

## Privacy policy

Vispronet® takes the protection of personal data very seriously. Compliance with legislation and other legal regulations is a matter of course for Vispronet®. For this reason, Vispronet® has taken technical and organisational measures to ensure that the data privacy regulations are observed and complied with by both Vispronet® as well as by third parties used for the performance of the contract.

When you use this website, we collect various types of personal data. Personal data is any data that can be used to identify you. The purpose of this privacy policy is to inform you about the nature and purpose of the collection and use of personal data.

We would like to point out in this context that any transfer of data over the internet (for example, when communicating by email) can pose a security risk. It is impossible to provide blanket protection against unauthorised third-party access.

### Data collection on our website

The data is collected, for example, in the context of the ordering process or when you enter information in a contact form.

Other data are collected automatically by our IT systems when you visit the website. These are mainly technical data (e.g. information about your browser, operating system and time you accessed the website).

We collect some of the data to ensure the proper functioning of the website. Other data may be used to analyse user behaviour.

### SSL encryption

This website uses SSL encryption for security reasons and to protect the transmission of confidential content, such as orders or inquiries you send to us as the website operator

SSL is the acronym for Secure Socket Layer. SSL security technology ensures that your personal data, your login data and your order and payment information are transmitted securely over the Internet.

The data is encrypted in such a way that it can only be read by the ordering system.

On our website, the entire ordering process is encrypted. The SSL certificate logo is displayed whenever sensitive data is entered. This logo verifies the encryption status of the website. You can recognise an encrypted connection by the automatic change in the address bar from "http://..." to "https://..." (acronym for Hyper Text Transfer Protocol Secure).

#### Storage of access data in server log files

When you visit our website, information of general nature is collected automatically. This general data and information is stored in log files on our server. The type of data collected can include, for example, information about the type of browser and its version, the operating system, the website from which the requesting system accessed our website (so-called referrer website), the domain name of your internet service provider, the date and the time of access, the internet protocol address (IP-address) and other similar data. This general data and information cannot be used to identify the data subject (or the owner of the connection/subscriber). This information is technically necessary to display the content of the web pages correctly, to optimise the content of our website and the advertising for it, and to guarantee the functionality of our information technology systems and the technology of our website. This type of anonymous information can be statistically analysed to improve our website and the underlying technology. The anonymous data of the server log files are stored separately from all personal data provided by a data subject.

We evaluate the access data solely for the purpose of ensuring uninterrupted operation of the website and to improve our services. Based on a balance of interests in accordance with Article 6 (1) (f) GDPR, this is necessary for the purposes of the overriding legitimate interests we pursue in connection with the correct presentation of our products and services.

## Data collection and use for contract processing and for opening customer accounts

We only collect personal data if you provide it to us voluntarily when you place your order, contact us (e.g. using the contact form, email or by telephone) or when you open a customer account. The type of data collected can be inferred from the respective input forms. Mandatory fields are marked as such, because in these cases, we need the data to implement or process the contract, open a customer account and because you cannot complete the order and/or open an account or send the inquiry without providing these details. We process the data you enter during registration based on your consent to the processing of personal data (Article 6 (1) (b) GDPR). You have the right to withdraw your consent at any time. To do this, an informal notice of withdrawal by email to the contact person specified bellow will suffice.

We use the data you provide us to implement the contract and to process your enquiries. Once the contract has been fully implemented or the customer account deleted, your data will be blocked from further use and erased at the end of the statutory retention periods stipulated by the German Commercial Code and/or relevant tax laws, unless you have expressly consented to further use of your data or we have, as provided for below, reserved the right to continue using your data beyond the consent period to the extent permissible by law.

## Contact form

If you use the contact form to send us a query, we will store the information you enter into the form, including your contact details to process your query and to deal with any follow-up questions you may have. We will not share this information without your consent.

We process the data you enter into the contact form exclusively based on your consent to the processing of personal data (Article 6 (1) (a) GDPR). You can withdraw your consent at any time. To do this, an informal notice of withdrawal by email will suffice. The withdrawal of consent does not affect the lawfulness of data processing based on consent before its withdrawal

We will keep the data submitted through the contact form until you ask us to erase the data, withdraw your consent to storage of your data or the data is no longer needed for the purpose for which it has been collected (e.g. after we have completed the processing of your query). This is without prejudice to mandatory provisions and in particular, statutory retention requirements.

