

As of September 2022

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#### **I. Identity and contact details of the data controller**

The data controller responsible in accordance with the purposes of the UK General Data Protection Regulation (UK GDPR) and other data protection regulations is:

International Securities Lending Assn

6th Floor, 1, George Yard

EC3V 9DF

United Kingdom

07358103648

[Support@islaemea.org](mailto:Support@islaemea.org)

[www.isleamea.org](http://www.isleamea.org)

#### **II. Contact details of the data protection officer**

The designated data protection officer is:

DataCo International UK Limited  
c/o One Peak Partners, 41 Great Pulteney Street 2nd floor  
London W1F 9NZ  
United Kingdom  
+44 20 3318 17 18

[www.dataguard.co.uk](http://www.dataguard.co.uk)

### III. General information on data processing

#### 1. Scope of processing personal data

In general, we only process the personal data of our users to the extent necessary to provide a functioning website with our content and services. The regular processing of personal data only takes place with the consent of the user. Exceptions include cases where prior consent cannot be technically obtained and where the processing of the data is permitted by law.

#### 2. Legal basis for data processing

Where consent is appropriate for processing personal data, Art. 6 (1) (1) (a) UK GDPR serves as the legal basis to obtain the consent of the data subject for the processing of their data.

As for the processing of personal data required for the performance of a contract of which the data subject is party, Art. 6 (1) (1) (b) UK GDPR serves as the legal basis. This also applies to processing operations required to carry out pre-contractual activities.

When it is necessary to process personal data in order to fulfil a legal obligation to which our company is subject, Art. 6 (1) (1) (c) UK GDPR serves as the legal basis.

If vital interests of the data subject or another natural person require the processing of personal data, Art. 6 (1) (1) (d) UK GDPR serves as the legal basis

If the processing of data is necessary to safeguard the legitimate interests of our Company or that of a third party, and the fundamental rights and freedoms of the data subject do not outweigh the interest of the former, Art. 6 (1) (1) (f) UK GDPR will serve as the legal basis for the processing of data.

### **3. Data removal and storage duration**

The personal data of the data subject will be erased or restricted as soon as the purpose of its storage has been accomplished. Additional storage may occur if this is provided for by international regulations, laws, or other relevant regulations to which the data controller is subject. Restriction or erasure of the data also takes place when the storage period stipulated by the aforementioned standards expires, unless there is a need to prolong the storage of the data for the purpose of including or fulfilling the respective contract.

### **IV. Rights of the data subject**

When your personal data is processed, you are a data subject within the meaning of the UK GDPR and have the following rights:

#### **1. Right to information**

You may request the data controller to confirm whether your personal data is processed by them.

If such processing occurs, you can request the following information from the data controller:

1. The purpose for which the personal data is processed.
2. The categories of personal data being processed.
3. The recipients or categories of recipients to whom the personal data have been or will be disclosed.
4. The planned duration of the storage of your personal data or, if specific information is not available, criteria for determining the duration of storage.
5. The existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning you or to object to such processing.

6. The existence of the right to lodge a complaint with a supervisory authority.

7. Where personal data are not collected from you any available information as to their source.

8. The existence of automated decision-making including profiling under Article 22 (1) and Article 22 (4) UK GDPR and, in certain cases, meaningful information about the data processing system involved, and the scope and intended result of such processing on the data subject.

You have the right to request information on whether your personal data will be transmitted to a third country or an international organization. In this context, you can then request for the appropriate guarantees in accordance with Art. 46 UK GDPR in connection with the transfer.

Your right to information may be limited where it is likely that such restriction will render impossible or seriously impede the achievement of scientific or statistical purposes and that such limitation is necessary for the achievement of scientific or statistical purposes.

## 2. Right to rectification

You have a right to rectification and/or modification of the data, if your processed personal data is incorrect or incomplete. The data controller must correct the data without delay

Your right to rectification may be limited to the extent that it is likely to render impossible or seriously impair the achievement of the purposes of the research or statistical work and the limitation is necessary for the achievement of the purposes of the research or statistical work.

## 3. Right to the restriction of processing

You may request the restriction of the processing of your personal data under the following conditions:

- o If you challenge the accuracy of your personal data for a period that enables the data controller to verify the accuracy of your personal data.

- o The processing is unlawful, and you oppose the erasure of the personal data and instead request the restriction of their use instead.
- o The data controller or its representative no longer need the personal data for the purpose of processing, but you need it to assert, exercise or defend legal claims; or
- o If you have objected to the processing pursuant to Art. 21 (1) UK GDPR and it is not yet certain whether the legitimate interests of the data controller override your interests.

If the processing of personal data concerning you has been restricted, this data may – with the exception of data storage – only be used with your consent or for the purpose of asserting, exercising or defending legal claims or protecting the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

If the processing has been restricted according to the aforementioned conditions, you will be informed by the data controller before the restriction is lifted.

Your right to restrict the processing may be limited where it is likely that such restriction will render impossible or seriously impede the achievement of scientific or statistical purposes and that such limitation is necessary for the achievement of scientific or statistical purposes.

#### 4. Right to erasure

##### a) Obligation to erase

If you request from the data controller to delete your personal data without undue delay, they are required to do so immediately if one of the following applies:

1. Personal data concerning you is no longer necessary for the purposes for which they were collected or processed.
2. You withdraw your consent on which the processing is based pursuant to Art. 6 (1) (1) (a) and Art. 9 (2) (a) UK GDPR and where there is no other legal basis for processing the data.
3. According to Art. 21 (1) UK GDPR you object to the processing of the data and there are no longer overriding legitimate grounds for processing, or you object pursuant to Art. 21 (2) UK GDPR.
4. Your personal data has been processed unlawfully

5. The personal data must be deleted to comply with a legal obligation in Union law or Member State law to which the data controller is subject.

