



# Erfolg hat Profi(I)<sup>®</sup>

## **Data Security and Consent Policy**

**HR Manager Martina Uppendahl „Erfolg hat Profi(I)“**

The security of your personal information is very important to us. Therefore, we have revised our privacy policy in accordance with the new EU General Data Protection Regulation (EU GDPR).

What exactly does that mean for you?

With this change, which came into force on May 25, 2018, we want to make our terms easier to understand for you. You should know what happens to your data and what control you have over it.

You can view our new privacy policy at any time on our websites ([www.hr-manager.info](http://www.hr-manager.info), [www.bewerbung-hamburg.info](http://www.bewerbung-hamburg.info) and [www.motivation-hamburg.info](http://www.motivation-hamburg.info)). If you continue to use our Services after May 24, 2018, you automatically agree to the following terms and updates. If you do not agree to the new terms, we ask you for a message.

We wish you continued success, because „Erfolg hat Prof(I)“

### **Foreword and introduction:**

This privacy policy explains in detail how we handle your personal information when assisting you during your job search or employment through our recruitment and career counselling services, maintaining your relationship with you after finding employment, provide a service for you, use your data when you visit our websites.

This Privacy Policy describes how we collect, use and store your personal information and how we comply with our legal obligations to you. The protection of your data is very important to us and we have made it our mission to protect and uphold your privacy rights. Therefore, we believe that you should always know what information we collect from you and how we use it. Also, you should have effective control over them. Please read this privacy policy completely and carefully. The new EU General Data Protection Regulation protects the fundamental rights and freedoms of natural persons, and in particular their right to protection of personal data.

This privacy policy applies to the personal data of the visitors to our websites, to customers, interested parties, customers, suppliers and all other persons with whom we are in contact. If the processing of personal data is required and there is no legal basis for such processing, we generally seek the consent of the data subject.

If you have questions, you can always contact us. For the purposes of applicable data protection laws (including, but not limited to, the General Data Protection Regulation

(Regulation (EU) 2016/679) (the "GDPR"), you will find the company responsible for your personal data ("Martina Uppendahl HR Manager") "Us" here:

**Contact details of the responsible person for data protection:**

Mrs. Martina Uppendahl  
Wagnerstrasse 15  
D-22081 Hamburg  
Germany

E-mail: kontakt@hr-manager.info  
Mobile: +49 (0) 172/528 77 03  
Telephone: +49 (0) 40/180 36 858

Company: Martina Uppendahl "Erfolg hat Profi(I)"  
WEB: www.hr-manager.info  
WEB: www.bewerbung-hamburg.info  
WEB: www.motivation-hamburg.info

Important: This Privacy Policy may change from time to time. Please use this page to inform yourself as we will post any changes here. If you do not agree with any aspect of our Privacy Policy, you may be entitled to any legal claims that are also described here in the appropriate place (under point 4 et seq. "Rights of Data Subjects").

**Terms - Definitions:**

We use the following terms in this privacy policy, including but not limited to:

**a) Personal data:**

Personal data is any information relating to an identified or identifiable natural person (hereinafter the "data subject"). A natural person is considered to be identifiable who, directly or indirectly, in particular by association with an identifier such as a name, an identification number, location data, an online identifier or one or more special features, expresses the physical, physiological, genetic, mental, economic, cultural or social identity of this natural person can be identified.

**b) Data subject:**

Affected person is any identified or identifiable natural person whose personal data is processed by the controller.

**c) Processing:**

Processing means any process or series of operations related to personal data, such as collecting, collecting, organizing, organizing, storing, adapting or modifying, reading, querying, using, with or without the aid of automated procedures; disclosure by submission, dissemination or other form of provision, reconciliation or association, restriction, erasure or destruction.

**d) Restriction of processing:**

Restriction of the processing is the marking of stored personal data with the aim to limit their future processing.

**e) Profiling:**

Profiling is any kind of automated processing of personal data that consists in using that personal information to evaluate certain personal aspects relating to a natural person, in particular aspects relating to job performance, economic situation, health, personal to analyse or predict preferences, interests, reliability, behaviour, whereabouts or relocation of that natural person.

**f) Pseudonymisation:**

Pseudonymisation is the processing of personal data in such a way that personal data can no longer be attributed to a specific data subject without the need for additional information, provided that such additional information is kept separate and subject to technical and organizational measures to ensure that the personal data not assigned to an identified or identifiable natural person.

**g) Controller:**

The controller is the natural or legal person, public authority, body or body that, alone or in concert with others, decides on the purposes and means of processing personal data. Where the purposes and means of such processing are determined by Union law or the law of the Member States, the controller or the specific criteria for his designation may be provided for under Union or national law.