## Inquiries by email, telephone or fax

If you contact us by email, telephone or fax, we will process and store your data (name, query details) to deal with your query. We will not share this information without

This data is processed on the basis of Article 6 (1) (b) GDPR if your request is related to the performance of a contract or is necessary for the implementation of pre-contractual measures. In all other cases processing is based on your consent (Article 6 (1) (a) GDPR) and / or on our legitimate interests (Article 6 (1) (f) GDPR), since we have a legitimate interest in the effective processing of the inquiries addressed to us.

We will keep the data submitted through the contact form until you ask us to erase the data, withdraw your consent to storage of your data or the data is no longer needed for the purpose for which it has been collected (e.g. after we have completed the processing of your query). This is without prejudice to mandatory provisions and in particular, statutory retention requirements.

# Data transmission for contract performance

Your data will be passed on to the dispatch company entrusted with the delivery to the extent necessary for the delivery of the goods. Depending on which payment service provider you select in the ordering process, we will pass on the payment data collected for this purpose to the credit institution and payment service provider commissioned by us or to the selected payment service in order to process payments. Some of the selected payment service providers also collect this data themselves, if you have opened an account with them. In this case, you must register with the payment service provider using your access data during the ordering process. In this respect, the data protection declaration of the respective payment service provider shall apply.

The legal basis for processing, which is necessary for the performance of a contract or implementation of pre-contractual measures, is Article 6 (1) (b) GDPR.

# Use of data when registering for the email newsletter

If you would like to receive the newsletter offered on the website, we require a valid email address and information that allows us to verify that you are the owner of the email address and you consent to receiving the newsletter. We do not collect further data other than those you provide us with on a voluntary basis



We process the data you enter into the newsletter subscription form exclusively based on your consent to the processing of personal data (Article 6 (1) (a) GDPR). You have the right to withdraw your consent that allows us to store your data and your email address and to use it to send the newsletter at any time, e.g. by clicking on the link in the newsletter or using the unsubscribe form https://www.vispronet.de/dsenhancednewsletter/subscriber/unsubscribe

Newsletter tracking is the tracking or saving of recipient behaviour. This includes opening a mailing, clicking text or image links, or downloading images from an e-mail program. The newsletter tracking is anonymous; only the behaviour of a recipient is stored. The data cannot be used to identify individual participants

This website uses Inxmail to send newsletters. The provider is Inxmail GmbH, Wentzingerstr. 17, 79106 Freiburg/Germany. Inxmail is a service that can be used to organise and analyse the sending of newsletters. The data you enter for the purpose of subscribing to the newsletter (e.g. email address) will be stored on Inxmail's servers in Germany

We have concluded a data processing agreement with Google and we fully implement the strict requirements of the German data protection authorities when using Inxmail.

#### Use of data for postal advertising and your right to object

In addition, we reserve the right to store your first and last name, your postal address and - insofar as we have received this additional information from based on our contractual relationship - your title, academic degree and your professional, branch or business name in summarised lists and to use them for our own advertising purposes, e.g. to send you interesting offers and information about our products by post. You can object to the storage and use of your data for these purposes at any time by sending a message to the contact person specified below.

This serves to safeguard our overriding legitimate interests to promote our products and services to our customers in accordance with Article 6 (1) (1) (f) GDPR and based on the balance of interests

#### Use of cookies

The legal basis for the storing of cookies, which are necessary for the performance of electronic communication processes or the provision of certain functions you require (e.g. shopping cart), is Article 6 (1) (f) GDPR. The website operator has a legitimate interest in the storage of cookies for the technically fault-free and optimised provision of its services. Where we store other types of cookies (such as those used to analyse your browsing patterns) we will discuss this separately in this privacy policy

These are small text files that are stored on your end device. Some of the cookies used by us will be deleted at the end of the browser session, i.e. after you close your browser (session cookies). Other cookies will remain on your end device and enable us to re-identify your browser when you next visit (persistent cookies). You can change your browser settings so that you will receive notifications when cookies are placed and decide on accepting them individually or to exclude the acceptance of cookies for certain cases or in general. If cookies are not accepted, the functionality of our website may be limited.

### Use of Google Analytics with anonymisation function

This website uses Google Analytics, a web analytics service provided by Google Inc.. These are operated by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA ("Google").

This service provider is located in the US and is certified under the EU-US Privacy Shield. Click here to view the current certificate. This means that US-based companies certified under the EU-US Privacy Shield can provide an adequate level of data protection.

Google Analytics uses methods that allow an analysis of the use of the website by you, such as so-called "cookies", which are text files stored on your computer to help the website analyse how you use the website.

