1 lit. a DSGVO). You can revoke this consent at any time. All you need to do is send us an informal e-mail. The legality of the data processing procedures carried out until the revocation remains unaffected by the revocation. The data you entered in the contact form will remain with us until you request us to delete it, revoke your consent to store it or the purpose for storing the data no longer applies (e.g. after we have completed processing your enquiry). Mandatory legal provisions - in particular retention periods - remain unaffected.

Duration of data storage

As far as necessary, we process and store your personal data for the duration of our business relationship. This also includes the initiation and processing of a contract/order. In addition, we are subject to various storage obligations, which result from the German Commercial Code, among other things. Finally, the storage period also results from the statutory limitation periods, which are usually three (3) years but can also be up to 30 years.

The print data made available to us is usually deleted automatically after 12 hours following completion of the process. Insofar as your e-mail address has been entered for delivery to a different recipient, the deletion takes place after the e-mail has been delivered. The e-mail is not stored.

Use of Google Analytics

We use Google Analytics to analyse website usage. The data obtained from this is used to optimise our website and advertising measures.

Google Analytics is a web analytics service provided by Google, Inc. (1600 Amphitheatre Parkway, Mountain View, CA 94043, United States). Google processes website usage data on our behalf and is contractually obligated to take measures to ensure the confidentiality of the processed data. During your visit to the website, the following data is recorded, among others:

- Pages viewed
- Orders incl. the turnover and the products ordered
- Your behaviour on the pages (e.g. clicks, scrolling behaviour and time spent on the site)
- Your approximate location (country and city)
- Your IP address (in shortened form, so that no clear assignment is possible)
- Technical information such as browser, internet provider, terminal device and screen resolution
- Source of origin of your visit (i.e. via which website or advertising medium you came to us).

This data is transferred to a Google server in the USA. Google observes the data protection provisions of the "EU-US Privacy Shield" agreement.

Google Analytics stores cookies in your web browser for a period of two years since your last visit. These cookies contain a randomly generated user ID that can be used to recognise you on future visits to the website.

The recorded data is stored together with the randomly generated user ID, which enables the evaluation of pseudonymous user profiles. This user-related data is automatically deleted after 14 months. Other data remains stored in aggregated form indefinitely.

If you do not agree to the collection of this data, you can prevent it by installing the browser add-on to deactivate Google Analytics once.

Google Web Fonts

We use Google Fonts on our website to display external fonts. This is a service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland, hereinafter referred to as "Google".

Through the certification according to the EU-US Privacy Shield ("EU-US Privacy Shield")

<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>

Google guarantees that the data protection requirements of the EU are also complied with when processing data in the USA.

To enable the display of certain fonts on our website, a connection to the Google server in the USA is established when our website is accessed.

The legal basis is Art. 6 para. 1 lit. f) DSGVO. Our legitimate interest lies in the optimisation and economic operation of our website.

The connection to Google established when our website is called up enables Google to determine which website sent your request and to which IP address the display of the font is to be transmitted.

Google offers at

<https://adssettings.google.com/authenticated>

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

for further information, in particular on the possibilities of preventing the use of data.

Data security

Artoption GmbH endeavours to take all necessary technical and organisational security measures to store your personal data in such a way that they are neither accessible to third parties nor to the public. Should you wish to contact us by e-mail, we would like to point out that the confidentiality of the information transmitted cannot be fully guaranteed when using this method of communication. We therefore recommend that you send us confidential information exclusively by post.

For security reasons and to protect the transmission of confidential content, such as orders or enquiries that the user sends to Artoption GmbH as the site operator, this site uses SSL or TLS encryption. The user can recognise an encrypted connection by the fact that the address line of the browser changes from "http://" to "https://" and by the lock symbol in the browser line.

If SSL or TLS encryption is activated, the data that the user transmits to Artoption GmbH cannot be read by third parties.

Enforcement of rights

○ Revocation of your consent to data processing: Many data processing operations are only possible with the express consent of the user. The user can revoke consent already given at any time. For this purpose

an informal communication to us by e-mail is sufficient. The legality of the data proces-

sing carried out until the revocation remains unaffected by the revocation.

O Right of complaint to the competent supervisory authority: In the event of violations of data protection law, the data subject has a right of appeal to the competent supervisory authority. The competent supervisory authority in matters of data protection law is the State Data Protection Commissioner of the federal state in which the company has its registered office. A list of data protection officers and their contact details can be found at the following link: https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html.

O Right to data portability: The user has the right to have data, which Artoption GmbH processes automatically on the basis of your consent or in fulfilment of a contract, handed over to him/herself or to a third party in a common, machine-readable format. If the user requests the direct transfer of the data to another responsible party, this will only be done insofar as it is technically feasible.

Data subject rights

Upon request, we will inform you whether and which personal data relating to you are stored in accordance with Art. 15 DSGVO, in particular about the processing purposes, the category of personal data, the categories of recipients to whom your data have been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right of complaint, the origin of your data if it has not been collected by us, and the existence of automated decision-making including profiling.

You have the right to have any incorrectly collected personal data corrected or incompletely collected data completed, Art. 16 DSGVO.

You also have the right to demand that we restrict the processing of your data, provided that the legal requirements for this are met, Article 18 of the GDPR.

You have the right to receive the personal data concerning you in a structured, common and machine-readable format or to request that it be transferred to another controller, Art. 20 DSGVO.