**h) Processor:**

The processor is a natural or legal person, public authority, agency or other body that processes personal data on behalf of the controller.

**i) Recipient:**

Recipient is a natural or legal person, agency, agency or other entity to whom Personal Data is disclosed, whether or not it is a third party. However, authorities which may receive personal data under Union or national law in connection with a particular mission are not considered as beneficiaries.

**j) Third party:**

Third is a natural or legal person, public authority, body or body other than the data subject, the controller, the processor and the persons authorized under the direct responsibility of the controller or the processor to process the personal data.

## **k) Consent:**

Consent is any voluntarily given and unambiguously expressed in the form of a statement or other unambiguous confirmatory act by the data subject for the particular case, by which the data subject indicates that they consent to the processing of the personal data concerning him / her is.

## **Data protection:**

### **1. Data collection in the general use of our websites and our services**

#### **1.1. General access to our websites:**

Once you visit our website [www.hr-manager.info](http://www.hr-manager.info), [www.bewerbung-hamburg.info](http://www.bewerbung-hamburg.info) or [www.motivation-hamburg.info](http://www.motivation-hamburg.info) and use our online offer, even if you only look at our blog posts or other content on our website, we will collect individual personal information from you, such as the type of device you use and your IP address. You may choose to share additional information with us, such as your first and last name, your e-mail address, your mobile or landline phone number, your address, or other information you may provide in our guestbook, for example. in the blog or via our contact forms. We use this information to advise you as part of our services in order to fulfil a contract with our customers in order to contact you in order to provide you with a feedback platform in the form of our guestbook and for the general protection of our authorized users Interests.

All personal data collected on the websites of Martina Uppendahl HR Manager [www.hr-manager.info](http://www.hr-manager.info), Martina Uppendahl Bewerbungstraining & Karriereberatung [www.bewerbung-hamburg.info](http://www.bewerbung-hamburg.info) or Martina Uppendahl Motivationstraining & Persönlichkeitsberatung [www.motivation-hamburg.info](http://www.motivation-hamburg.info) will be stored, processed and used exclusively for the specified purpose. We assure you that all personal data collected will be treated confidentially in accordance with the applicable data protection regulations.

The use of our website is usually possible without providing personal information. As far as on our sides personal data (for example, first and last name, address, telephone or mobile number, e-mail addresses, all CV data) are collected, this is done, as far as possible, always on a voluntary basis. These data will not be disclosed to third parties without your express consent, unless they are subject to our legitimate interest in doing so.

At any time, you have the right to free information about your stored personal data, their origin and recipient and the purpose of the data processing and a right to correct, block or delete this data.

#### **1.2. SSL encryption / website certificates:**

Our websites use for security purposes and to protect the transmission of confidential content and personal data (such as e-mail addresses, first and last names, telephone or mobile numbers, etc.) that you provide to us as a site operator, e.g. via our contact forms or in the guestbook, secure SSL encryption. You can recognize an encrypted connection by changing the address line of the browser from "http: //" to "https: //" and the lock symbol in your browser line.

If SSL encryption is enabled, the data you submit to us cannot be read by third parties.

### **1.3. Duration of storage of your data:**

Basically, we comply with the respective legal retention period. After expiry of the deadline, the corresponding data will be routinely and in compliance with data protection deleted, if they are no longer required for contract fulfilment or contract initiation.

How long we retain personal information may vary considerably depending on the services we offer and our legal obligations. The following factors typically affect the retention period: How long is the personal information needed to provide our services? These include e.g. Maintaining and improving the performance of our products, maintaining the security of our systems and maintaining correct business and financial documents. Based on this general rule, most of our retention periods are set. Is personal information sensitive? If so, a shortened retention period is usually appropriate. Have you agreed to an extended retention period? If this is the case, we store the data according to your consent. Are we subject to legal, contractual or other similar obligations with regard to the safekeeping of your personal data? Examples include compelling data retention laws in each jurisdiction, governmental orders to retain data relevant to a particular investigation, or personal information held as a result of litigation.

### **1.3. Legal or contractual provisions for the provision of personal data, necessity for the conclusion of the contract, obligation of the data subject to provide the personal data, possible consequences of non-provision**

We clarify that the provision of personal information is in part required by law (such as tax regulations) or may result from contractual arrangements (such as details of the contractor). Occasionally it may be necessary for a contract to be concluded that an affected person provides us with personal data that must subsequently be processed by us (for example by a tax consultant appointed by us or, if necessary, by a debt collection service). For example, the data subject is required to provide us with personal information when our company enters into a contract with her. Failure to provide the personal data would mean that the contract with the person concerned could not be closed.