The legal basis for storage of Google Analytics cookies is Article 6 (1) (f) GDPR.

The website operator has a legitimate interest in analysing user behaviour to optimise both its website and its advertising.

The information generated by the cookie about your use of this website will be transmitted to and stored by Google on servers in the United States. We have activated the IP anonymisation feature on this website. If IP anonymisation is activated on this website, your IP address will however be truncated within the member states of the European Union or other countries which are contracting parties to the Agreement on the European Economic Area. The full IP address will be transmitted by Google to servers in the United States and truncated there only in exceptional cases. Google will not associate your IP address transmitted by your browser with any other data held

## Browser plugin:

You can prevent the collection of data generated by the cookie about your use of the website (including your IP address) and its processing by Google by downloading and installing the browser plug-in provided under the following link: http://tools.google.com/dlpage/gaoptout?hl=de

You can prevent the collection of your data by Google Analytics by clicking on the following link. This sets an opt-out cookie which will prevent future collection of your data when visiting this website: Opt out from Google Analytics. Please note that if you delete your cookies, you will have to click on the link again.

For more information on Google's use of data, how to change your setting or how to opt out, please refer to Google's websites: https://www.google.com/intl/de/policies/ privacy/partners ("How Google uses information from sites or apps that use our services"), <a href="http://www.google.com/policies/technologies/ads">http://www.google.com/policies/technologies/ads</a> ("Use of data for advertising purposes"), <a href="http://www.google.de/settings/ads">http://www.google.de/settings/ads</a> ("Control the information Google uses to show you ads").

We have concluded a data processing agreement with Google and we fully implement the strict requirements of the German data protection authorities when using Google Analytics.

## Demographic features of Google Analytics:

This website uses Google Analytics' demographic features. It can be used to generate reports that contain statements on the age, gender and interests of visitors to our website. This data comes from interest-based advertising from Google and third-party visitor data. This data cannot be used to identify any particular individual. You can opt out from this feature at any time through the ad settings in your Google account or prohibit the collection of your data by Google Analytics in general

# Google Remarketing

This website uses the features of Google Analytics Remarketing combined with the cross-device capabilities of Google AdWords and DoubleClick. This service is provided

by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA ("Google").
This feature makes it possible to link target audiences for promotional marketing created with Google Analytics Remarketing to the cross-device capabilities of Google AdWords and Google DoubleClick. This allows personalised advertising messages based on your previous usage and browsing behaviour on one device (e.g. your mobile phone) to be displayed on other devices you own (e.g. tablet or PC).

Once you have given your consent, Google will associate your web and app browsing history with your Google account for this purpose. This allows the same personalised advertising messages to be activated on any device you use to sign in to your Google Account. To support this feature, Google Analytics collects

Google-authenticated IDs of users that are temporarily linked to our Google Analytics data to define and create audiences for cross-device ad promotion. You can permanently opt out of cross-device remarketing/targeting by turning off personalized advertising in your Google Account; follow this link: https://www.google.com/settings/ads/

The aggregation of the data collected in your Google account is based solely on your consent, which you may give or withdraw from Google (Article 6 (1) (a) GDPR). For data collection operations not merged into your Google Account (for example, because you do not have a Google account or have objected to the merge), the collection of data is based on Article 6 (1) (f) GDPR. The website operator has a legitimate interest in analysing anonymous user behaviour for promotional purposes.

However, if you do not want Google's remarketing feature to work, you can opt-out by setting your preferences at http://www.google.com/settings/ads. Alternatively, you can disable the use of cookies for interest-based advertising through the Advertising Network Initiative by following the instructions at http://www.networkadvertising.org/

For more information about Google Remarketing and Google's privacy policy, please visit; http://www.google.com/privacy/ads/



## Google AdWords and Google Conversion Tracking

This website uses Google AdWords. AdWords is an online advertising program from Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States ("Google").

As part of Google AdWords, we use so-called conversion tracking. When you click on an ad placed by Google, a conversion tracking cookie is stored on your computer. Cookies are small text files that your internet browser stores on your computer. These cookies expire after 30 days, do not contain personal data and cannot be used to identify the user. When a user visits specific pages on our website and the cookie has not yet expired, we and Google can see that the user clicked on the ad and proceeded to that page.

