

Data protection statement

§ 1 Information on the collection of personal data

(1) In the following we inform you about the collection of personal data when using our website. Personal data is deemed to mean all data that relates to you personally, e.g. name, address, email addresses, user behaviour.

(2) The controller as defined in Article 4(7) EU General Data Protection Regulation (GDPR) is ProPress Verlagsgesellschaft mbH, Friedrich-Ebert-Allee 57, 53113 Bonn, verlag@behoerderspiegel.de (see our Legal Notice). Our data protection officer can be contacted at datenschutzbeauftragter@behoerderspiegel.de or via our postal address. Please state attention to "The Data Protection Officer".

(3) If you contact us by email or via a contact form, we store the data you provide us (your email address, and if applicable your name and phone number) in order to respond to your query. We delete the accumulated data when its storage is no longer necessary or, if there are statutory retention obligations, we restrict processing of the data.

(4) If we have to commission service providers to attend to individual functions of our service or wish to use your data for advertising purposes, we will inform you in detail of the respective processes, as stated below. In doing so, we will also state the defined criteria for the storage period.

§ 2 Your rights

(1) You have the following rights with respect to your personal data processed by us:

- Right of access,
- Right to rectification or erasure,
- Right to restriction of processing,
- Right to object to processing,
- Right to data portability.

(2) You also have the right to lodge a complaint with a data protection authority about the processing of your personal data by us.

§ 3 Collection of personal data when visiting our website

(1) If you use our website for information purposes only, i.e. if you do not register with us or you send us information in a different way, we collect only the personal data that your browser sends to our server. If you would like to view our website, we shall collect the following data that we require for technical purposes to display our website to you and to guarantee its stability and security (the legal basis for this is Article 6(1)(1)(f) GDPR):

- IP address
- Date and time of the query
- Time zone difference to Greenwich Mean Time (GMT)
- Content of the request (specific page)
- Access status/HTTP status code
- Volume of data transferred in each case
- Website that the request comes from
- Browser
- Operating system and its interface
- Language and version of the browser software

(2) In addition to the aforementioned data, cookies will be stored on your computer when you use our website. Cookies are small text files which are stored on your hard drive by the browser you use and which transmit certain information to the party setting the cookie (in this case us). Cookies cannot run programs or transfer viruses to your computer. They are designed to make our online services more user-friendly and more effective overall.

(3) Use of cookies:

- a) This website uses the following types of cookies, the scope and function of which are explained below:
 - Transient cookies (see b)
 - Permanent cookies (see c).
- b) Transient cookies are automatically deleted when you close the browser. These include, in particular, session cookies. These store a so-called session ID, which allows different requests from your browser to be assigned to the general session. This enables your computer to be recognised if you return to our website. Session cookies are deleted when you log out or close the browser.
- c) Permanent cookies are automatically deleted after a given time, which may be different for each cookie. You can delete cookies at any time through the security settings of your Internet browser.
- d) You can configure your browser settings as you wish and reject, for example, the acceptance of third-party cookies or all cookies. We would like to point out that in doing so you may possibly not be able to use all of this website's functions.
- e) We use cookies to be able to identify follow-up visits for you if you have an account with us. Otherwise, you would have to log in for every visit.
- f) Flash cookies that are used are not recorded by your browser, but rather by your Flash plug-in. We also use HTML5 storage objects which are deposited on your end device. These objects save the required data separately from the browser you have used and do not have an automatic expiry date. If you do not want Flash cookies processed, you must install an appropriate add-on, for example "Better Privacy" for Mozilla Firefox (<https://addons.mozilla.org/de/firefox/addon/betterprivacy/>) or the Adobe Flash Killer Cookie for Google Chrome. You can block the use of HTML5 storage objects by using the private mode in your browser. We also recommend that you manually delete your cookies and browser history regularly.

§ 4 Further functions and services of our website

(1) In addition to the purely informational use of our website, we offer various services which could be of interest to you. For this you generally have to enter additional personal data which we use to provide the respective service and for which the aforementioned principles of data processing apply.

(2) Sometimes we use external service providers for the processing of your data. We have selected and engaged these service providers carefully; they are bound to our instructions and are regularly monitored.

(3) In addition, we may pass on your personal data to third parties if special offers, competitions, contract conclusions or similar services are offered by us together with partners. You will receive more detailed information about this when you enter your personal data, or below in the description of the offer.

