

# Privacy statement

We are pleased about your visit on our website [processfellows.de](http://processfellows.de) and your interest in our company. The protection of your personal data is important to us. Personal data is information about personal or factual circumstances of an identified or identifiable natural person. This includes, for example, the civil name, address, telephone number and date of birth, but also all other data that can be related to an identifiable person. As personal data is subject to special, if you are a registered user and enjoy legal protection, you will only be charged by us to the extent necessary for the provision of our website and the performance of our services. Below we describe which personal information we collect during your visit to our website and how we use it. Our data protection practice is in line with the legal regulations, in particular those of German Data Protection

Act (BDSG), the German Telemedia Act (TMG) and the Basic Data Protection Regulation of the EU (DSGVO). We will only collect, process and store your personal data insofar as this is necessary for the functional provision of this website and our content and services, as well as for the processing of enquiries and, where applicable, for the processing of orders / contracts, but only insofar as there is a justified interest in this regard within the meaning of Art. 6 Para. 1 S. 1 lit. f DSGVO or any other provision of permission. Only if you have given your prior consent separately, a use of your data for further, in the consent specific purposes, such as the sending of promotional information by newsletter takes place.

## Responsible person within the meaning of Art. 4 No. 7

### DSGVO

Responsible in the sense of the DSGVO and other national data protection laws of the member states as well as other data protection regulations:

Process Fellows GmbH  
Schlegelleithe 8  
91320 Ebermannstadt  
E-Mail: [info@processfellows.de](mailto:info@processfellows.de)  
Tel.: +49 9194 3719 957

## Provision of the website and creation of log files

Each time you access our website, our system automatically collects data and information from the computer system of the accessing computer. The following data will be collected:

### Scope of data processing

- (1) Information about the browser type and the version used
- (2) The operating system of the retrieval device
- (3) The IP address of the retrieval device
- (4) Date and time of access
- (5) Websites and resources (images, files, other page content) accessed on our website.
- (6) Websites from which the user's system accessed our website (referrer tracking)

This data is stored in the log files of our system. These data are not stored together with the personal data of a specific user, so that individual site visitors are not identified.

### Legal basis for the processing of personal data

Art. 6 para. 1 lit. f DSGVO (legitimate interest). It is our legitimate interest to ensure that the purpose described below is achieved.

### Purpose of data processing

Logging is used to maintain the compatibility of our website for as many visitors as possible and to combat abuse and troubleshooting. For this purpose, it is necessary to log the technical data of the accessing computer in order to be able to react as early as possible to display errors, attacks on our IT systems and/or errors in the functionality of our website.

The data is also used to optimise the website and generally ensure the security of our information technology systems.

### Duration of storage

The aforementioned technical data will be deleted as soon as they are no longer required in order to ensure the compatibility of the website for all visitors, but no later than 3 months after our website has been called up.

## Possibility of opposition and removal

The possibilities for objection and removal are based on the general regulations on the right of objection under data protection law and the claim for deletion described below in this data protection declaration.

## Special functions of the website

Our website offers you various functions, the use of which involves the collection, processing and storage of personal data by us. Below we explain what happens to these data:

### Contact form(s)

#### **Scope of the processing of personal data**

The data you enter in our contact forms.

#### **Legal basis for the processing of personal data**

Art. 6 para. 1 lit. a DSGVO (consent by clear confirmatory act or conduct)

#### **Purpose of data processing**

The data collected via our contact form or via our contact forms will only be used for processing the specific contact request received via the contact form.

#### **Duration of storage**

After processing your request, the collected data will be deleted immediately, as long as there are no legal retention periods.

#### **Possibility of opposition and removal**

The possibilities for opposition and removal are governed by the following provisions

data protection declaration, the general regulations on the right of objection under data protection law and the claim for deletion.

## Newsletter subscription form

### **Scope of the processing of personal data**

The data you entered when registering for the newsletter.

### **Legal basis for the processing of personal data**

Art. 6 para. 1 lit. a DSGVO (consent by clear confirmatory act or conduct)

### **Purpose of data processing**

The data recorded in the registration mask of our newsletter will be used by us exclusively for the dispatch of our newsletter, in which we inform you about all our services and news. After the registration we will send you a confirmation e-mail containing a link that you must click to complete your subscription to our newsletter (double opt-in).