Each Google AdWords customer has a different cookie. Cookies cannot be tracked using the websites of AdWords customers. The information obtained with the help of the conversion-cookie is used to create conversion-statistics for AdWords customers, who have opted-in to conversion tracking. In this way, customers learn how many users who clicked on their ad have then been redirected to a conversion tracking tag page. However, they do not receive any information that could be used to identify any particular user. If you do not wish to participate in tracking, you can object to this by disabling the Google Conversion Tracking cookie in your browser settings. As a result, you will not be included in the conversion tracking statistics.

The legal basis for storage of conversion cookies is Article 6 (1) (f) GDPR. The website operator has a legitimate interest in analysing user behaviour to optimise both its website and its advertising.

You can set your browser to notify you every time before storing cookies and decide on a case-by-case basis, whether to accept them. You can also limit the acceptance of cookies to certain cases, block the acceptance of cookies altogether or enable automatic deletion of cookies when you close the browser. If you disable cookies you may not be able to use all the functions and features of our website.

For more information on how we use data for marketing purposes, please visit the Google website <a href="https://www.google.com/policies/technologies/ads">https://www.google.com/policies/technologies/ads</a>. For more information on Google's privacy, please visit <a href="https://www.google.ce/policies/privacy/">https://www.google.ce/policies/privacy/</a>.

#### YouTube components in the privacy-enhanced mode

Our website uses components (videos) from YouTube, LLC 901 Cherry Ave., 94066 San Bruno, CA, USA, a subsidiary of Google Inc., Amphitheatre Parkway, Mountain View, CA 94043, USA.

We use the so-called "privacy-enhanced mode" from the provider to embed videos. As a result, a cookie will only be stored on your computer if the video is actually played. With enhanced privacy enabled, YouTube does not store personal cookie information to play embedded videos. If you want to make sure that no data from you is stored on YouTube, please do not click on the embedded videos.

We use YouTube to ensure a consistent and appealing presentation of our website. This constitutes a legitimate interest within the meaning of Article 6 (1) (f) GDPR.

For further information on handling of user data, please refer to the privacy policy of the service provider at <a href="https://www.google.de/intl/de/policies/privacy">https://www.google.de/intl/de/policies/privacy</a>.

#### Bing Ads

This website uses Bing Ads, a program by Microsoft Corporation, which uses so-called universal event tracking (UET) for remarketing and conversion tracking purposes. This is a service provided by Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA.

This service places a cookie on your computer when you access our website via Bing or Yahoo. In this text file, Bing Ads stores information on the use of our website, i.e. the pages you visit, for 180 days and then deletes it. This information includes, but is not limited to, the URL of the page visited, the URL of the referring site and your IP address. By using the remarketing function, we can provide you with offers specially tailored to your needs in a later search on one of the above-mentioned search engines.

If you do not agree with the collection of the information, you can deactivate the setting of cookies using the settings of your Internet browser

You can opt-out from Bing Ads by following the instructions at <a href="http://choice.microsoft.com/de-de/opt-out">http://choice.microsoft.com/de-de/opt-out</a>.

By using the Network Advertising Initiative (NAI) <a href="https://www.networkadvertising.org/choices/">https://www.networkadvertising.org/choices/</a> consumer opt-out page, you can check which of the participating sites set cookies in your browser and opt-out of them. You can view Microsoft's privacy policy for handling collected data by clicking on the following link: <a href="https://privacy.microsoft.com/de-de/privacy.statement/">https://privacy.microsoft.com/de-de/privacy.statement/</a>.

The legal basis for storage of conversion cookies is Article 6 (1) (f) GDPR. The website operator has a legitimate interest in analysing user behaviour to optimise both its website and its advertising.

# LiveZilla

This website uses LiveZilla, a live chat system from LiveZilla GmbH, Byk-Gulden-Straße 22, 78224 Singen <a href="http://www.livezilla.net/home/de">http://www.livezilla.net/home/de</a> for direct communication between you and our employees.

Google Analytics uses "cookies", which are text files stored on your computer. The information generated by the cookie about your use of the website (including your IP address) is transmitted to a our server and stored there. The IP address is anonymised before it is stored and it is not used to identify the user. The information and data collected by the cookie is collected to operate the live chat system and to respond to live support requests. To prevent LiveZilla cookies from being stored you can configure your browser not to accept cookies or delete cookies that have already been stored. Please note, however, that in this case you can not use all features of this website to their full extent.

# Integration of the Trusted Shop Trustbadge

The Trusted Shops Trustbadge is embedded on this website to display our Trusted Shops seal of approval and any evaluations collected, as well as to offer Trusted Shops products to buyers following an order.