Before the data subject has been provided by the data subject, the data subject must contact our data protection officer. Our data protection officer will inform the data subject on a case-by-case basis whether the provision of the personal data is required by law or contract or is required for the conclusion of the contract, if there is an obligation to provide the personal data and what would be the consequence of the failure to provide the personal data.

### **2. Data transmission on the Internet:**

Please note that data transmission over the Internet (for example, when communicating via e-mail) may have security vulnerabilities. A complete protection of the data from access by third parties is not possible. Different regulations may apply to the use of individual services on our site, which will be explained separately in this case below.

The legal basis for data protection can be found in the Federal Data Protection Act (BDSG) and in the Telemedia Act (TMG). The following regulations inform you about the type, scope and purpose of the collection, use and processing of personal data by the respective provider:

## **2.1. Server log files:**

The provider of the pages, the Alfahosting GmbH, based in Halle (Saale), automatically collects and stores information in so-called server log files (access log files and error log files), which your browser automatically transmits to us. These are:

- Visited website
- Browser type and browser version
- Operating system used
- Referrer URL (website from which you visit us)
- Host name / IP address (= Internet Protocol address) of the accessing computer
- Date and time of the server request
- Amount of data sent in bytes

These data cannot be assigned to specific persons. A merge of this data with other data sources will not be done. We reserve the right to check this data retrospectively, if we become aware of specific indications for illegal use. The storage takes place only for a limited period in the log files, as far as this is necessary for security purposes. The IP address is anonymized after 24 hours; to do this, the last octet is zeroed. The deletion takes place after 7 days at the latest.

The log files are collected and stored to maintain server operation and statistical evaluation.

In addition to the log files, we do not store any further data. Keep in mind, however, that your scripts also contain, collect and / or process personal data and also store it in databases. This concerns for example, data sent via a contact form or data stored in the database. In accordance with Art. 32 DSGVO, it should be noted that the transfer of personal data must always be encrypted, which means in practice that the connection must always be made via HTTPS. The use of an SSL certificate is therefore necessary and has been implemented by us on our two websites.

Further information can be found in the privacy policy of our provider Alfahosting:  
<https://alfahosting.de/datenschutz/>

## **2.2. Cookies:**

Some of our websites use so-called cookies. Cookies do not harm your computer and do not contain viruses. Cookies serve our offer more user-friendly, more effective and safer. Cookies are small text files that are stored on your computer and stored by your browser to recognize multiple uses of our offer. Most of the cookies we use are so-called "session cookies" and Web Beacons. They are automatically deleted after your visit. Other cookies remain stored on your device until you delete them. These cookies allow us to recognize your browser the next time you visit. We create anonymous statistics to track the number of visitors to our website (traffic) and the extent and manner of using our website and services. However, we do not create individual user profiles and do not associate the generated statistics with personally assignable information.

The Web Beacon is used for statistical purposes and serves to ensure that visitors are not counted twice.

You can set your browser so that you are informed about the setting of cookies and cookies only in individual cases allow, the acceptance of cookies for certain cases or generally exclude and activate the automatic deletion of cookies when closing the browser. Disabling cookies may limit the functionality of this website.

Therefore, when you visit our websites again, the consent of the user to the use of cookies is assumed.

### **2.3. Our contact form, guestbook and e-mail contact:**

For the dispatch of e-mails and messages on other electronic channels we use services of the Alfahosting GmbH, Halle / Saale.

If you send us inquiries via the contact form or write a feedback in our guestbook, your information from the inquiry form including the contact details you provided there will be stored in order to process the request and in case of follow-up questions. We will not share this information without your consent. By clicking the "Send" button, you consent to the transmission of the data entered in the input mask to us. In addition, we save the date and time of your contact.

The information you provide in the contact form will remain with us until you ask us to delete it, revoke your consent to storage or delete the purpose for data storage (for example, after your request has been processed). Mandatory statutory provisions - especially retention periods - remain unaffected.

Alternatively, contact via the provided e-mail address is possible. In this case, the user's personal data transmitted by e-mail and our reply will be stored. The personal data transmitted to us voluntarily serve us to process your inquiry and to contact you. The legal basis for the transmission of the data is Art. 6 para. 1 lit. a GDPR. We use the data for this purpose until the conversation with you ends. The conversation is ended when it can be inferred from the circumstances that the relevant facts have been finally clarified.

The data protection agreements of Alfahosting GmbH, Halle / Saale can be found here: <https://alfahosting.de/datenschutz/>.