6. Your personal data was collected in relation to information society services offered pursuant to Art. 8 (1) UK GDPR.

#### b) Information to third parties

If the data controller has made your personal data public and must delete the data pursuant to Art. 17 (1) UK GDPR, they shall take appropriate measures, including technical means, to inform data processors who process the personal data, that a request has been made to delete all links to such personal data or copies or replications of the personal data, taking into account available technology and implementation costs to execute the process.

#### c) Exceptions

The right to deletion does not exist if the processing is necessary

7. to exercise the right to freedom of speech and information.
8. to fulfil a legal obligation required by the law of the Union or Member States to which the data controller is subject, or to perform a task of public interest or in the exercise of public authority delegated to the representative.
9. for reasons of public interest in the field of public health pursuant to Art. 9 (2) (h) and Art. 9 (2) (i) and Art. 9 (3) UK GDPR.
10. for archival purposes of public interest, scientific or historical research purposes or for statistical purposes pursuant to Art. 89 (1) UK GDPR, to the extent that the law referred to in subparagraph (a) is likely to render impossible or seriously affect the achievement of the objectives of that processing, or
11. to enforce, exercise or defend legal claims.

#### 5. Right to information

If you have the right of rectification, erasure or restriction of processing over the data controller, they are obliged to notify all recipients to whom your personal data have been disclosed of the correction or erasure of the data or restriction of processing, unless this proves to be impossible or involves a disproportionate effort.

You reserve the right to be informed about the recipients of your data by the data controller.

## 6. Right to data portability

You have the right to receive your personal data given to the data controller in a structured and machine-readable format. In addition, you have the right to transfer this data to another person without hindrance by the data controller who was initially given the data, if:

12. the processing is based on consent in accordance with Art. 6 (1) (1) (a) UK GDPR or Art. 9 (2) (a) UK GDPR or performance of a contract in accordance with Art. 6 (1) (1) (b) UK GDPR and
13. the processing is done by automated means.

In exercising this right, you also have the right to transmit your personal data directly from one person to another, insofar as this is technically feasible. Freedoms and rights of other persons shall not be affected.

The right to data portability does not apply to the processing of personal data necessary for the performance of a task in the public interest or in the exercise of official authority delegated to the data controller.

## 7. Right to object

For reasons that arise from your particular situation, you have, at any time, the right to object to the processing of your personal data pursuant to Art. 6 (1) (1) (e) or 6 (1) (1) (f) UK GDPR; this also applies to profiling based on these provisions.

The data controller will no longer process the personal data concerning you unless he can demonstrate compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is for the purpose of enforcing, exercising or defending legal claims.

If the personal data relating to you are processed for direct marketing purposes, you have the right to object at any time to the processing of your personal data in regard to such advertising; this also applies to profiling associated with direct marketing.

If you object to processing for direct marketing purposes, your personal data will no longer be processed for these purposes.

Regardless of Directive 2002/58/EG, you have the option, in the context of the use of information society services, to exercise your right to object to automated decisions that use technical specifications.

You also have the right to object, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out for scientific or historical research purposes or for statistical purposes pursuant to Article 89 (1) of the UK GDPR.

Your right to objection may be limited where it is likely that such restriction will render impossible or seriously impede the achievement of scientific or statistical purposes and that such limitation is necessary for the achievement of scientific or statistical purposes.

## 8. Right to withdraw the data protection consent declaration

You have the right to withdraw your consent at any time. The withdrawal of consent does not affect the legality of the processing carried out on the basis of the consent until the withdrawal.

## 9. Automated decisions on a case-by-case basis, including profiling

You have the right to not be subject to a decision based solely on automated processing – including profiling – that will have a legal effect or substantially affect you in a similar manner. This does not apply if the decision:

14. is required for the conclusion or execution of a contract between you and the data controller,

15. is permitted by the Union or Member State legislation to which the data controller is subject, and where such legislation contains appropriate measures to safeguard your rights and freedoms and legitimate interests, or

16. is based on your explicit consent.

However, these decisions must not be based on special categories of personal data under Art. 9 (1) UK GDPR, unless Art. 9 (2) (a) or Art. 9 (2) (b) UK GDPR applies and reasonable measures have been taken to protect your rights and freedoms as well as your legitimate interests.



With regard to the cases referred to in (1) and (3), the data controller shall take appropriate measures to uphold your rights and freedoms as well as your legitimate interests, including the right to obtain assistance from the data controller or his representative, to express your opinion on the matter, and to contest the decision.

## 10. Right to complain to a supervisory authority

Without prejudice to any other administrative or judicial remedy, you shall have the right to complain to a supervisory authority, in the Member State of your residence, or your place of work or place of alleged infringement, if you believe that the processing of the personal data concerning you violates the UK GDPR. If you are located in the United Kingdom, you shall have the right to complain to the ICO if you are unhappy with how we have used your data and/or believe that the processing of the personal data concerning you violates the applicable law. The ICO's address: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>

The supervisory authority to which the complaint has been submitted shall inform the complainant of the status and results of the complaint, including the possibility of a judicial remedy pursuant to Art. 78 UK GDPR.

## V. Provision of website and creation of log files

### 1. Description and scope of data processing

Each time our website is accessed, our system automatically collects data and relevant information from the computer system of the calling device.

The following data is collected:

- o Browser type and version used
- o The user's operating system
- o The IP address of the user
- o Date and time of access
- o Web pages from which the user's system accessed our website
- o Web pages accessed by the user's system through our website

This data is stored in the log files of our system. This data is not stored together with other personal data of the user.

