

## **Privacy statement**

### **1) Introduction**

Welcome to my website! I value the protection of your data and your privacy. In the following I would like to explain which data I process when, for what purpose and on what legal basis, and explain how the protection of your personal data is guaranteed.

According to Art. 4(1) GDPR, 'personal data' means any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly. For more information, refer to article 4(1) GDPR.

This privacy statement is currently valid and was last updated in December 2019. It can be accessed, saved and printed at any time at [www.ing-tomerius.de/privacystatement/](http://www.ing-tomerius.de/privacystatement/).

Insofar as my legitimate interest or a legitimate interest of a third party (Art. 6 (1) (f) GDPR) is stated as the legal basis for the processing of personal data, you have the right to object in accordance with Art. 21 GDPR:

According to Art. 21 GDPR, you have the right to object to processing of personal data at any time. Your personal data will then no longer be processed unless

- compelling legitimate grounds for the processing can be demonstrated which override your interests, rights and freedoms or
- processing serves for the establishment, exercise or defence of legal claims

In this case, you must provide reasons for the objection that arise from your particular situation.

You can notify me of your objection at any time (e.g. by email to [aib@ing-tomerius.de](mailto:aib@ing-tomerius.de) or by phone at +49 5331 947345).

### **2) Person responsible for processing your personal data**

The person responsible for processing your personal data within the meaning of Art. 4 (7) GDPR is

AIB Dr. Alexandra Tomerius  
Saffeweg 32  
38304 Wolfenbüttel  
Tel.: 05331 / 947345  
eMail: [aib@ing-tomerius.de](mailto:aib@ing-tomerius.de)

### **3) Log files**

Every time this website is accessed, data and information is automatically recorded by your device's system and stored in log files. This data is information that relates to an identified or identifiable natural person (here: website visitors). When you visit this website, the data is automatically transmitted by your browser.

The following data are recorded:

- IP address of the enquiring compute
- Date and time you accessed this website
- Name and URL of the retrieved file
- Website from which this site was accessed (referrer URL),
- Browser used and, if applicable, the operating system of your computer and the name of your access provider

The purpose of this data processing is to make my website accessible from your device and to enable my website to be displayed correctly on your device or in your browser. Your personal data is not evaluated for marketing purposes.

The legal basis for processing is Art. 6 Para. 1 lit. f) GDPR: there is a legitimate interest on my part to present you with a website optimized for your browser and to enable communication between the server and your device. For the latter, particularly the processing of your IP address is mandatory.

IP addresses are stored for a maximum of seven days for the detection and defense against attacks. If data have to be saved for reasons of evidence, they are excluded from deletion until the incident has been finally clarified.

The recipient of the data is the server host with whom an order processing agreement was concluded in accordance with Art. 28 GDPR.

### ***Right to object***

*You have the right to object. You can send or notify me of your objection at any time (see Section 1 - Introduction).*

*The provision of personal data is neither required by law nor by contract. Failure to provide this could, under certain circumstances, result in your browser not displaying this website or displaying it incorrectly.*

## **4) Cookies**

This website, like basically any website, uses so-called session cookies. Session cookies temporarily save information on the website access and are deleted when the browser is closed. Session cookies do not store information about the user.

Other, also external, cookies are not used by this website. Neither tracking mechanisms nor web analysis services are used.

## **5) External services**

This website does not use any external services such as Google services.

## **6) Contacting**

You have the possibility to contact me by mail, phone or email.

If you contact me by mail, I might process address details (e.g. surname, first name, company name, street, place of residence, postcode, possibly also telephone number and email address), date of the incoming mail and any data that results from your letter itself. Depending on which data you enter in your mail, I will then contact you either by mail, telephone or email.

If you contact me by phone, your telephone number and, if necessary, your name, email address, time of the call and details of your request will be processed upon request.

If you contact me by e-mail, your e-mail address, the time of the e-mail as well as the data that results from the message text (possibly including attachments) will be processed. The server host, with whom an order processing agreement was concluded in accordance with Art. 28 GDPR, also has access to email data.

The purpose of processing the above mentioned personal data is to process a contact request - regardless of the form in which it was made - and to be able to contact you, the inquirer, to answer the request.

Your data will always be processed personally by the responsible person. Personal data will only be processed for as long as is necessary to process the contact request. This data will not be passed on to third parties without your explicit consent.

The legal basis for the processing of personal data described here is Art. 6(1)f) GDPR. It is my legitimate interest to offer you the opportunity to contact me at any time and answer your inquiries.

### ***Right to object***

*You have the right to object. You can send or notify me of your objection at any time (see Section 1 - Foreword).*

*The provision of personal data is neither required by law nor by contract. Yet, failure to provide these data could mean that you may not be able to contact me.*

## **7) Contract conclusion**

If a contract is concluded after a contact request, the necessary data will be processed in digital and / or analog form for this purpose (company name, surname, first name, street, city, postcode, telephone number and email address etc. as well as contract data and content details, customer correspondence, order and payment history etc.).

The purpose of processing is the proper execution of the contract.

The data is stored for the duration of the contract. The legal retention period of 10 years according to § 147 AO (German law) applies to contract data. Further details can be regulated in the contract itself.

## **8) Data security**

This website and other systems are secured by technical and organizational measures against loss, destruction, access, modification or distribution of your personal data by unauthorized persons. Despite regular checks, complete protection against all dangers is not possible, however.

## **9) Withdrawal**

You have the right to withdraw consent at any time without affecting the lawfulness of processing based on your consent before its withdrawal.

## **10) Rights of data subjects**

As a data subject, you generally have the right to request free-of-charge information about which personal data has been stored about you. You also have the right to ask for the rectification of inaccurate personal data, the restriction of data processing or for erasure of your personal data. If applicable, you can also exercise your right to data portability.

If you assume that your data has been processed unlawfully, you can file a complaint with the responsible supervisory authority.

Data stored by me will be deleted if no longer required for the intended purpose as long as there are no statutory retention periods. If deletion cannot be carried out because the

data is required for permitted legal purposes, data processing is restricted. In this case, the data will be blocked and not processed for other purposes.

Users of this website can exercise their right to object and object to the processing of their personal data at any time.

You can find details of your rights in the GDPR in the following sections:

- Right of access (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR)
- Right to object (Art. 21 GDPR)
- Right to erasure (“right to be forgotten”) (Art. 17 GDPR)
- Right to restriction of processing (Art. 18f. GDPR)
- Right to data portability (Art. 20 GDPR)

For inquiries of this kind, please contact me by email at [aib@ing-tomerius.de](mailto:aib@ing-tomerius.de).

Please note that requests of this kind must ensure that the inquirer is actually the person concerned.