### **2.4. Comment way:**

On our site (especially in our blog) we offer you the opportunity to leave comments on the individual contributions. This saves the IP address of the author / subscriber. For the comments on this page with your comment and information at the time of the comment, your e-mail address and if you do not post anonymously, your selected username will be saved. This storage takes place for our security in the event that the author intervenes in this by his comment in rights of third parties and / or illegal content is sold. Thus, there is a self-interest on our part of the stored data of the author, especially since we may be prosecuted for such violations. A passing on to third does not take place. A comparison of the data collected with data, which may be collected by other components of our site, is also not done.

Storage duration of the comments:

The comments and related data (e.g., IP address) are stored and remain on our website until the commented content has been completely deleted or the comments must be deleted for legal reasons (e.g., offensive comments).

## **2.5. Subscription to comments:**

On our site, we offer you the option to subscribe to subsequent comments on a post in which you are about to post a comment in the feed. If you choose this option, you will receive a confirmation e-mail to verify that you are the owner of the e-mail address provided. The decision to subscribe to such successor comments may be cancelled at any time. Details can be found in the confirmation email. A transfer of the obtained data to third parties does not occur. A comparison of the data collected with data, which may be collected by other components of our site, is also not done.

## **2.6. Subscription to a newsletter:**

In the future, users of our websites may be given the opportunity to subscribe to the newsletter of our company. Which personal data are transmitted to the data controller when the newsletter is ordered results from the input mask used for these purposes.

At regular intervals, newsletters are intended to keep you up to date with offers from the company in order to increase service to you. The newsletter of our company can only be received by the data subject if (1) the data subject has a valid email address and (2) the data subject registers for the newsletter. For legal reasons, a confirmation e-mail will be sent to the e-mail address entered by an affected person for the first time for newsletter mailing using the double-opt-in procedure. This confirmation email is used to check whether the owner of the e-mail address as the person concerned authorized the receipt of the newsletter.

When subscribing to the newsletter, we also store the IP address of the computer system used by the person concerned at the time of registration, as well as the date and time of registration, as assigned by the Internet Service Provider (ISP). The collection of this data is necessary in order to understand the (possible) misuse of an affected person's e-mail address at a later date and therefore serves as legal safeguards for the controller.

The personal data collected in the context of registering for the newsletter will be used exclusively to send our newsletter. Subscribers to the newsletter may also be notified by e-mail if this is necessary for the operation of the newsletter service or registration, as might be the case in the event of changes to the newsletter or technical changes. There will be no transfer of the personal data collected as part of the newsletter service to third parties. Subscription to our newsletter may be terminated by the person concerned at any time. The consent to the storage of personal data that the data subject has given us for the newsletter dispatch can be revoked at any time. For the purpose of revoking the consent, there is a corresponding link in each newsletter. It is also possible to unsubscribe from the newsletter at any time, directly on the controller's website, or to inform the controller in a different way.

## **2.7. Newsletter tracking:**

Our newsletters may also contain "counting pixels". A counting pixel is a miniature graphic that is embedded in such emails that are sent in HTML format to enable log file recording and log file analysis. This allows a statistical evaluation of the success or failure of online marketing campaigns. Based on the embedded pixel, we can detect if and when an email was opened by an affected person and which links in the email were accessed by the data subject.

Such personal data collected via the counting pixels contained in the newsletters will be stored and evaluated by the controller in order to optimize the delivery of newsletters and to better



adapt the content of future newsletters to the interests of the data subject. This personal data will not be disclosed to third parties.

Affected persons are of course entitled at any time, the e.g. To revoke consent. After revocation, this personal data will be deleted by the controller. A deregistration from receipt of the newsletter, we interpret as a specific revocation.

## **2.8. Contradiction of advertising emails:**

The use of contact data published in the context of the imprint obligation for the transmission of not expressly requested advertising and information materials is hereby fundamentally contradicted. The operators of the pages expressly reserve the right to take legal action in the event of the unsolicited sending of advertising information, for example through spam e-mails.

## **2.9. Social media and networks:**

In order to make our website and our range of services even more innovative and attractive to users, we work together with various social media:

### **2.9.a. Facebook plugin:**

We work together with the social network Facebook located at 1601 South California Avenue, Palo Alto, CA 94304, USA. With the help of so-called plug-ins, we integrate Facebook into our website as Facebook connect. As soon as you click on a plug-in, your browser connects directly to the Facebook server, and a description of the plug-in is displayed, for example "Friends". Your IP address and other device-related information will be forwarded to Facebook. A cookie may also be installed on your computer but deleted when the browser is closed. In your browser settings, you can specify whether you want to allow cookies or not.

What that means:

When you reach a website with an integrated plug-in and it is uploaded, Facebook will know your IP address and that the Martina Uppendahl site has been visited at this IP address. If you are logged in to Facebook, Facebook will create a link between your Facebook account and your visit to our website. Therefore, you can also have your friends displayed in the plug-in.