### 2. Purpose of data processing

The temporary storage of the IP address by the system is necessary for the delivery of the website to the computer of the user. For this purpose, the user's IP address must be kept for the duration of the session.

The storage in logfiles is done to ensure the functionality of the website. The data is also used to optimize the website and to ensure the security of our IT systems. An analysis of the data for marketing purposes does not take place.

For the aforementioned purposes, our legitimate interest lies in the processing of data in compliance with Art. 6 (1) 1 (f) UK GDPR.

### 3. Legal basis for data processing

The legal basis for the temporary storage of data and logfiles is Art. 6 (1) (1) (f) UK GDPR.

### 4. Duration of storage

The data will be deleted as soon as it is no longer necessary for the purpose of its collection. The session is complete when the collection of data for the provision of the website is accomplished.

If the data is stored in log files, this is the case after seven days at the latest. Storage beyond this is possible. In this case, the IP addresses of the users are deleted or alienated so that an assignment of the calling client is not possible.

### 5. Objection and removal

The collection of data for the provision of the website as well as the storage of data in log files are essential for the operation of the website. Therefore, the user may not object to the aforementioned processes.

## Use of cookies

### 1. Description and scope of data processing

Our website uses cookies. Cookies are text files that are stored in the internet browser or the internet browser on the user's computer system. If a user calls up a website, a cookie can be stored on the user's operating system. These cookies contain a string of characters that allows the browser to be uniquely identified when the website is reopened.

We use cookies to make our website more user-friendly. Some elements of our website require the calling browser to be identified even after a page break.

The following data is stored and transmitted in the cookies:

- o Log-in information
- o Use of website functionalities

The user data collected in this manner is pseudonymised by technical measures. It is therefore not possible to assign the data to the user accessing the site. The data is not stored together with other personal data of the users.

## 2. Purpose of data processing

The purpose of using technical cookies is to simplify the use of websites for users. Some functions of our website cannot be offered without the use of cookies. These require that the browser is recognized even after a page change.

We need cookies for the following purposes:

- o Log-in information

The user data collected by technical cookies are not used to create user profiles.

## 3. Legal basis for data processing

The legal basis for the processing of personal data using technical cookies is Art. 6 (1) (1) (f) UK GDPR, legitimate interests.

## 4. Duration of storage and possibility of objection and removal

Cookies are stored on the user's device and transmitted to our site by the user. Therefore, you as a user also have full control over the use of cookies. You can deactivate or restrict the transmission of cookies by changing the settings in your Internet browser. Cookies that have already been saved can be deleted at any time. This can also be done automatically. If cookies are deactivated for our website, it is possible that not all functions of the website can be used to their full extent.

If you use the Safari browser version 12.1 or higher, cookies will be automatically deleted after seven days. This also applies to opt-out cookies, which are used to prevent the use of tracking mechanisms.

## VII. Newsletter

### 1. Description and scope of data processing

You can subscribe to a newsletter on our website free of charge. When subscribing for the newsletter, the data from the input mask is transmitted to us.

- o Email address
- o Last name
- o First name
- o Pseudonym
- o IP address of the user's device
- o Date and time of registration

No data will be passed on to third parties in connection with data processing for the dispatch of newsletters. The data will be used exclusively for sending the newsletter.

### 2. Purpose of data processing

The user's email address is collected to deliver the newsletter to the recipient.

Additional personal data as part of the registration process is collected to prevent misuse of the services or email address.

### 3. Legal basis for data processing

The legal basis for the processing of data provided by the user after registration for the newsletter is Art. 6 (1) (1) (a) UK GDPR if the user has given his consent.

### 4. Duration of storage

The data will be deleted as soon as it is no longer necessary to achieve the purpose for which it was collected. The user's email address will therefore be stored as long as the newsletter subscription is active.

The other personal data collected during the registration process is generally deleted after a period of seven days.

### 5. Objection and removal

The subscription for the newsletter can be cancelled by the data subject at any time. For this purpose, every newsletter contains an opt-out link.

Through this, it is also possible to withdraw the consent to the storage of personal data collected during the registration process.

## **VIII. Contact via Email**

### 1. Description and scope of data processing

You can contact us via the email address provided on our website. In this case the personal data of the user transmitted with the email will be stored.

The data will be used exclusively for the processing of the conversation.

### 2. Purpose of data processing

If you contact us via email, this also constitutes the necessary legitimate interest in the processing of the data.

### 3. Legal basis for data processing

If the user has given consent, the legal basis for processing the data is Art. 6 (1)(a) UK GDPR.

The legal basis for the processing of data transmitted while sending an email is Art. 6 (1) (1) (f) UK GDPR. If the purpose of the email contact is to conclude a contract, the additional legal basis for the processing is Art. 6 (1) (b) UK GDPR.

### 4. Duration of storage

The data will be deleted as soon as it is no longer necessary to achieve the purpose for which it was collected. For personal data sent by email, this is the case when the respective conversation with the user has ended. The conversation ends when it can be concluded from the circumstances that the matter in question has been conclusively resolved.

The additional personal data collected during the sending process will be deleted after a period of seven days at the latest.

### 5. Objection and removal

The user has the possibility to withdraw consent to the processing of their personal data at any time. If the user contacts us by email, he can object to the storage of his personal data at any time.

Users can either unsubscribe or contact ISLA directly

In this case, all personal data stored while establishing contact will be deleted.

Users can either unsubscribe or contact ISLA directly

## **IX. Application via Email**

### 1. Scope of processing personal data

You can send us your application via email. We process your email address and the information you provide in the email.

- o Title
- o First name
- o Last name
- o Address
- o Telephone / mobile phone number
- o Email address
- o Salary expectations
- o Information on education and training
- o Language skills
- o Curriculum vitae
- o Certificates
- o Photo

### 2. Purpose of data processing

The processing of personal data from the application form serves us solely to process your application.

