## **Rules of Data Protection**

### **Basics:**

Data directly connected with a person will only be acquired and or / used according to the rules of the German Law of Data Protection and other relevant German data protection rules. It is taken care of that the data acquired will only be used in connection with the cause of its acquisition.

### **Automatisms:**

As a standard our webservers do store the set of data / the website, the date, the time of request as well as the IP network address of the caller. This information will solely be used for statistical purposes and the optimization of our web page. The single user will be kept anonymously.

### **Person Related Data:**

Individual data related to callers of our internet page such as name, address, phone number, e-mail address and others will only be acquired, if the caller is by his own will submitting this data for the purpose of contacting him or her. In this sense it is only the callers own will which data he or she will submit to us via a form. The data will only be used for communicating with the caller and will only be processed in the specific matter for which the caller has submitted the data. A transfer of data to a third party will not be done unless we were authorized by the caller in writing or we are required by law or we by virtue of a judicial or administrative order are obliged or authorized to do so.

## Messaging:

In case of transfer of electronic mail we recommend to observe the following: if an electronic mail has been received unintentionally please contact the sender and delete the message. We point out that electronic mail transferred by the means of the internet may be matter of change or falsification. Electronic mail transferred by standard procedure is not protected against access of a third party and therefore confidentiality cannot be guaranteed. These facts shall always be taken into consideration.

### Security:

Technical and organizational security measures compliant with the up-to-date knowledge are set into action to secure all data submitted to us by callers of our internet page against manipulation, loss, destruction or access of unauthorized persons no matter whether by chance or intentionally. The security measures are constantly improved along technological developments and new requirements. Our employees are bound to confidentiality and to comply with data protection regulations.

# Links:

Our internet page may contain links to other internet pages which are not operated by us. Therefore these data protection regulations are not applicable.

## Right to Information / Right of Parties Concerned

In exercising your rights regarding data protection, e.g. to information about your personal data stored, correction, blocking or deletion of inaccurate data or privacy issues in question, please contact us.