This serves to safeguard our overriding legitimate interests in an optimal marketing of our website in accordance with Article 6 (1) (f) GDPR and based on the balance of interests.

Trustbadge and the associated services are provided by Trusted Shops GmbH, Subbelrather Str. 15C, 50823 Cologne.

When the Trustbadge is loaded, the web server automatically saves a so-called server log file, which contains such data as your IP address, date and time of access, the amount of data transferred, and the requesting provider (access data). This access data is not analysed and will be deleted no later than seven days after you have visited the website.

Further personal data will only be transferred to Trusted Shops if you decide to use Trusted Shops products after placing an order or if you have already registered for use. In this case, the contractual agreement concluded between you and Trusted Shops applies.

# Payments by PayPal

If you decide to pay for your order with the online payment service PayPal, your contact data will be transmitted to PayPal as part of the order. This is a service provided by PayPal (Europe) S.à r.l. & Cie, S.C.A., 22-24 Boulevard Royal, L-2449 Luxembourg. PayPal acts as an online payment service provider as well as a trustee and offers buyer protection services.

The personal data transmitted to PayPal typically includes the name, address, telephone number, IP address, email address, or other data required to process the order, as well as data related to the order.

This transmission is necessary to process your order with the payment method you have selected, in particular to confirm your identity, to manage your payment and the customer relationship.

Please note: PayPal may also disclose personal information to service providers, subcontractors or other affiliates to the extent necessary to fulfil the contractual obligations of your order or to process the personal information on behalf of PayPal.

of your order or to process the personal information on behalf of PayPal.

Depending on the payment method selected via PayPal, e.g. invoice or direct debit, the personal data transmitted to PayPal is transmitted by PayPal to credit agencies.

This transmission serves to verify the identity and creditworthiness in relation to the order placed by you. For information about the credit agencies involved and the data generally collected, processed, stored and passed on by PayPal, please refer to PayPal's privacy policy at <a href="https://www.paypal.com/de/webapps/mpp/ua/privacy-full">https://www.paypal.com/de/webapps/mpp/ua/privacy-full</a>



Your data will be transmitted to PayPal on the basis of Article 6 (1) (a) GDPR (consent) and Article 6 (1) (b) GDPR (processing for performance of a contract). You have the right to withdraw your consent to data processing at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

### Payments by MASTERCARD, VISA, Maestro or instant transfer

For payments by Mastercard, VISA and Maestro as well as instant transfers, Vispronet® uses a payment service provider for processing your payment data, who processes order payments. Vispronet® itself does not process any payment information, such as account information or credit card data, on its own systems. The payment provider is Computop Wirschaftsinformatik GmbH, Schwarzenbergstr. 4, 96050 Bamberg. Computop is certified to the "Payment Card Industry (PCI) Data Security Standard" of credit card companies. After you have placed an order with Computop, we will provide the following information to Computop for the purpose of executing and processing the contract we have concluded with you: Invoice amount, name, address, email address, credit card number, cardholder, expiry date, CSV, individual items of the order and unit price of the item. For more information on data protection at Computop, please visit <a href="https://de.computop.com/datenschutz/">https://de.computop.com/datenschutz/</a>.

Your data will be transmitted to Computop on the basis of Article 6 (1) (a) GDPR (consent) and Article 6 (1) (b) GDPR (processing for performance of a contract).

### Advance payment method

If you choose one of these payment methods in our online store, we will not collect any personal data from you other than data that is essential to process your order.

#### Rating request by email

Provided that you have given us your express consent either during or after placement of your order by checking the relevant checkbox or by clicking on the relevant button, we will use your email address to ask you to rate our handling of your order using our evaluation system. You can withdraw your consent at any time by sending a message to the relevant contact specified below.

#### Our pages on social media (fan pages)

Vispronet® operates so-called fan pages on social media networks and platforms on the basis of Article 6 (1) (f) GDPR. We never use these pages to collect, store or process personal data of our users. We also do not carry out or initiate any other data processing. We will never use or process any data you enter on these pages, e.g. comments, videos or images for any other purpose.

Visitor data is typically processed by social media platforms for market research and advertising purposes. This means that they create visitor profiles based on the observed visitor behaviour and interests. These user profiles are used, for example, to place individual, target group-based advertisements. For these purposes, cookies are stored on visitors' computers, in which information on user behaviour is stored. If visitors to our fan pages are members of these social media platforms at the same time, then data that is independent of the devices used may also be stored in the user profiles.