### 3. Legal basis for data processing

The legal basis for the processing of the data is the initiation of the contractual relationship at the request of the data subject, Art. 6 (1) (1) (b) Alt. 1 UK GDPR.

### 4. Duration of storage

After completion of the application procedure, the data will be stored for up to six months. Your data will be deleted after six months at the latest. In the event of a legal obligation, the data will be stored within the framework of the applicable provisions.

## 5. Objection and removal

The applicant has the possibility to object to the processing of personal data at any time. In such a case, your application will no longer be considered.

Users must contact ISLA directly

All personal data stored during electronic job applications will be deleted in this case.

## **X. Corporate web profiles on social networks**

Use of corporate profiles on social networks

Twitter:

Twitter International Company, One Cumberland Place, Fenian Street, Dublin 2, Ireland

On our company profile we provide information and offer Instagram users the possibility of communication. If you carry out an action on our Instagram company profile (e.g. comments, contributions, likes etc.), you may make personal data (e.g. clear name or photo of your user profile) public. However, as we generally or to a large extent have no influence on the processing of your personal data by Instagram, we cannot make any binding statements regarding the purpose and scope of the processing of your data.

Our corporate profile in social networks is used for communication and information exchange with (potential) customers. We use the company's profile for:

Education, Advocacy, Information, News, Events

Publications on the company profile can contain the following content:

- o Information about services
- o Documentation

Every user is free to publish personal data.

The legal basis for data processing is Art. 6 (1) (1) (a) UK GDPR.

The data generated on the company profile are not stored in our own systems.

You can object at any time to the processing of your personal data that we collect within the framework of your use of our Twitter corporate web profile and assert your rights as a data subject mentioned under IV. of this privacy policy. Please send us an informal email to [Support@islaemea.org](mailto:Support@islaemea.org). For further information on the processing of your personal data by Twitter and the corresponding objection options, please click here:

[Twitter: https://twitter.com/de/privacy](https://twitter.com/de/privacy)

## **XI. Use of Corporate Profiles in professionally oriented networks**

### 1. Scope of data processing

We use corporate profiles on professionally oriented networks. We maintain a corporate presence on the following professionally oriented networks:

LinkedIn:

LinkedIn, Unlimited Company Wilton Place, Dublin 2, Ireland

On our site we provide information and offer users the possibility of communication.

The corporate profile is used for job applications, information, public relations, and active sourcing.

We do not have any information on the processing of your personal data by the companies jointly responsible for the corporate profile. Further information can be found in the privacy policy of:

LinkedIn:

<https://www.linkedin.com/legal/privacy-policy>



If you carry out an action on our company profile (e.g. comments, contributions, likes etc.), you may make personal data (e.g. clear name or photo of your user profile) public.

## 2. Legal basis for data processing

The legal basis for the processing of your data in connection with the use of our corporate web profile is Art. 6 (1) (1) (f) UK GDPR.

## 3. Purpose of the data processing

Our corporate web profile serves to inform users about our services. Every user is free to publish personal data.

## 4. Duration of storage

We store your activities and personal data published via our corporate web profile until you withdraw your consent. In addition, we comply with the statutory retention periods.

## 5. Objection and removal

You can object at any time to the processing of your personal data which we collect within the scope of your use of our corporate web profile and assert your rights as a data subject mentioned under IV. of this privacy policy. Please send us an informal email to the email address stated in this privacy policy.

You can find further information on objection and removal options here:

LinkedIn:

<https://www.linkedin.com/legal/privacy-policy>

## **XII. Hosting**

The website is hosted on servers of a service provider commissioned by us.  
Our service provider is:

Sempervox

The servers automatically collect and store information in so-called server log files, which your browser automatically transmits when you visit the website. The stored information is:

- o Browser type and version
- o Used operating system
- o Referrer URL
- o Hostname of the accessing computer
- o Time and date of the server request
- o IP address of the user's device

This data will not be merged with other data sources. The data is collected on the basis of Art. 6 (1) (1) (f) UK GDPR. The website operator has a legitimate interest in the technically error-free presentation and optimization of his website - and server log files are therefore recorded.

The server of the website is geographically located in the United Kingdom.

### **XIII. Registration**

#### **1. Description and scope of data processing**

We offer users the opportunity to register by providing personal data. The data is entered into an input mask and transmitted to us and stored. The data will not be passed on to third parties. The following data is collected as part of the registration process:

- o Email address
- o Last name
- o First name
- o Pseudonym
- o IP address of the user's device
- o Date and time of registration

As part of the registration process, the user's consent to the processing of this data is obtained.

#### **2. Purpose of data processing**

Registration of the user is required for the provision of certain content and services on our website.

To determine access rights to content

### 3. Legal basis for data processing

The legal basis for the processing of the data is Art. 6 (1) (1) (a) UK GDPR if the user has given his consent.

### 4. Duration of storage

The data will be deleted as soon as it is no longer necessary to achieve the purpose for which it was collected.

This is the case for the data collected during the registration process if the registration is cancelled or modified on our website.

### 5. Objection and removal

As a user you have the possibility to cancel the registration at any time. You can request a change to the data stored about you at any time.

Users can unsubscribe via the website or notify ISLA

## **XIV. Usage of Plugins**

We use plugins for various purposes. The plugins used are listed below:

Use of AddThis

### 1. Scope of processing of personal data

We use the plugin "AddThis" of Oracle America, Inc., 500 Oracle Parkway, Redwood Shores, CA, 94065, USA (Hereinafter referred to as AddThis). AddThis provides tools that enable our users to more easily share our content on social networks. In addition, AddThis tools enable users to analyse and improve their use of our services. AddThis uses cookies and so-called tracking pixels.