In addition, you have the so-called "right to be forgotten", i.e. you can demand that we delete your personal data, provided that the legal requirements for this are met, Art. 17 DSGVO.

Irrespective of this, your personal data will be automatically deleted by us if the purpose of the data collection ceases to exist or the data processing is unlawful.

Data protection information on the collection of personal data in accordance with Articles 13 and 14 of the Basic Data Protection Regulation (DSGVO)

Within the scope of our cooperation, we process your data primarily in the course of providing our services. With these notes, we inform you about the details of these processing operations.

Who is responsible for data processing and whom can I contact:

What data we process and what we process your data for (purposes of processing) and on what legal basis we do so:

We process personal data (Art. 4 No. 2 DS-GVO) in compliance with the EU General Data Protection Regulation (GDPR) and all other applicable laws:

Based on your consent (Art. 6 para 1a) DS-GVO, Art. 9 para 2a) in conjunction with Art. 7 DS-GVO Insofar as we have your consent to process personal data for certain purposes, the lawfulness of this processing is based on your consent. Once you have given your consent, it can be revoked at any time. Please note that the revocation is effective for the future. Processing carried out before this revocation is not affected by this.

For the fulfilment of contractual obligations (Art. 6 para. 1b) DS-GVO)

The data processed and the scope and purpose of the processing are in all cases based on the necessity of the data processing. Thus, in addition to the above-mentioned purposes, various categories of data are processed within the scope of our cooperation or correspondence with you.

To fulfil contractual obligations (Art. 6 para. 1b) DS-GVO).

Purposes of data processing Categories of data

Registration and use of our service Personal data, address data, contact data, registration data.

Delivery of reports Mail address, title, name

Delivery of reports to third party email address entered by the user.

Billing, accounting and bookkeeping

Usage data, bank data, personal data, address data

The data processed and the scope and purpose of the processing are based in all and purpose of the processing are based in all cases on the necessity of the data processing. In addition to the above-mentioned purposes mentioned above, various categories of data are processed within the framework of our data within the scope of our cooperation or correspondence with you.

Within the framework of the balancing of interests (Art. 6 para. 1f) DS-GVO).

Where necessary, we also process your data to protect legitimate interests of us or of third parties. This may be the case, for example, in the case of:

Purposes of data processing	Categories of data
Ensuring IT security and IT operations	Log data, protocol data
Statistical purposes	Course data, personal data
Prevention and investigation of criminal offences Occasion-related	All categories of data as required.
Accounting and bookkeeping	Personal data, address data, bank data, contract data

In the area of legal obligations, your personal data is processed in particular due to retention periods under commercial and tax law as well as any necessary information to authorities.

In addition, we process your data depending on the use of further services on an occasion-related basis. If necessary, you will receive independent information on this within the scope of the respective processing (e.g. use of our website, our W-LAN, ...).

○ Tan whom is the data passed on (categories of recipients):

External contractors, service providers, order processors:

In order to perform our tasks and fulfil our contracts, we sometimes use external contractors and service providers. These may include, for example, banks, shredders, printing service providers and, in particular, IT service providers in the area of services and hosting. In addition, your data may be passed on to public bodies within the framework of reporting obligations or requirements of the cost units.

Other recipients:

Finally, data may be passed on to recipients to whom we are obliged to pass it on due to legal obligations (e.g. authorities and courts).

○ Duration of data storage:

As far as necessary, we process and store your personal data for the duration of our business relationship. This also includes the initiation and processing of a contract/order. In addition, we are subject to various retention obligations, which result from the German Commercial Code, among other things. Finally, the storage period is also based on the statutory limitation periods, which are usually 3 years but can also be up to 30 years. The print data made available to us is usually deleted automatically after 2 hours after completion of the process. If your email address was entered for delivery to a different recipient, the data will be deleted after the email has been delivered.

O Data transfer to third countries:

Data transfer to third countries (countries outside the EU and the European Economic Area EEA) only takes place insofar as this is necessary for the execution of a contract/order/business relationship including the initiation and only in compliance with the data protection requirements prescribed for this purpose.

O Data subject rights:

You can request information about the data stored about you via the contact details provided above. (Art. 15 DS-GVO). In addition, you can demand the correction or deletion of your data under certain conditions (Art. 16 and 17 DS-GVO). You have the right to request the restriction of the processing of your personal data (Art. 18 DS-GVO). In addition, you have the right to have the data you have provided returned to you in a structured, commonly used, machine-readable format (Article 20 of the GDPR).

O Is there an obligation to provide data?

In the context of a business initiation or business relationship with us, you generally only need to provide the data that we require for the corresponding establishment, implementation or termination of this relationship. Without the provision of the required data, we may have to refuse to establish a business relationship or may not be able to carry it out or may even have to terminate such a relationship.

O Is there an obligation to provide data?

There is no automated decision-making or profiling (Art. 4 No. 4 DS-GVO).

O Right of complaint:

You have the possibility to lodge a complaint with the data protection officer mentioned above or with a data protection supervisory authority.

Right to object to direct marketing:

You have the right to object to processing of your personal data for direct marketing purposes.

If we process your data to protect legitimate interests, you can object to this processing if reasons arise from your particular situation that speak against the data processing.



Probleme kann man niemals
mit derselben Denkweise lösen,
durch die sie entstanden sind.

Albert Einstein