If you do not want Facebook to directly assign the data collected via our website to your Facebook profile, you must log out of Facebook before visiting our website.

The purpose and scope of the data collection and the further processing and use of the data by Facebook, as well as your rights in this regard and setting options for the protection of your privacy can be found in the Facebook privacy policy: <http://www.facebook.com/policy.php>

### **2.9.a.a. Facebook Fanpages:**

We are currently running two so-called "Fanpages" on Facebook as Martina Uppendahl Application Training & Career Advice "Success has Professional (I)" (BewerbungHH) as well as Martina Uppendahl Motivation Training & Personality Advice "Erfolg hat Profi (I)" (MotivationHH).

We point out that you have these Facebook pages and their features in use your own responsibility. This applies in particular to the use of the interactive Functions (e.g., comment, share, rate). Alternatively, you can use the above Page on our website at [www.bewerbung-hamburg.info](http://www.bewerbung-hamburg.info) and [www.motivation-hamburg.info](http://www.motivation-hamburg.info).

These pages process personal data as part of "Insights". The basis for the collection and processing is Article 6 (1) sentence 1 lit. b and f. DSGVO. This legitimizes the processing of personal data if the processing person has an overwhelming interest in the processing of the data subject - e.g. Direct mail.

When visiting our Facebook page, Facebook, etc., collects your IP address as well as further information that exists in the form of cookies on your PC. This information is used to statistical use as the operator of the Facebook pages to provide information about the use of the Facebook page. For more information, please contact Facebook at the following link: <http://de-de.facebook.com/help/pages/insights>.

The data collected about you in this context are provided by Facebook Ltd. processed and, where appropriate, to countries outside the European Union transfer. What information Facebook receives and how it is used describes Facebook in general terms in its data usage policies. There You can also find information about Facebook and how to contact us Settings for advertisements.

The data usage guidelines are under available following link: <http://de-de.facebook.com/about/privacy>

The complete data guidelines of Facebook can be found here: [https://de-de.facebook.com/full\\_data\\_use\\_policy](https://de-de.facebook.com/full_data_use_policy)  
<https://en-gb.facebook.com/policy.php>

In what way Facebook downloads the data from visiting Facebook pages for its own Purposes used to what extent activities on the Facebook page individual Users can be assigned how long Facebook stores this data and whether data will be shared with third parties from a visit to the Facebook page Facebook is not final and clearly named and is unknown to us.

When accessing a Facebook page, the IP address assigned to your device will be displayed Facebook submitted. According to information from Facebook this IP address is anonymized (for "German" IP addresses) and deleted after 90 days. Facebook saves about it In addition, information about the terminals of its users (for example, in the context of the function

"Registration Notification"); If necessary, Facebook is thus an assignment of IP addresses to individual users possible.

If you are currently logged on to Facebook as a user, you are on your device a cookie with your Facebook ID. This is Facebook in able to understand that you visited this site and how you used it to have. This also applies to all other Facebook pages. About in websites Embedded Facebook buttons makes it possible for your visits to Facebook Capture web pages and assign them to your Facebook profile. Based on this Data may be offered content or advertising tailored to you.

On our two fan pages you will find a link to our data protection agreements on our websites under "Info" and "Data Policy". In principle, there is a joint responsibility in the operation of the fan pages between the operator and Facebook in accordance with Art. 26 DSGVO. The main responsibility for the data processing of Insights data lies with Facebook Ireland. The person responsible for your information is Facebook Ireland, whom you can contact online or in writing:

Facebook Ireland Ltd.  
4 Grand Canal Square  
Grand Canal harbor  
Dublin 2 Ireland

Contact the Privacy Officer of Facebook Ireland Ltd.

You also have the right to submit a complaint to Facebook of Ireland's leading regulator, the Irish Privacy Commissioner or your local regulator.

In the case of a request from German data protection authorities or affected site visitors, we are obliged to forward them to Facebook Ireland within seven days via a form.

### **2.9.b. Google services, e.g. Webfonts and Google +1:**

#### **Use of webfonts:**

On these websites external fonts, Google fonts are used. Google Fonts is a service of Google Inc. ("Google"). The integration of these web fonts is done by a server call, usually a Google server in the USA. This will be transmitted to the server, which of our websites you have visited. Also, the IP address of the browser of the terminal of the visitor of this website is stored by Google. For more information, see the Google Privacy Policy, which you can access here:

[www.google.com/fonts#AboutPlace:about](http://www.google.com/fonts#AboutPlace:about)

[www.google.com/policies/privacy/](http://www.google.com/policies/privacy/)

We use the Google +1 button, which is operated by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States. When you go to a website with an integrated Google +1 button and it gets uploaded, Google will know your IP address and that the Martina Uppendahl has been visited at that IP address. To use Google +1, you need a profile on Google +1. If you're logged in to Google +1 on your profile and click on a built-in button, we recommend the content of the page where the button is integrated. Google then saves that you've clicked this button along with information about that page. That you have clicked the button and so recommended can appear in your Google +1 profile or on other websites that use Google +1.