When using the AddThis plugin a direct connection to the servers of AddThis is established. A connection to the selected social network is also possible.

The data collected by AddThis may include:

- IP address
- Browser type and language

- Type of operating system
- Date and time of access
- User behaviour
- Search terms entered in the AddThis Toolbar search function
- Geographical location data derived from the IP address.

Further information on the collection and storage of data by AddThis can be found here:

<https://www.oracle.com/legal/privacy/addthis-privacy-policy.html>

## 2. Purpose of data processing

The use of AddThis serves the user friendliness of our side. We enable the users of our offer to share links of our pages in social networks.

## 3. Legal basis for the processing of personal data

The legal basis for the processing of personal data is the user's given consent in accordance with Art. 6 (1) (1) (a) UK GDPR.

## 4. Duration of storage

According to its own data, AddThis stores data up to 13 months. In addition, statistical data relating to the performance, operation and use of AddThis applications may be stored for up to 24 months. These are kept for the purpose of safety and operational management, statistical analysis, service improvement and research and development.

## 5. Possibility of revocation of consent and removal

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent up to the revocation.

You can prevent the collection and processing of your personal data by AddThis by preventing the storage of third party cookies on your computer, by using the "Do Not Track" function of a supporting browser, by deactivating the execution of script code in your browser or by using a script blocker such as Install NoScript (<https://noscript.net/>) or Ghostery (<https://www.ghostery.com>) in your browser.

With the following link you can deactivate the use of your personal data by AddThis: <https://www.addthis.com/privacy/opt-out>

For more information on objection and removal options against AddThis please visit:  
<https://www.oracle.com/legal/privacy/addthis-privacy-policy.html>

## Use of Bootstrap

### 1. Scope of processing of personal data

We use the OpenSource Framework Bootstrap. This is loaded via the content delivery network of [bootstrapcdn.com](https://www.bootstrapcdn.com/). This service is provided by MaxCDN DBA StackPath, 2021 McKinney Ave, Suite 1100, Dallas, TX 75201, USA (Hereinafter referred to as StackPath). By using BootstrapCDN, cookies are set on your computer and usage data is stored. Personal data can be stored and evaluated, especially the activity of the user (especially which pages have been visited and which elements have been clicked on) as well as device and browser information (especially the IP address and the operating system).

For further information on StackPath's collection and storage of data please visit:  
<https://www.bootstrapcdn.com/privacy-policy/>

### 2. Purpose of data processing

The use of Bootstrap is to improve our online presence and its usability.

### 3. Legal basis for the processing of personal data

The legal basis for the processing of personal data is the user's given consent in accordance with Art. 6 (1) (1) (a) UK GDPR.

### 4. Duration of storage

Your personal information will be stored for as long as is necessary to fulfil the purposes described in this Privacy Policy or as required by law, e.g. for tax and accounting purposes.

### 5. Possibility of revocation of consent and removal

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent up to the revocation. You may prevent StackPath from collecting and processing your personal

information by preventing the storage of third-party cookies on your computer, by using the "Do Not Track" feature of a supporting browser, by disabling the execution of script code in your browser, or by installing a script blocker such as NoScript (<https://noscript.net/>) or Ghostery (<https://www.ghostery.com>) in your browser. For more information about objection and removal options regarding StackPath, please visit:

<https://www.bootstrapcdn.com/privacy-policy/>).

## Use of Google Analytics

### 1. Scope of processing of personal data

We use Google Analytics, a web analysis service provided by Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA and its representative in the Union Google Ireland Ltd., Gordon House, Barrow Street, D04 E5W5, Dublin, Ireland (Hereinafter referred to as Google). Google Analytics examines, among other things, the origin of visitors, their length of stay on individual pages and the use of search engines, thus allowing better monitoring of the success of advertising campaigns. Google places a cookie on your computer. This allows personal data to be stored and evaluated, in particular the user's activity (in particular which pages have been visited and which elements have been clicked on), device and browser information (in particular the IP address and the operating system), data on the advertisements displayed (in particular which advertisements have been displayed and whether the user has clicked on them) and also data on advertising partners (in particular pseudonymised user IDs). 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. However, if IP anonymization is enabled on this online presence, Google will previously truncate your IP address within member states of the European Union or other signatory states to the Agreement on the European Economic Area. Only in exceptional cases is the full IP address transmitted to a Google server in the USA and shortened there.

On behalf of the operator of this online presence, Google will use this information to evaluate your use of the online presence, to compile reports on the activities of the online presence and to provide further services associated with the use of the online presence and the Internet use to the operator of the online presence. The IP address transmitted by your browser as part of Google Analytics is not combined with other data from Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be

able to use the full functionality of our website. Further information on the collection and storage of data by Google can be found here:

<https://policies.google.com/privacy?hl=en-GB>

## 2. Purpose of data processing

The purpose of processing personal data is to specifically address a target group that has already expressed an initial interest by visiting the site.

## 3. Legal basis for the processing of personal data

The legal basis for the processing of personal data is the user's given consent in accordance with Art. 6 (1) (1) (a) UK GDPR.

## 4. Duration of storage

Your personal information will be stored for as long as is necessary to fulfil the purposes described in this Privacy Policy or as required by law. Advertising data in server logs is anonymized by Google's own statements to delete parts of the IP address and cookie information after 9 and 18 months respectively.

## 5. Possibility of revocation of consent and removal

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent up to the revocation.

