

## Data privacy statement

### Protecting your data is very important to us

We are delighted that you are interested in our company and our products and services, and would also like you to feel safe as far as your personal data are concerned when you visit our websites. We take the protection of your personal data very seriously. Compliance with the German Data Protection Act goes without saying for us.

We want you to know which data we collect and how we use them. We have implemented technical and organisational measures to ensure that the data protection regulations are observed both by us and by external service providers.

### Personal data

Personal data are data that relate to your identity. These include information such as your name, address, telephone number and e-mail address. You can use our website without divulging any personal data. In certain cases, however, we require your name, address and other information to be able to perform the services desired.

The same applies, for example, to the shipment of information material and ordered goods or to replies to individual questions. You will be informed when this is necessary. In addition, we also only save and process data that you have provided to us voluntarily or automatically.

Insofar as you make use of our services, we generally only collect data required for the performance of the services. Any other data we request from you are provided voluntarily. Personal data are only processed to perform the requested service and to protect our own business interests.

### Purpose of personal data

The personal data you provide are generally used to answer your queries, process your orders or provide you with access to certain information or offers. In the interests of maintaining customer relations, it may also happen that we or another service company commissioned by us uses these personal data to inform you of product offers useful to your business activities or to perform online surveys in

order to better address the tasks and requirements of our customers.

Of course, we respect your wishes if you do not want us to use your personal data for the maintenance of our customer relations (in particular for direct marketing or market research purposes). We shall neither sell nor in any other way distribute your personal data to third parties.

### **Purpose-related use**

We shall only collect, process and use the personal data you provide online for the purposes of which you have been informed. Your personal data will not be provided to third parties without your permission.

Personal data are only collected and provided to the authorised state institutions and bodies within the scope of the pertinent laws and insofar as we are obliged to do so as a result of a legal decision. Our employees and the service providers we commission are bound by confidentiality agreements and to comply with the regulations of the German Data Protection Act.

### **Automatically collected non-personal data**

The following data are saved for organisational and technical reasons when our websites are used: the name of the sites viewed, the browser used and the operating system, date and time of the access the search engines employed, the name of any files downloaded and your IP address.

We evaluate these technical data anonymously and for statistical purposes only in order to continually optimise our Internet presence further and to design our Internet offers even more attractively. These anonymous data are saved separately from personal data on secure systems and contain no information pertaining to individuals. This ensures that your personal data and private sphere are protected at all times.

### **Cookies**

When you visit our websites, information may be saved on your computer in the form of cookies. Cookies are small text files sent to your browser by a web server and saved on your computer's hard drive.

No personal data concerning the user are saved: just the IP address. This information is used to identify you the next time you visit our websites and to facilitate browsing. For example, cookies make it possible to customise a website to suit your requirements or to save a password so that you do not need to enter it again every time.

You can of course also view our websites without cookies. If you do not want us to recognise your computer, you can deactivate the saving of cookies on your hard drive by selecting "Block All Cookies" in your browser. For more detailed information, please consult the operating manual supplied by your browser provider. Blocking all cookies can result in the limited functioning of our offers.

### **Children**

Persons under the age of 18 should not provide us with any personal data without the express permission of their parents or guardians. We do not request any personal data from children and young people, we do not collect any and we do not pass any on to third parties.

### **Security**

We have implemented technical and organisational security measures to protect your personal data against loss, destruction, manipulation and unauthorised access. All our employees and all third parties involved in the processing of the data are obliged to comply with the German Data Protection Act and the confidential treatment of personal data.

When personal data are collected and processed, the information is sent encrypted in order to prevent misuse of the data by third parties. Our security measures are constantly revised in accordance with technological advances.

### **Amendment of our data protection provisions**

We reserve the right to amend our security and data protection measures insofar as this becomes necessary as a result of technical developments. In these cases, we shall also amend the information we provide concerning data protection. For this reason, please always refer to the respective latest version of our data protection policy.

**Links**

This data protection policy does not extend to any external links offered on our websites that you use. When we include links, we make every effort to ensure that they also comply with our data protection and security standards. However, we have no influence on other providers' compliance with the data protection and security provisions. For this reason, please also consult the data protection policies provided on the other providers' websites.

**Right to information**

You can receive information on the data we save at any time. In this case, please send an e-mail to [harald.schmidtbernsen@thimm.de](mailto:harald.schmidtbernsen@thimm.de).

**Right to objection**

In addition, you may also withdraw your permission for us to collect and save your personal data at any time. In this case, please send an e-mail to [harald.schmidtbernsen@thimm.de](mailto:harald.schmidtbernsen@thimm.de).

**Queries, suggestions, complaints**

If you have any additional queries concerning the information we provide on data protection and the processing of your personal data, please contact our data protection officer directly.

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He will also be happy to assist you as your contact partner for any requests for information or if you have any suggestions or complaints.