If you do not want Google to directly associate the data collected through our website with your Google profile, you must log out of Google before visiting our website. For more information about Google's data collection and use of Google +1 and related rights, please refer to the Google Privacy Policy at: <http://www.google.com/intl/en/policies/privacy/>

### **2.9.c. Google Maps with recommendation components:**

On our site we use the component "Google Maps" in combination with the so-called "share function". "Google Maps" is a service of Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA, hereinafter "Google."

Each time you call this component, Google sets a cookie to process user settings and data when viewing the page that has the Google Maps component integrated. This cookie is usually not deleted by closing the browser but will expire after a certain amount of time unless it is manually deleted by you.

If you disagree with the processing of your data, you may disable the "Google Maps" service and prevent the transmission of data to Google in this way. To do this, you must disable the Java Script feature in your browser. However, please note that in this case you will not be able to use "Google Maps", or only to a limited extent.

The use of "Google Maps" and the information obtained via "Google Maps" is subject to the Google Terms of Use: <http://www.google.com/intl/en/policies/terms/regional.html> and the additional terms and conditions for "Google Maps": [https://www.google.com/intl/en\\_uk/help/terms\\_maps.html](https://www.google.com/intl/en_uk/help/terms_maps.html)

The Google Maps feature also includes the following referral buttons: "Google + button" from Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA;

"Facebook Button" from Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA;  
"Twitter Button" by Twitter Inc., 795 Folsom St., Suite 600, San Francisco, CA 94107, USA.

By calling up the "Google Maps" page, these "recommendation components" cause the browser you are using to download a corresponding representation of the component from the respective provider. This informs the respective provider named above which specific page of our website you are currently visiting.

#### **2.9.d. Twitter:**

We use features of the Twitter service offered by Twitter Inc., 795 Folsom St., Suite 600, San Francisco, CA 94107, USA. When you access a website with an integrated Twitter button and upload it, Twitter will know your IP address and that you have visited the Martina Uppendahl page at this IP address. To use Twitter, you need an account on Twitter. If you are logged into your profile on Twitter and click on an integrated button, you share the content of the page on which the button is integrated with other Twitter users. Twitter will then remember that you have clicked this button along with information about the page and made that information available to other Twitter users.

If you do not want Twitter to directly map the data collected via our website to your Twitter profile, you must log out of Twitter before visiting our website. For more information about Twitter's data collection and use and related rights, please refer to the Twitter Privacy Policy at <https://twitter.com/privacy>

#### **2.9.e. Xing:**

Our website uses functions of the network XING. Provider is the XING AG, Dammtorstraße 29-32, 20354 Hamburg, Germany. Each time you visit one of our sites that includes Xing features, it connects to Xing servers. A storage of personal data is not done to our knowledge. In particular, no IP addresses are stored or the usage behaviour is evaluated.

Further information on data protection and the Xing Share button can be found in Xing's privacy policy at [https://www.xing.com/app/share?op=data protection](https://www.xing.com/app/share?op=data%20protection)

#### **2.9.f. LinkedIn:**

We use components of the LinkedIn network on our site. LinkedIn is a service of LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. Each time you visit our

website that has such a component, this component causes the browser you are using to download a corresponding representation of the LinkedIn component.

Through this process LinkedIn is informed about which specific page of our Internet presence is currently being visited. If you click the LinkedIn "Recommend Button" while logged in to your LinkedIn account, you can link the contents of our pages to your LinkedIn profile. As a result, LinkedIn is able to associate your visit to our pages with your LinkedIn user account.