You may prevent the collection and processing of your personal data by Google by preventing the storage of cookies by third parties on your computer, by using the "Do Not Track" function of a supporting browser, by deactivating the execution of script code in your browser or by installing a script blocker such as NoScript (<https://noscript.net/>) or Ghostery (<https://www.ghostery.com>) in your browser. your IP address) to Google and to prevent the processing of this data by Google by downloading and installing the browser plug-in available under the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>

With the following link you can deactivate the use of your personal data by Google:

<https://adssettings.google.com> Further information on objection and removal options against Google can be found at: <https://policies.google.com/privacy?gl=EN&hl=en>

## Use of Google Maps

### 1. Scope of processing of personal data

We use the online map service Google Maps of Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA and the representative in the Union Google Ireland Ltd., Gordon House, Barrow Street, D04 E5W5, Dublin, Ireland (Hereinafter referred to as Google). We use the Google Maps plugin to visually display geographical data and embed it on our online presence. Through the use of Google Maps on our online presence, information about the use of our online presence, your IP address and addresses entered with the route plan function are transmitted to a Google server and stored there.

Further information on the collection and storage of data by Google can be found here:

<https://policies.google.com/privacy?hl=en-GB>

### 2. Purpose of data processing

The use of the Google Maps plug-in serves to improve user friendliness and an appealing presentation of our online presence.

### 3. Legal basis for the processing of personal data

The legal basis for the processing of personal data is the user's given consent in accordance with Art. 6 (1) (1) (a) UK GDPR.

### 4. Duration of storage

Your personal information will be stored for as long as is necessary to fulfill the purposes described in this Privacy Policy or as required by law.

### 5. Possibility of revocation of consent and removal

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent up to the revocation.

You can prevent the collection and processing of your personal data by Google by preventing the storage of cookies from third parties on your computer, by using the "Do Not Track" function of a supporting browser, by deactivating the execution of



script code in your browser or by using a script blocker such as a browser.

Install NoScript (<https://noscript.net/>) or Ghostery

(<https://www.ghostery.com>) in your browser.

With the following link you can deactivate the use of your personal data by Google:

<https://adssettings.google.com>

Further information on objection and removal options against Google can be found at:

<https://policies.google.com/privacy?hl=en-GB>

## Use of Gravity Forms

### 1. Scope of processing of personal data

We use Gravity Forms of Rocketgenius Inc., 1620 Centerville Turnpike #102, Virginia Beach, VA 23464, USA (Hereinafter referred to as Rocketgenius). Gravity Forms is a complete form management solution for WordPress. This serves to improve the presentation of our online presence content. Rocketgenius itself does not process any personal data and does not set any cookies for the user. Further information on the collection and storage of data by Rocketgenius can be found here:

<https://www.gravityforms.com/privacy/>

### 2. Purpose of data processing

The use of the Gravity Form Plug-In serves the improvement of the user friendliness of our online presence. We use this plug-in to easily create, integrate and present forms in an appealing way.

### 3. Legal basis for the processing of personal data

The legal basis for the processing of personal data is the user's given consent in accordance with Art. 6 (1) (1) (a) UK GDPR.

### 4. Duration of storage

Your personal information will be stored for as long as is necessary to fulfil the purposes described in this Privacy Policy or as required by law, e.g. for tax and accounting purposes.

## 5. Possibility of revocation of consent and removal

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent up to the revocation.

You may prevent Rocketgenius from collecting and processing your personal data by preventing the storage of third-party cookies on your computer, by using the "Do Not Track" feature of a supporting browser, by disabling the execution of script code in your browser, or by installing a script blocker such as NoScript

(<https://noscript.net/>) or Ghostery (<https://www.ghostery.com>) in your browser.

For more information about objection and removal options regarding Rocketgenius, please visit:

<https://www.gravityforms.com/privacy/>

## Use of Hotjar

### 1. Scope of processing of personal data

We use the Hotjar web analysis service of Hotjar Ltd, Level 2, St Julian's Business Centre, 3, Elia Zammit Street, St Julian's STJ 1000, Malta (Hereinafter: Hotjar). Hotjar uses cookies, i.e. small text files, which are stored locally in the cache of your web browser on your end device and which enable an analysis of the use of our online presence by you. Personal data can thus be stored and evaluated, in particular the user's activity (in particular which pages have been visited and which elements have been clicked on), device and browser information (in particular the IP address and the operating system) and a tracking code (pseudonymised user ID). The information thus collected will be transferred by Hotjar to a server in Ireland and stored there in an anonymised form. Further information on the collection and storage of data by Hotjar can be found at:

<https://www.hotjar.com/legal/policies/privacy>

### 2. Purpose of data processing

The use of the Hotjar Plug-In serves to better understand the needs of our users and to optimize the offer on this online presence.

### 3. Legal basis for the processing of personal data

The legal basis for the processing of personal data is the user's given consent in accordance with Art. 6 (1) (1) (a) UK GDPR.

#### 4. Duration of storage

Your personal information will be stored for as long as is necessary to fulfill the purposes described in this Privacy Policy or as required by law.

#### 5. Possibility of revocation of consent and removal

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent up to the revocation.

You can prevent Hotjar from collecting and processing your personal data by preventing the storage of third-party cookies on your computer, by using the "Do Not Track" function of a supporting browser, by deactivating the execution of script code in your browser, or by using a script blocker such as a "Do Not Track" Function. Install NoScript (<https://noscript.net/>) or Ghostery (<https://www.ghostery.com>) in your browser.