(4) If our service providers or partners have their registered office in a country outside the European Economic Area (EEA), we will inform you of the consequences of this circumstance in the description of the offer.

§ 5 Objection to or revocation of consent to the processing of your data

(1) If you have given consent to the processing of your data, you may revoke this at any time. Such revocation shall affect the legitimacy of the processing of your personal data after you have expressed this to us.

(2) Insofar as our processing of your personal data is based on a balancing of interests, you can lodge an objection to the processing. This is the case, in particular, if the processing is not necessary for the fulfilment of a contract with you, something which we will explain in each of the following descriptions of the functions. When asserting such an objection, we ask you to state the reasons why we should not process your personal data in the manner stated. In the event of a justified objection, we will check the state of affairs and either stop or adjust the data processing, or inform you of the mandatory, legitimate grounds on the basis of which we shall continue the processing.

(3) You can, of course, object to the processing of your personal data for the purposes of advertising and data analysis at any time. You can inform us of your objection to advertising using the following contact details: ProPress Verlagsgesellschaft mbH, Data Protection Officer, Friedrich-Ebert-Allee 57, 53113 Bonn.

§ 6 Newsletter

(1) With your consent you can subscribe to our newsletter, in which we will inform you about our current offers of interest. The advertised goods and services are stated in the declaration of consent.

(2) For registration to our newsletter we use the so-called double opt-in procedure. This means that after your registration we will send you an email to the email address provided, in which we shall ask you to confirm that you wish to be sent our newsletter. If you do not confirm your registration within 24 hours, your information will be locked and automatically deleted after one month. We also store the times of registration and confirmation. The purpose of the procedure is to be able to verify your registration and, if necessary, clarify any possible misuse of your personal data.

(3) The only mandatory information for receipt of the newsletter is your email address. Other separately marked data is provided voluntarily and is used to be able to address you personally. After your confirmation, we store your email address for the purpose of sending the newsletter. The legal basis for this is Article 6(1)(1)(a) GDPR.

(4) You can withdraw your consent to receiving the newsletter at any time and unsubscribe from the newsletter. You can declare your revocation using this form on the website, by sending an email to datenschutzbeauftragter@behoerderspiegel.de or by sending a message to the contact details stated in the Legal Notice.

§ 7 Social media plug-ins

1. Use of social media plug-ins

(1) We currently use the following social media plug-ins: Facebook, Google+, Twitter, WhatsApp. In doing so, we use the so-called two-click solution. This means that when you visit our website, in principle no personal data are passed on to the plug-in provider initially. You can recognise the plug-in provider by the mark in the box above the first letter of its name or the logo. We give you the option of communicating directly with the plug-in provider via the button. Only if you click the selected field and thereby enable it does the plug-in provider receive the information that you have accessed the relevant website of our online service. Data named in § 3 of this statement are also transferred. In the case of Facebook, according to the provider, in Germany the IP addresses are anonymised immediately after collection. By enabling the plug-in, personal data are sent by you to the respective plug-in provider and stored there (in the case of US providers, in the USA). As the plug-in provider collects data via cookies in particular, we recommend that you delete all cookies via your browser's security settings before clicking on the greyed-out box.

(2) We have no influence over the data collected and the data processing methods, nor do we know the full extent of the data collection, the purposes of processing or the storage periods. We also have no information on erasure of the data collected by the plug-in provider.

(3) The plug-in provider stores the data collected about you as a user profile and uses this for the purposes of advertising, market research and/or the needs-based design of its website. This type of evaluation occurs, in particular (even for users that are not logged in), to display needs-based advertising and to inform other users of the social network about your activities on our website. You have the right to object to the creation of this user profile, whereby you must exercise this right against the respective plug-in provider. Via the plug-

in, we offer you the option to interact with social networks and other users so that we can improve our service and make it more interesting for you as a user. The legal basis for the use of plug-ins is Article 6(1)(1)(f) GDPR.