We have no control over the information that LinkedIn collects or the extent of the information collected by LinkedIn. We also have no knowledge of the content of the data submitted to LinkedIn. For details about LinkedIn's data collection, rights, and settings options, please refer to the LinkedIn Privacy Notice. These notes can be found at: <http://www.linkedin.com/legal/privacy-policy>

#### **2.9.g. Microsoft / Skype:**

In order to provide efficient advice to customers outside of Hamburg, we also occasionally use the Skype services after prior consultation with our customers to practice interviews and prepare them professionally. Skype is a service of Microsoft Corporation, One Microsoft Way Redmond, WA 98052-6399, USA. An optimal preparation also includes the assessment of body language aspects that can only be assessed subjectively if one can see the other person. The Microsoft Privacy Policy can be found here: <https://privacy.microsoft.com/en-us/privacy>

#### **2.9.h. Instagram Social Plugins:**

Our website uses so-called social plugins ("plugins") operated by Instagram LLC, 1601 Willow Road, Menlo Park, CA 94025, USA ("Instagram"). The plugins are marked with an Instagram logo, for example in the form of an "Instagram camera". An overview of the Instagram plugins and their appearance can be found here:

<http://blog.instagram.com/post/36222022872/introducing-instagram-badges>

When you visit a page of our website that contains such a plugin, your browser connects directly to Instagram's servers. The content of the plugin is transmitted by Instagram directly to your browser and integrated into the page. Through this integration, Instagram receives the information that your browser has accessed the corresponding page of our website, even if you do not have an Instagram profile or are currently not logged in to Instagram. This information (including your IP address) is sent from your browser directly to an Instagram server in the US and stored there.

If you are logged in to Instagram, Instagram can immediately assign the visit to our website to your Instagram account. If you interact with the plugins, for example, press the "Instagram" button, this information is also transmitted directly to an Instagram server and stored there. The information will also be posted on your Instagram account and displayed there to your contacts.

The purpose and scope of the data collection and the further processing and use of the data by Instagram as well as your related rights and settings options for the protection of your privacy, please refer to the privacy policy of Instagram:

<https://help.instagram.com/155833707900388/>

If you do not want Instagram, the data collected through our website directly to your Instagram account, you must log out of Instagram before visiting our website. You can completely prevent the loading of Instagram plugins even with add-ons for your browser, eg. With the script blocker "NoScript" (<http://noscript.net/>).

### **3. Order data processing - cooperation with other companies and service providers:**

At any times you can request a detailed list of the individual processing activities from us. Our service providers, with whom we work together (such as tax consultants, collection service, website operator, etc.) all have their headquarters in Germany. Please contact the person named in this privacy policy. We assure that all precautions necessary and necessary for data security are taken and regularly updated by us, such as: through passwords, firewall, regular hardware and software updates, virus program etc.

### **4. Rights of the person concerned:**

If you process personal data, you are i.e. DSGVO and you have the following rights to the person responsible:

#### **4.1. Right of information:**

You may request confirmation from us as to whether personal information concerning you is processed by us. If such processing is available, you can request information from us via the following information:

- (1) the purposes for which the personal data are processed;
- (2) the categories of personal data being processed;
- (3) the recipients or categories of recipients to whom the personal data relating to you have been disclosed or are still being disclosed;
- (4) the planned duration of the storage of your personal data or, if specific information is not available, criteria for determining the duration of storage;
- (5) the existence of a right to rectification or erasure of personal data concerning you, a right to restriction of processing by the controller or a right to object to such processing;
- (6) the existence of a right of appeal to a supervisory authority;
- (7) all available information on the source of the data if the personal data is not collected from the data subject;
- (8) the existence of automated decision-making including profiling under Article 22 (1) and (4) GDPR and, at least in these cases, meaningful information about the logic involved, and the scope and intended impact of such processing on the data subject.

You have the right to request information about whether your personal information relates to a third country or an international organization. In this connection, you can request the appropriate guarantees in accordance with Art. 46 GDPR in connection with the transfer.

This right to information may be limited to the extent that it is likely to render statistical use impossible or seriously impaired, and that the restriction is necessary for statistical purposes.

#### **4.2. Right to rectification:**

You have a right to rectification and / or completion to the controller, if the personal data you process is incorrect or incomplete. The responsible person must make the correction without delay. Its right of rectification may be limited to the extent that it is likely to render statistical information impossible or seriously impaired, and that the restriction is necessary for statistical purposes.

#### **4.3. Right to restriction of processing:**

You may request the restriction of the processing of your personal data under the following conditions:

- (1) if you contest the accuracy of your personal information for a period of time that enables us to verify the accuracy of your personal information;
- (2) the processing is unlawful and you refuse the deletion of the personal data and instead demand the restriction of the use of the personal data;
- (3) we no longer need the personal data for the purposes of processing, but you need it to assert, exercise or defend your rights, or
- (4) if you have objected to the processing pursuant to Art. 21 (1) GDPR and it is not yet certain whether our legitimate reasons prevail over your reasons.

If the processing of personal data concerning you has been restricted, this data may only be used with your consent or for the purpose of asserting, exercising or defending legal claims or protecting the rights of another natural or legal person or for reasons of important public interest Union or a Member State.