With the following link you can deactivate the use of your personal data by Hotjar: <https://www.hotjar.com/legal/compliance/opt-out>

For more information on objection and removal options against Hotjar please visit: <https://www.hotjar.com/legal/policies/privacy>

#### Use of LinkedIn

##### 1. Scope of processing of personal data

We use functions of the network LinkedIn. The provider is LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland (Hereafter referred to as LinkedIn). Each time you access one of our pages that contains LinkedIn functions, a connection is established to LinkedIn servers. LinkedIn will be informed that you have visited our website with your IP address. If you click the LinkedIn "Recommend" button and are logged into your LinkedIn account, LinkedIn will be able to associate your visit to our website with you and your user account. This allows personal data to be stored and evaluated, in particular the user's activity (in particular which pages have been visited and which elements have been clicked on) and device and browser information (in particular the IP address and the operating system).

We would like to point out that, as the provider of the pages, we have no knowledge

of the content of the transmitted data or its use by LinkedIn. For more information on LinkedIn's collection and storage of data, please visit:

<https://www.linkedin.com/legal/privacy-policy>

## 2. Purpose of data processing

The use of the LinkedIn Plugin serves the usability of our online presence.

## 3. Legal basis for the processing of personal data

The legal basis for the processing of personal data is the user's given consent in accordance with Art. 6 (1) (1) (a) UK GDPR.

## 4. Duration of storage

Your personal information will be stored for as long as is necessary to fulfill the purposes described in this Privacy Policy or as required by law, e.g. for tax and accounting purposes.

## 5. Possibility of revocation of consent and removal

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent up to the revocation.

You can prevent LinkedIn from collecting and processing your personal data by preventing the storage of third-party cookies on your computer, by using the "Do Not Track" function of a supporting browser, by deactivating the execution of script code in your browser or by installing a script blocker such as NoScript (<https://noscript.net/>) or Ghostery (<https://www.ghostery.com>) in your browser. Furthermore, the transmission may be prevented by logging out of your LinkedIn account before accessing our website.

The following links will allow you to deactivate the use of your personal data by LinkedIn:

<https://www.linkedin.com/psettings/guest-controls>

For further information on the possibilities of objection to and removal from LinkedIn, please visit:

<https://www.linkedin.com/legal/privacy-policy>

## Use of Shutterstock

### 1. Scope of processing of personal data

We use functions of Shutterstock Inc., 350 Fifth Avenue, 21st Floor, New York, NY 10118 USA (Hereinafter referred to as Shutterstock). We use this plug-in to display embedded images. When you visit a page with a plugin, a direct connection is established between your computer and the Shutterstock server. Shutterstock receives information that you have visited our site with your IP address. This allows personal data to be stored and evaluated, in particular the user's activity (in particular which pages have been visited and which elements have been clicked on) and device and browser information (in particular the IP address and the operating system).

We would like to point out that as the provider of the pages, we do not have any knowledge of the content of the data transmitted nor of its use by Shutterstock. \Further information on Shutterstock's collection and storage of data can be found at:

<https://www.shutterstock.com/privacy>

### 2. Purpose of data processing

The use of the Shutterstock Plug-In serves to improve the usability and loading speed of our online presence.

### 3. Legal basis for the processing of personal data

The legal basis for the processing of personal data is the user's given consent in accordance with Art. 6 (1) (1) (a) UK GDPR.

### 4. Duration of storage

Your personal information will be stored for as long as is necessary to fulfil the purposes described in this Privacy Policy or as required by law, e.g. for tax and accounting purposes.

### 5. Possibility of revocation of consent and removal

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of the consent does not affect the lawfulness of the

processing carried out on the basis of the consent up to the revocation.

You can prevent Shutterstock from collecting and processing your personal data by preventing the storage of third-party cookies on your computer, by using the "Do Not Track" feature of a supporting browser, by disabling the execution of script code in your browser, or by installing a script blocker such as NoScript (<https://noscript.net/>) or Ghostery (<https://www.ghostery.com>) in your browser. \For more information about how Shutterstock can object to and remove your personal data, please visit:

<https://www.shutterstock.com/de/privacy>

## Use of Twitter

### 1. Scope of processing of personal data

We use the social plugins of Twitter, Inc., 1355 Market Street, Suite 900, San Francisco, CA 94103, USA (Hereinafter referred to as Twitter).

With the social plugins, we can integrate Twitter content (especially tweets, or moments) or links to the Twitter platform (especially tweet or follow button) on our online presence. This allows personal data to be stored and evaluated, in particular the user's activity (in particular which pages have been visited and which elements have been clicked on) and device and browser information (in particular the IP address and operating system).

The use of Twitter and the function "Re-Tweet" connects the online presences you visit with your Twitter account and makes them known to third parties. We do not receive any information about the content of the transmitted data and its use by Twitter. \Further information on the collection and storage of data by Twitter can be found here:

<https://twitter.com/en/privacy>

### 2. Purpose of data processing

The integration of the Twitter plug-in serves to improve user friendliness. Content from Twitter can be embedded and users of the Twitter service can use Twitter functions.

### 3. Legal basis for the processing of personal data

The legal basis for the processing of personal data is the user's given consent in accordance with Art. 6 (1) (1) (a) UK GDPR.

#### 4. Duration of storage

Your personal information will be stored for as long as is necessary to fulfill the purposes described in this Privacy Policy or as required by law.

#### 5. Possibility of revocation of consent and removal

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent up to the revocation.

You can prevent the collection and processing of your personal data by Twitter by preventing the storage of third-party cookies on your computer, by using the "Do Not Track" function of a supporting browser, by deactivating the execution of script code in your browser, or by installing a script blocker such as NoScript

(<https://noscript.net/>) or Ghostery (<https://www.ghostery.com>) in your browser.

Further information on the possibilities for objection to and removal of Twitter can be found at:

<https://twitter.com/en/privacy>

#### Use of Wordfence Security

##### 1. Scope of processing of personal data

\Our online presence uses functions of Defiant Inc., 800 5th Ave., Suite 4100, Seattle, WA 98104, USA (Hereinafter referred to as Defiant). Wordfence Security secures our online presence and protects visitors from viruses and malware. When you visit a page with a plugin, a direct connection is established between your computer and the Defiant Server. In order to recognize whether the visitor is a human or a bot, the plug-in sets cookies. Additional personal data may be stored and evaluated, in particular device and browser information (in particular IP address and operating system).

