

DATA PROTECTION

The protection of your personal data has highest priority for our office. This principle applies to our internet site as well as our conventional services. Therefore, we would like to inform you at this point about how we implement the data protection provisions in our internet services. Further information on the risks of internet usage and the ways to protect oneself can be found under: www.datenschutz.de.

1. Data Protection

Generally, most offers and services on our website are intended for anonymous use. When accessing our web pages no personalized record of your usage is created, only anonymous data is saved. Anonymous data is data of which no information concerning your person can be deduced. The evaluation of anonymous data is for example used to analyze the habits of our users in order to make our site more user-friendly as well as adapt it to the wishes and needs of our users (e.g. number of page views, usage statistics etc.). Personal data is information that makes the identification of a person possible. This in particular includes name, date of birth, address and telephone number. Insofar as you enter personal data within our website it is only used according to the consent given by you, and only for the purpose stated on the respective page (e.g. ordering of services etc.). You can revoke your consent at any time. We do not pass on any personalized data to third parties. Insofar as personalized data has to be gathered in order to render our services (e.g. order) it is deleted immediately after the completion of such services. If you access pages and files in the context of this offer and are prompted to enter personal data, we ask you to bear in mind that this data transfer via the internet is not secured and that such data can thus become known to or also falsified by unauthorized persons.

2. Handling of E-Mail Addresses

When you send us an e-mail we will use your e-mail only for the correspondence with you; of course we will not pass it on to third parties.

3. Possibility to Obtain Information

If our office has saved data relating to your person you can receive information about such data upon formal inquiry and at no charge. Please inform us if we have saved incorrect data about you in order for us to correct it, block it or delete it. If you have further question relating to data protection please contact us.

4. Cookies

Cookies are small data volumes that are saved on your computer by the operators of a website. In order to conduct some of the functions of our website data is saved in cookies (e.g. in the navigation or the "secured client area"). Temporary cookies will automatically be deleted when closing the browser. They simply contain an identification number (Session ID) that allows the server to associate consecutive requests of the browser with the same user. Temporary cookies are used by many servers, they do not pose an increased security risk. This is different with permanent cookies that can also be read by other servers. Our website exclusively uses temporary cookies in its public area. With cookies you have the option to allow them or not. Changes hereto can be made in your browser settings. By changing your browser settings (found most often under "option" or "settings" in the browser menu) you have the choice to either accept all cookies, be notified when a cookie is placed, or to reject all cookies. If you decide to not accept our cookies the functionality of our site could be limited and some services cannot be used. We ask for your understanding.

5. Encrypting Data during Transfer

Information transmitted via the internet is usually unencrypted. Since the path of the data between server and local PC can never be exactly predicted, transmitted information can in principle be accessed at various points. Sensitive data from the areas “Career” and “Contact” on our webpages is transmitted encrypted via https pages between your PC and us.