

## **Privacy Policy: Your data in good hands**

Data privacy is a matter of trust, and your trust is important to us. We respect your right to privacy as an individual, and the protection, lawful collection, processing and use of your personal data are important to us. We would like you to feel secure when you visit our website, so we make sure we process your personal data strictly according to the legal requirements. We would like to inform you about how we will be collecting and using your data here.

## **Purpose of data processing**

### **1. Anonymous data collection**

You may visit our site without providing any information about yourself. We only store what are referred to as server log files, which are files on website access without any references to you as an individual. The information we collect includes the name of your ISP, browser, the page that referred you to us, the date and time of access and the name of a requested file. We will only ever use this data to optimise our own services; the data cannot be used to draw any conclusions about you as an individual.

The anonymised data will be stored separately from any personal data you might have entered, and cannot be traced back to any specific person. The data will be subjected to statistical analysis in order to improve our website and services.

### **2. Collection and processing of personal data**

We may need to process your personal data if you choose to draw on a service from our company via our website. We will first obtain your consent unless we are bound to process your data for legal reasons. You will see this at the appropriate places. This may be necessary if you register on our website, sign on for our newsletter, or contact us using our contact form. We will ask for your consent if necessary to process your data according to GDPR Art. 6 para. 1a, or GDPR Art. 6 para. 1b if we need to process your data in order to fulfil a contract or conduct contract negotiations, such as for the supply of goods or the provision of corresponding services, or to answer enquiries about our products and services.

We will store and use personal information you provide such as your name, company, address, e-mail and phone number for personal contact according to the EU General Data Protection Regulation (GDPR) or its revised version. Please remember to avoid sending confidential information using our contact form.

- **Online registration**

You may use our website to apply for any online meetings, conferences, events or similar that we may be offering. We will collect and process your data to process your application. Required fields are marked as such, including: Title or academic title, first and last name, company, address and e-mail address, and if necessary your phone number, department, country and position. You will need to acknowledge our privacy policy, possibly our General Terms and Conditions, withdrawal policy and/or terms of participation in order to apply. We will store your data in our CRM system, and only use your data to the extent needed to organise and manage the event. Your data will be restricted against further use and deleted according to German tax and commercial law on completion of the contract and full payment unless you have expressly consented to the further use of your data.

- **Data transfer**

We will transfer your data to event companies to the extent necessary for the event's organisation and management.

We will also transfer your account details to the bank commissioned with taking payment in order to settle payment. We will not transfer your data to any other third parties.

### 3. Cookies

Our website uses what are referred to as cookies; you benefit from being able to find your way around our website more easily and quickly for a more user-friendly, effective and more secure browsing experience. Cookies also allow us to measure general navigation habits and how often specific web pages are accessed. Cookies are small text files stored on your computer system. Remember that some of these cookies will be transferred from our server to your computer system; most of these are what are referred to as *session cookies*, which are automatically deleted from your hard drive after you close your browser. Other cookies will remain on your computer system, and allow us to recognise your computer system on your next visit to our website. These are referred to as *persistent cookies*. You may of course refuse cookies at any time if your browser supports this option; however, remember that you may not be able to use all the features to their full extent on our website if you do so.

Cookie type	Cookie name	Duration	Description
Required cookie	<i>cookie_hint_status</i>	One year	Cookie for notification on opening our website (acceptance/rejection) (provider: Silktide).
Session cookie	<i>fe_typo_user</i>	End of session	Cookie summarises all requests from you and your browser in a session.
Third-party cookie	<i>_ga</i>	Two years	Google Analytics. This cookie is used to distinguish between users.
Third-party cookie	<i>_gid</i>	Twenty-four hours	Google Analytics. This cookie is used to distinguish between users.
Third party, functional cookie	<i>_gat</i>	Ten minutes	Google Analytics. This cookie is used to throttle the request rate.

### 4. Use of plug-ins

- **Use of Google Analytics [with anonymisation]**

This website uses functions in the Google Analytics web analytics service. The service provider is Google Inc. 1600 Amphitheatre Parkway Mountain View, CA 94043, USA. Google Analytics uses what are referred to as *cookies* – text files that are stored on your computer to make it possible to analyse how you use this website. Cookies store information on how you use our website, which is then usually transferred to Google’s servers in the US for storage.

The information generated by these cookies such as the time, location and frequency of your website visit, including your IP address, will be transferred to Google in the US and stored there.

We use Google Analytics with IP anonymisation on our website. Google will truncate the last octet of an IP address in a member state of the European Union or other parties to the Agreement on the European Economic Area, therefore effectively anonymising the IP address.

Google will use this information to analyse your use of our website, compile reports on website activities for us, and provide additional services involving website and Internet use. Google may also transfer data to third parties if this is legally necessary, or where Google’s contractors need to process the information.

Google has stated that it will not under any circumstances associate your IP address with other Google data. You may prevent your browser from installing cookies using the appropriate settings in your web browser software; however, if you should choose to do so, bear in mind that you may not be able to use our website’s functionality to its full extent.

