

Status: 25<sup>th</sup> May 2009

## **Data Protection Statement of Gütermann GmbH**

### **Your privacy is our concern**

We are pleased about your interest in our company and our products and services and also want you to feel confident when visiting our Internet pages with regard to safeguarding your person-related data. We take the protection of your person-related data very seriously. For us, the observance of the provisions of the Federal Data Protection Law is something that goes without saying.

We wish you to know when we collect any data and how we will use it. We have taken technical and organisational measures to ensure that the regulations pertaining to data protection are observed both from us as well as from external service providers.

### **Consent**

With the use of our website you agree to your data being saved and used as described in this statement. Amendments to this data protection statement will be carried out directly in this document, so that you are always informed about any data Gütermann may save and use.

### **Person-related data**

Person-related data is information concerning your identity. This includes, for example, details such as name, address, telephone number, e-mail address. In order to use our Internet page, it is not necessary for you to disclose person-related data. In certain cases, however, we need your name and your address as well as other details, so that we can provide the services you wish to have.

The same applies, for example, for the despatch of informative materials and the ordering of goods, or in order to answer individual questions. Where this is necessary, we will point this out accordingly. Beyond this, we only save and process data that you provide voluntarily or automatically.

In case you make use of our services, only data is normally collected which is needed to provide the requested services. If we ask for more extensive data, this is voluntary information. The processing of person-related data is undertaken purely to perform the requested services and to protect our own legitimate business interests.

### **Intended use of person-related data**

We generally use the person-related data provided by you to answer your enquiries, to process your orders or to provide access to certain information or offers.

In order to maintain customer relationships, it may also be necessary for the Gütermann Group, or a service company on our behalf, to use this person-related data in order to inform you about product offers which are of benefit to your business activity, or in order to perform online surveys so that the needs and requests of our customers can be better satisfied.

It goes without saying that we will respect your wishes, if you do not want to permit the use of your person-related data to support our customer relations activities (especially for direct marketing or

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market research purposes). We will neither sell your person-related data to third parties nor otherwise market it.

### **Appropriated use**

We will only collect, process and use person-related data you provide online for the purposes we disclose to you. Any communication of your person-related data to third parties will not be made without the necessary consent from you.

Person-related data surveys as well as their communication to state-run institutions and authorities entitled to receive such information shall be made only within the context of the pertinent laws, or insofar as we are obligated to do so by a court decision. Our staff and the service companies we commission are sworn to secrecy and to observe the provisions of the Federal Data Protection Law.

### **Non person-related, automatically collected data**

When using our Internet pages, the following data is saved for organisational and technical reasons: the names of the pages retrieved, the browser and the operating system used, date and time of access, the search engine used, names of downloaded files and your IP address.

We evaluate this technical data anonymously and only for statistical purposes, so that we can constantly further optimise our Internet presence and to be able to make our Internet services even more attractive. This anonymous data is saved separately from person-related information on secure systems and does not permit any inferences to be drawn about the individual person. Your person-related data and your privacy are hence protected at all times.

### **Cookies**

If you visit one of our websites, we may file information in the form of cookies on your computer. Cookies are small text files, which are sent from a web server to your browser and are saved on the hard drive of your computer.

No personal data about the user are saved, just the Internet protocol address. This information serves to automatically recognise you again the next time you visit one of our websites and to simplify the navigation for you. Cookies allow us, for example, to adapt a website to your interests, or to save your password so that you do not have to enter it every time.

You can, of course, look at our websites without cookies. If you do not wish us to recognise your computer, you can prevent the saving of cookies on your hard drive by selecting "accept no cookies" in your browser settings. How to do this can be found in the manufacturer's instructions of your browser. If you do not accept any cookies, however, this may lead to a functional limitation in our range of services.

### **Children**

Persons under the age of 18 should not send us any person-related data without the agreement of their parents or the legal guardian. We do not request any person-related data from children and juveniles, nor do we collect it or pass it on to third parties.

### **Security**

We have taken technical and organisational measures to protect your person-related data from loss, destruction, manipulation and unauthorised access. All of our staff and all third parties in-

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involved in data processing are obligated to observe the Federal Data Protection Law and the confidential handling of person-related data.

In the event that personal data is collected and processed, the information will be transmitted in a coded form to prevent misuse of the data by third parties. Our security measures are revised on a continuous basis to match the current state of technological advancement.

### **Amendments to our data protection provisions**

We reserve the right to change our security and data protection measures, insofar as this is necessary due to technical developments. In such cases, we will also adjust our information notices regarding data protection accordingly. For this reason, always observe the current version of our data protection statement respectively.

### **Links**

If you use external links which are offered as part of our Internet pages, this data protection statement does not apply to these links. Gütermann GmbH is not responsible for the data protection precautions or the content of other websites. For this reason, you also have to inform yourself on the Internet pages of other providers about any data protection statements provided there.

### **Right to information**

You may receive information about the data we have saved on you at any time. If necessary, please write to Gütermann GmbH, Ulrich Thol, Landstrasse 1, 79261 Gutach or send an e-mail to [contact@guetermann.com](mailto:contact@guetermann.com).

### **Right of objection**

Furthermore, you may withdraw your consent to allow the collection and saving of your person-related data by us at any time. If necessary, please write to Gütermann GmbH, Ulrich Thol, Landstrasse 1, 79261 Gutach or send an e-mail to [contact@guetermann.com](mailto:contact@guetermann.com).

### **Questions, suggestions, complaints**

If you have other questions about the information provided on data protection and the processing of your personal data, you may also wish to contact our data protection commissioner directly: Mr. Ulrich Thol, c/o Gütermann GmbH, Landstrasse 1, 79261 Gutach, or via e-mail [contact@guetermann.com](mailto:contact@guetermann.com). He is the person to contact in case of requests for further information, suggestions or complaints.