If the limitation of the processing after the e.g. Conditions are restricted, you will be informed by us before the restriction is lifted.

Its right to restriction of processing may be limited to the extent that it is likely to render statistical use impossible or seriously impaired, and that the restriction is necessary for statistical purposes.

#### **4.4. Right to cancellation:**

You may require us to delete your personal information without delay and we are required to delete that information immediately, if any of the following is true:

- (1) Personal data concerning you are no longer necessary for the purposes for which they were collected or otherwise processed.
- (2) You revoke your consent, to which the processing acc. Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. DSGVO and there is no other legal basis for processing.

(3) According to Art. 21 para. 1 DSGVO objection to the processing and there are no prior justifiable reasons for the processing, or you lay gem. Art. 21 para. 2 DSGVO Opposition to processing.

(4) Your personal data have been processed unlawfully.

(5) The deletion of your personal data is required to fulfil a legal obligation under Union or national law to which we are subject.

(6) The personal data concerning you were collected in relation to information society services offered pursuant to Art. 8 (1) GDPR.

#### **4.5. Data portability / information to third parties:**

Have we made the personal data concerning you public and we are acc. Article 17 (1) of the GDPR, we shall take appropriate measures, including technical means, to inform data controllers who process the personal data that you have been identified as being affected by the technology and implementation costs Persons requesting deletion of all links to such personal data or of copies or replications of such personal data.

#### **4.6. Exceptions:**

The right to erasure does not exist if the processing is required:

(1) to exercise the right to freedom of expression and information;

(2) to fulfil a legal obligation required by the law of the Union or of the Member States to which the controller is subject, or to carry out a task which is in the public interest or in the exercise of official authority conferring on the controller has been;

(3) for reasons of public interest in the field of public health pursuant to Art. 9 (2) lit. h and i and Art. 9 (3) GDPR;

(4) for archival purposes of public interest, scientific or historical research purposes or for statistical purposes acc. Article 89 (1) GDPR, to the extent that the law referred to in subparagraph (a) is likely to render impossible or seriously affect the achievement of the objectives of that processing, or

(5) to assert, exercise or defend legal claims.

Right to data portability. You have the right to receive personally identifiable information you provide us in a structured, common and machine-readable format. You also have the right to transfer this data to another person without hindrance, provided that

(1) the processing on a consent acc. Art. 6 para. 1 lit. a GDPR or Art. 9 para. 2 lit. a DSGVO or on a contract acc. Art. 6 para. 1 lit. b DSGVO is based and

(2) the processing is done by automated means.

In exercising this right, you also have the right to obtain that your personal data relating to you are transmitted directly from one person to another, insofar as this is technically feasible. Freedoms and rights of other persons may not be affected.



The right to data portability does not apply to the processing of personal data necessary for the performance of a task in the public interest or in the exercise of official authority that has been delegated to us.

#### **4.7. Right to opposition:**

You have the right at any time, for reasons that arise from your particular situation, against the processing of your personal data, which pursuant to Art. 6 para. 1 lit. e or f DSGVO takes an objection; this also applies to profiling based on these provisions.

We will then no longer process your personal information, unless we can demonstrate compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is for the purpose of enforcing, pursuing or defending legal claims.

If the personal data relating to you are processed for direct marketing purposes, you have the right to object at any time to the processing of your personal data for the purpose of such advertising; this also applies to profiling insofar as it is associated with such direct mail.

If you object to processing for direct marketing purposes, your personal data will no longer be processed for these purposes.

Regardless of Directive 2002/58 / EC, you have the option, in the context of the use of information society services, of exercising your right to object through automated procedures that use technical specifications. You also have the right, for reasons that arise from your particular situation, in the processing of personal data relating to you for statistical purposes. Art. 89 para. 1 GDPR is to be contradicted.

Your right of objection may be limited to the extent that it is likely to render the realization of statistical purposes impossible or seriously impaired, and that the restriction is necessary for statistical purposes.

#### **4.8. Right to revoke the data protection consent declaration:**

You have the right to revoke your data protection declaration at any time. The revocation of consent does not affect the legality of the processing carried out on the basis of the consent until the revocation.

#### **4.9. Right to complain to a supervisory authority:**

Without prejudice to any other administrative or judicial remedy, you shall have the right to complain to a supervisory authority, in particular in the Member State of its residence, place of work or place of alleged infringement, if you believe that the processing of the personal data concerning you is against the DSGVO violates.

The supervisory authority to which the complaint has been submitted shall inform the complainant of the status and results of the complaint, including the possibility of a judicial remedy pursuant to Article 78 of the GDPR.

**As a responsible company we refrain from automatic decision-making or profiling.**