- (4) Data is forwarded irrespective of whether or not you have an account with the plug-in provider and are logged in there. When you are logged in to the plug-in provider, your data we have collected are assigned directly to your account with the plug-in provider. If you select the enabled button and, for example, link the page, the plug-in provider also stores this information in your user account and shares this publicly with your contacts. We recommend logging out regularly after using a social network, particularly before enabling the button, as in this way you can avoid an assignment to your profile with the plug-in provider.
- (5) You can find more information on the purpose and scope of data collection and its processing by the plug-in provider in the data protection policies of these providers communicated below. You can also find further information there about your rights and about how to adjust your settings to protect your privacy.
- (6) Addresses of the respective plug-in providers and URLs with their data protection notices:
 - a) Facebook Inc., 1601 S California Ave, Palo Alto, California 94304, USA; <http://www.facebook.com/policy.php>; for more information on data collection: <http://www.facebook.com/help/186325668085084>, <http://www.facebook.com/about/privacy/your-info-on-other#applications> and <http://www.facebook.com/about/privacy/your-info#everyoneinfo>. Facebook is subject to the EU-US Privacy Shield <https://www.privacyshield.gov/EU-US-Framework>
 - b) Google Inc., 1600 Amphitheater Parkway, Mountainview, California 94043, USA; <https://www.google.com/policies/privacy/partners/?hl=de>. Google is subject to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>.
 - c) Twitter, Inc., 1355 Market St, Suite 900, San Francisco, California 94103, USA, <https://twitter.com/privacy>. Twitter is subject to the EU-US Privacy Shield <https://www.privacyshield.gov/EU-US-Framework>.
 - d) WhatsApp Inc., Menlo Park, California, USA; <https://www.whatsapp.com/legal/#privacy-policy>.

2. Integration of YouTube videos

- (1) We have integrated YouTube videos into our online service, which are stored at <http://www.YouTube.com> and are playable directly from our website. These are all integrated in "enhanced data protection mode", i.e. no data about you as the user are transferred to YouTube if you do not play the videos. Only when you play the videos are the data specified in paragraph 2 transferred. We have no influence on this data transfer.
- (2) When you visit our website, YouTube receives the information that you have accessed the relevant subpages on our website. Data named in § 3 of this statement are also transferred. This occurs regardless of whether or not you are logged in to a YouTube user account, or whether you have a user account. If you are logged in with Google, your data will be assigned directly to your account. If you do not want this assigned to your YouTube profile, you must log out before enabling the button. YouTube stores your data as user profiles and uses them for advertising, market research and/or needs-based design of its website. This type of evaluation occurs, in particular (even for users that are not logged in), to display needs-based advertising and to inform other users of the social network about your activities on our website. You have the right to object to the creation of these user profiles, whereby you must exercise this right towards YouTube.
- (3) You can find more information on the purpose and scope of the data collection and its processing by YouTube in the data protection policy. You can also find further information there about your rights and about how to adjust your settings to protect your privacy: <https://www.google.de/intl/de/policies/privacy>. Google also processes your personal data in the USA and is subject to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>.

3. Integration of Google Maps

- (1) We use the Google Maps service on this website. By using this service, we are able to display interactive maps for you directly on the website and allow you to use the map feature conveniently.
- (2) When you visit our website, Google receives the information that you have accessed the relevant subpages on our website. Data named in § 3 of this statement are also transferred. This occurs regardless of whether or not you are logged in to a Google user account, and whether you have a user account. If you are logged in with Google your data will be assigned directly to your account. If you do not want this assigned to your Google profile, you must log out before enabling the button. Google stores your data as user profiles and uses them for advertising, market research purposes and/or for need-based design of its website. This type of evaluation occurs, in particular (even for users that are not logged in), to display needs-based advertising and to inform other users of the social network about your activities on our website. You have the right to object to the creation of this user profile, whereby you must exercise this right towards Google.
- (3) You can find more information on the purpose and scope of data collection and its processing by the plug-in provider in the provider's data protection policies. You can also find further information there about your rights and about how to adjust your settings to protect your privacy: <http://www.google.de/intl/de/policies/privacy>. Google also processes your personal data in the USA and is subject to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>.

§ 8 Inclusion, validity and updating the data protection statement

By using our website, you agree to use of the data described before.

The data protection statement is currently valid and dates from 24/05/2018.

It may be necessary to change this data protection statement due to further development of our website or implementation of new technologies. ProPress Verlagsgesellschaft mbH reserves the right to modify the data protection statement at any time with effect for the future. We therefore recommend that you re-read the current data protection statement from time to time.