Below you will find an overview of the social media platforms:

#### LinkedIn

(LinkedIn Ireland Unlimited Company Wilton Place, Dublin 2, Ireland)

Privacy policy: https://www.linkedin.com/legal/privacy-policy

Opt-out option: https://www.linkedin.com/psettings/guest-controls/retargeting-opt-out

Privacy Shield Certification: <a href="https://www.privacyshield.gov/participant?id=a2zt0000000L0UZAA0">https://www.privacyshield.gov/participant?id=a2zt0000000L0UZAA0</a>

Right to object to data collection on grounds relating to the data subject's particular situation or to data processing for direct marketing purposes (Article 21 GDPR)

You have the right to object to processing of personal data on grounds relating to your particular situation at any time, where the processing of personal data is based on Article 6 (1) (e) or (f) GDPR, including profiling based on those provisions. The respective legal basis on which processing is based is provided in this privacy policy. If you make use of this right to object, we will no longer process your personal data, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims (right to object under Article 21 (1) GDPR).

Where personal data are processed for direct marketing purposes, you as the data subject have the right to object at any time to processing of personal data concerning you for such marketing, which includes profiling to the extent that it is related to such direct marketing. If you object, your personal data will no longer be used for direct marketing purposes (right to object under Article 21 (2) GDPR).

Please direct your requests in this regard to: annett.wagner@sachsenfahnen.de

## Your rights

As a data subject, you have the following rights:

- to obtain information about your personal data we process within the scope of Article 15 GDPR;
- to obtain from us without undue delay the rectification of inaccurate personal data we store on you in accordance with Article 16 GDPR;
- to obtain the erasure of your personal data stored by us in accordance with Article 17 GDPR, unless further processing is necessary
- for exercising the right of freedom of expression and information;
- for compliance with a legal obligation;
- for reasons of public interest, or
- for the establishment, exercise or defence of legal claims;
- In accordance with Article 18 GDPR you have the right to obtain restriction of processing where one of the following applies
- the accuracy of the personal data is contested by you;
- the processing is unlawful and you oppose the erasure of the data;
- we no longer need the data, but you require the data for the establishment, exercise or defence of legal claims, or
- You have lodged an objection against the processing under Article 21 GDPR;
- to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller in accordance with Article 20 GDPR;
- to lodge a complaint with a supervisory authority in accordance with Article 77 GDPR. As a general rule, you can contact the supervisory authority of your habitual residence or place of work or our company's registered office.



## Erasure of data

The data we store will be erased as soon as the data are no longer necessary in relation to the purposes for which they were collected and this does not conflict with statutory retention requirements. Where the data is not erased because it is necessary for other and legally permissible purposes, the processing of the data will be restricted. This means that the data is blocked and not processed for other purposes. This applies, for example, to data that has to be retained for business or tax reasons.

In accordance with legal requirements in Germany, the retention period is usually 6 years pursuant to Article 257 (1) of the German Commercial Code (HGB) (account books, inventories, opening balance sheets, annual accounts, business correspondence, accounting records, etc.) or 10 years under Article 147 (1) of the German Tax Code (books, records, management reports, accounting, tax-related records, etc.).

## Name and address of the data controller

The data controller within the meaning of the General Data Protection Regulation and other national data protection laws of the Member States of the EU as well as other data protection provisions is:

Sachsen Fahnen GmbH & Co. KG/Vispronet® Am Wiesengrund 2 01917 Kamenz Germany

Telephone: +49 (0) 3578 359-0

### Right of access and points of contact

You have the right to free information about your personal data we store and, if necessary, the right to have the data rectified, blocked or erased. If you have questions about the collection, processing or use of your personal data, the disclosure, correction, blocking or erasure of data, withdrawal of any consent you have given or objection to any particular use of the data, please contact our internal data protection officer:

Annett Wagner Am Wiesengrund 2 01917 Kamenz Germany

Telephone: +49 (0) 3578 359-0 Email: annett.wagner@sachsenfahnen.de

Every data subject has the right to lodge a complaint with the competent supervisory authority if the data subject considers that the data protection legislation has been breached. The competent supervisory authority for matters related to data protection legislation is the data protection commissioner of the German federal state in which our company has its registered office. A list of data protection commissioners and their contact details is available at <a href="https://www.bfdi.bund.de/DE/Infothek/Anschriften\_Links/anschriften\_Links/anschriften\_Links-node.html">https://www.bfdi.bund.de/DE/Infothek/Anschriften\_Links/anschriften\_Li

Effective: November 2018