It is possible to evaluate the behaviour from the sent notifications (e.g. how often a page is called up). To protect against brute force and DDoS attacks or comment spam, IP addresses are stored on the Wordfence servers. IP addresses that are classified as acceptable are placed on a white list.\Further information on the collection and storage of data by Defiant can be found here:

<https://www.wordfence.com/privacy-policy/>

##### 2. Purpose of data processing

The online presence uses the plug-in to protect against viruses and malware and to ward off attacks by computer criminals.

### 3. Legal basis for the processing of personal data

The legal basis for the processing of personal data is the user's given consent in accordance with Art. 6 (1) (1) (a) UK GDPR.

### 4. Duration of storage

Your personal information will be stored for as long as is necessary to fulfill the purposes described in this Privacy Policy or as required by law, e.g. for tax and accounting purposes.

### 5. Possibility of revocation of consent and removal

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent up to the revocation.

You can prevent Wordfence Security from collecting and processing your personal data by preventing the storage of third-party cookies on your computer, by using the "Do Not Track" function of a supporting browser, by deactivating the execution of script code in your browser, or by installing a script blocker such as NoScript (<https://noscript.net/>) or Ghostery (<https://www.ghostery.com>) in your browser.

You can find further information on objection and removal options against Wordfence Security at:

<https://www.wordfence.com/privacy-policy/https://www.wordfence.com/privacypolicy/>

## Use of Google Tag Manager

### 1. Scope of processing of personal data

We use the Google Tag Manager (<https://www.google.com/intl/de/tagmanager/>) of Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA and its representative in the Union Google Ireland Ltd., Gordon House, Barrow Street, D04 E5W5, Dublin, Ireland (Hereinafter referred to as Google). With Google Tag Manager, tags from Google and third-party services can be managed and bundled and embedded on an online presence. Tags are small code elements on an online



presence that are used, among other things, to measure visitor numbers and behaviour, capture the impact of online advertising and social channels, use remarketing and targeting, and test and optimize online presences. When a user visits the online presence, the current tag configuration is sent to the user's browser. It contains statements about which tags are to be triggered. Google Tag Manager triggers other tags that may themselves collect data. You will find information on this in the passages on the use of the corresponding services in this data protection declaration. Google Tag Manager does not access this data. For more information about the Google Tag Manager, please visit <https://www.google.com/intl/de/tagmanager/faq.html> and see Google's privacy policy: <https://policies.google.com/privacy?hl=en>

## 2. Purpose of data processing

The purpose of the processing of personal data lies in the collected and clear administration as well as an efficient integration of the services of third parties.

## 3. Legal basis for the processing of personal data

The legal basis for the processing of personal data is the user's given consent in accordance with Art. 6 (1) (1) (a) UK GDPR.

## 4. Duration of storage

Your personal information will be stored for as long as is necessary to fulfill the purposes described in this Privacy Policy or as required by law. Advertising data in server logs is anonymized by Google's own statements to delete parts of the IP address and cookie information after 9 and 18 months respectively.

## 5. Possibility of revocation of consent and removal

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent up to the revocation. You may prevent the collection and processing of your personal data by Google by preventing the storage of cookies by third parties on your computer, by using the "Do Not Track" function of a supporting browser, by deactivating the execution of script code in your browser or by installing a script blocker such as NoScript (<https://noscript.net/>) or Ghostery (<https://www.ghostery.com>) in your browser. your

IP address) to Google and to prevent the processing of this data by Google by downloading and installing the browser plug-in available under the following link:

<https://tools.google.com/dlpage/gaoptout?hl=en>

With the following link you can deactivate the use of your personal data by Google:

<https://adssettings.google.de>

Further information on objection and removal options against Google can be found at:

<https://policies.google.com/privacy?gl=EN&hl=en>

## **XV. Integration of plugins via external service providers**

### **1. Description and scope of data processing**

We integrate certain plugins on our website via external service providers in the form of content delivery networks. When you access our website, a connection is established to the servers of the providers used by us to retrieve content and store it in the cache of the user's browser. This allows personal data to be stored and evaluated in server log files, in particular device and browser information (e.g. IP address and operating system). We use the following services:

- o CDNJS of the provider CloudFlare Germany GmbH, Rosental 7, 80331 Munich, Germany
- o BootstrapCDN of the supplier MaxCDN DBA StackPath, 2021 McKinney Ave., Suite 1100, Dallas, TX 75201, USA
- o JsDelivr of the provider Prospect One Sp. z.o.o, Czysa 8, Krakow, Poland

### **2. Purpose of data processing**

The use of the functions of these services serves the delivery and acceleration of online applications and content.

### **3. Legal basis for data processing**

This data is collected on the basis of Art. 6 (1) (1) (f) UK GDPR. The website operator has a justified interest in the technically correct presentation and optimization of the website.

### **4. Duration of storage**

Your personal information will be retained for as long as necessary to fulfil the purposes described in this Privacy Policy or as required by law

## 5. Objection and removal

Information about objection and removal options regarding Cloudflare finds you under:

<https://www.cloudflare.com/en-gb/privacypolicy/>

You can find further information on objection and removal options against StackPath at:

<https://www.bootstrapcdn.com/privacy-policy/>

You can find information about objection and removal options regarding JsDelivr at:

<https://www.jsdelivr.com/privacy-policy-jsdelivr-net>

This privacy policy has been created with the assistance of [DataGuard](#).