In addition, Google provides a deactivation option in most major web browsers; this gives you more control over the data that Google can collect and process. The website will not send any information to Google Analytics if you enable this option. However, enabling this option will not prevent information from being transferred to us or to any web analytics services commissioned

by us. Click the following link for more information on the deactivation option provided by Google and how to enable it: <https://tools.google.com/dlpage/gaoptout>

- **Using the Google +1 button**

Our website uses the Google +1 button service provided by Google Inc., 1600 Amphitheater Parkway Mountain View, CA 94043, USA.

Clicking the Google +1 button allows you to publish information worldwide, providing you and other users with personalised content from Google and our partners. Google will store the information that you have published using the +1 button service and information about the page you viewed when you click the +1 button. Your +1 referral may be displayed along with your name and profile photo in Google services on the Web, such as in search results and your Google profile, or elsewhere on websites and ads.

Google will record information on your +1 activity to improve its services for you and others. You will need a public Google profile accessible across the world containing at least the profile name selected for the profile in order to use the Google +1 button. This name will be used in all Google services. In some cases, this name may replace another name you have previously used when sharing content with your Google account. The identity of your Google profile will be visible to users that know your e-mail address or other information they can use to identify you.

Apart from the above, the information you provide will be used according to Google's privacy policy as applicable. Google may publish aggregated statistics on user +1 activity, or transmit these statistics to users and partners such as publishers, advertisers or linked sites. Click the following link for Google's privacy notices regarding the +1 button for the purpose and scope of data collection and further processing as well as use by Google as well as your rights and configuration options in protecting your privacy: <https://developers.google.com/+web/buttons-policy> Click this link (activating the Google Analytics opt-out cookie) to prevent Google Analytics from collecting data on this website as an alternative to the browser add-on or if you are using a mobile device. The link will place an opt-out cookie on your device. You will need to click this link again if you decide to delete your cookies.

- **XING plug-ins**

Our website uses the XING Share Button. Opening this website will briefly connect your browser session to servers run by XING AG (XING), Dammtorstraße 29-32, 20354 Hamburg, Germany. These servers provide the XING Share Button's functionality, especially calculating and displaying the counter. XING will not collect any personally identifiable information from you when you open this website. In particular, XING does not store IP addresses. The Xing Share Button will not use the cookies from the session to analyse your usage behaviour. Click the following link for the current XING Share Button privacy policy and additional information: [https://www.xing.com/app/share?op=data\\_protection](https://www.xing.com/app/share?op=data_protection)

- **Embedded services and content from third parties**

Third-party content such as YouTube videos, maps from Google Maps, RSS feeds or graphics from other websites may be embedded on our website. These third-party content providers (referred to as third parties) require the IP address of the user to embed their content as they are unable to send their content to the browser without the IP address. The IP address is therefore required to view this content. We aim to only use content from providers that only use the IP address to provide content, but we have no control over any further use the third party may make of the IP address, such as in statistical analysis. If we are aware of this, we will inform our users accordingly.

## **5. Rights of data subjects**

As a data subject according to the EU General Data Protection Regulation (GDPR), you are entitled to cost-free disclosure on data stored about you. You are also entitled to disclosure on information for processing purposes, categories of data processed, the past, current or future recipients or categories of recipients of your personal data especially in third-party countries or international organisations, and planned retention periods for personal data if possible. You are also entitled to have your personal data corrected, access restricted, or deleted, and the origin of the data disclosed. You may also lodge a complaint with a regulatory body.

## **6. Data transferability**

You are entitled to data immediately originating from you. We will provide this data in machine-readable and structured form on your request. We will require proof of identity from you in order to fulfil this obligation.

## **7. Data security**

Your personal data will be encrypted on online transfer using TSL 1.2 when you use our contact form or online registration process for meetings, conferences, events and similar. We have secured our website and other systems using technical and organisational measures to prevent your data from being lost, destroyed, accessed, modified or disclosed by unauthorised persons.

## **8. Erasure and restriction of personal data**

We will erase or restrict access to your data according to statutory or taxation retention periods after the intended purpose for storing your data no longer applies if we no longer need your data to fulfil a contract or conduct contract negotiations.

## **9. Contact**

You may contact us via e-mail or by using a contact form on our website. In this case, we will store the information you provide for continuing communication. We will not transfer your data to third parties. No data collected from you in the above will be matched to any other data that may have been collected elsewhere on the website.

## **10. Further information and contacts, DPO**

Please do not hesitate to contact us if you have any further questions on privacy. Please contact us as follows if you have any questions on the collection, processing or use of personal information, or if you require the disclosure, correction, access restriction, or erasure of data or wish to revoke any consent you may have given:

*Schweißtechnische Lehr- und Versuchsanstalt Halle GmbH*  
*Mr. Jens-Peter Winkler*  
*Köthener Str. 33a*  
*06118 Halle (Saale)*  
*+49 345 5246-0*  
[mail@slv-halle.de](mailto:mail@slv-halle.de)

## **11. Download and print**

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