### **Duration of storage**

Our newsletter can be unsubscribed at any time by clicking on the unsubscribe link, which is also included in every newsletter. Your data will be deleted by us immediately after you unsubscribe. Your data will also be deleted by us immediately in the event of an uncompleted registration. We reserve the right to delete the data without giving reasons and without prior or subsequent information.

### **Possibility of opposition and removal**

The possibilities for opposition and removal are governed by the following provisions data protection declaration, the general regulations on the right of objection under data protection law and the claim for deletion.

# Statistical evaluation of visits to this website - Webtracker

We collect, process and store the following data when you access this website or individual files on the website: IP address, website from which the file was retrieved, name of the file, date and time of the retrieval, transferred data volume and notification of the success of the retrieval (so-called web log). We use this access data exclusively in non-personalized form for the continuous improvement of our Internet offer and for statistical purposes. We also use the following web trackers to evaluate visits to this website:

## Google Analytics

### **Scope of the processing of personal data**

On our website we use the web tracking service of Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland (hereinafter Google Analytics).

Google Analytics uses cookies within the framework of web tracking, which are stored on your computer and which enable an analysis of the use of our website and your surfing behaviour (so-called tracking). We carry out this analysis on the basis of the tracking service of Google Analytics in order to constantly optimise our internet offering and make it more readily available. When you use our website, data such as your IP address and your user activities will be transmitted to servers operated by Google Ireland Limited and processed and stored outside the European Union, e.g. in the USA. The EU Commission has determined that an adequate level of data protection can exist in the USA if the data processing company has submitted to the US-EU Privacy Shield Agreement and the data export to the USA has been made permissible in this way. By activating IP anonymization within the Google Analytics tracking code of this website, your IP address will be anonymized by Google Analytics before transmission. This website uses a Google Analytics tracking code, which has been extended by the operator `gat._anonymizeIp()`; to allow only an anonymized collection of IP addresses (so-called IP masking).

### **Legal basis for the processing of personal data**

Art. 6 para. 1 lit. a DSGVO (consent), either within the framework of registration with

Google (opening of a Google account and acceptance of the data protection information implemented there) or, if you have not registered with Google, by explicit consent when opening our site.

### **Purpose of data processing**

On our behalf, Google will use this information to track your visit to this website and to monitor your use of the website, compile reports on website activity and provide us with other services relating to website usage and internet usage. The IP address provided by your browser as part of Google Analytics will not be merged with any other data held by Google Ireland Limited.

### **Duration of storage**

Google will store the data relevant for the provision of web tracking as long as it is necessary to fulfil the booked web service. Data is collected and stored anonymously. If there is a personal reference, the data will be deleted immediately, unless they are subject to legal storage obligations. In any case the deletion takes place after expiration of the storage obligation.

### **Possibility of opposition and removal**

You may refuse the collection and transfer of personal data to Google (in particular your IP address) and to prevent Google from processing this data by deactivating the execution of script code in your browser, by installing a script blocker in your browser (which you can find, for example, at [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)), or by selecting the "Do Not

Track" setting of your browser. You can also prevent the creation of data created by the Google cookie and data related to your use of the website (including your IP address) to Google by using the form available at the following link (<http://tools.google.com/dlpage/gaoptout?hl=en>).

Download and install the browser plug-in. Google's security and privacy policy can be found at <https://policies.google.com/privacy?hl=en>.

# Integration of external web services and processing of data outside the EU

On our website, we use active Java Script content from external providers, so-called "JavaScript".

Web services. By accessing our website, these external providers may receive personal information about your visit to our website. In this case, it may be possible to process data outside the EU. You can prevent this by creating an Install Java Script Blocker such as the browser plug-in 'NoScript' ([www.noscript.net](http://www.noscript.net)) or deactivate Java Script in your browser. This may result in functional restrictions on internet pages that you visit. We use the following external web services:

## CloudFlare

A web service of the company CloudFlare Inc., 101 Townsend St, 94107 San Francisco, United States of America (hereinafter: CloudFlare) is downloaded from our website. We use this information to ensure the full functionality of our website. In this context, your browser may transmit personal information to CloudFlare. The legal basis for data processing is Art. 6 para. 1 lit. f DSGVO. The justified interest consists in a faultless function of the internet page. CloudFlare Inc. has certified itself under the EU-US Privacy Shield Agreement (see <https://www.privacyshield.gov/list>). The data will be deleted as soon as the purpose of their collection has been fulfilled. Further information on the handling of transferred data can be found in CloudFlare's privacy policy: [https://www.cloudflare.com/security-policy/?utm\\_referrer=https://www.google.de/](https://www.cloudflare.com/security-policy/?utm_referrer=https://www.google.de/)

You can prevent the collection and processing of your data by CloudFlare by deactivating the execution of script code in your browser or by installing a script blocker in your browser (which you can find at [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)).

## Fonts.net / Fonts.com

On our website is a web service of the company Monotype GmbH, Werner-Reimers-Straße 2-4, 61352 Bad Homburg, Germany (hereinafter: Fonts.net / Fonts.com). We use this information to ensure the full functionality of our website. In this context, your browser may transmit personal data to Fonts.net / Fonts.com. The legal basis for data processing is Art. 6 para. 1 lit. f DSGVO. The justified interest consists in a faultless function of the Internet page. The data will be deleted as soon as the purpose of their

collection has been fulfilled. Further information on the handling of the transferred data can be found in the privacy policy of Fonts.net / Fonts.com: <http://www.monotype.com/legal/privacy-policy>

You can prevent the collection and processing of your data by Fonts.net / Fonts.com by deactivating the execution of script code in your browser or by installing a script blocker in your browser (this can be found, for example, at [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)).

## Google

A web service provided by Google Ireland Limited, Gordon House, Barrow Street, 4 Dublin, Ireland (hereinafter Google) is downloaded from our website. We use this information to ensure the full functionality of our website. In this context, your Browser may transmit personal data to Google. The legal basis for data processing is Art. 6 para. 1 lit. f DSGVO. The justified interest consists in a faultless function of the Internet page. Google Ireland Limited has signed an agreement under the EU-US Privacy Shield Agreement itself (see <https://www.privacyshield.gov/list>). The data will be deleted as soon as the purpose of their collection has been fulfilled. You can find further information about the handling of the transferred data in Google's privacy policy: <https://policies.google.com/privacy>

You can prevent the collection and processing of your data by Google by deactivating the execution of script code in your browser or by installing a script blocker in your browser (this can be found, for example, at [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)).

## Google APIS

Our website features a web service provided by Google Ireland Limited, Gordon House, Barrow Street, 4 Dublin, Ireland (hereinafter: Google-APIS). We use this information to ensure the full functionality of our website. In this context your browser may transmit personal data to Google-APIS. The legal basis for data processing is Art. 6 para. 1 lit. f DSGVO. The justified interest consists in a faultless function of the Internet page. Google Ireland Limited has signed an agreement under the EU-US Privacy Shield Agreement itself (see <https://www.privacyshield.gov/list>). The data will be deleted as soon as the purpose of their collection has been fulfilled. For more information about the handling of transferred data, please refer to the Google APIS Privacy Policy: <https://policies.google.com/privacy>



You can prevent the collection and processing of your data by Google-APIS by deactivating the execution of script code in your browser or by installing a script blocker in your browser (this can be found, for example, at [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)).

## Gstatic

Our website contains a web service provided by Google Ireland Limited, Gordon House, Barrow Street, 4 Dublin, Ireland (hereinafter referred to as Gstatic). We use this information to ensure the full functionality of our website. In this context, your Browser may transmit personal data to Gstatic. The legal basis for data processing is Art. 6 para. 1 lit. f DSGVO. The justified interest consists in a faultless function of the Internet page. Google Ireland Limited has signed an agreement under the EU-US Privacy Shield Agreement itself (see <https://www.privacyshield.gov/list>). The data will be deleted as soon as the purpose of their collection has been fulfilled. For more information on the handling of transferred data, please refer to Gstatic's Privacy Policy: <https://policies.google.com/privacy>

You can prevent the collection and processing of your data by Gstatic by using the Disable the execution of script code in your browser or install a script blocker in your browser (you can find it at [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)).

## LinkedIn

A web service from LinkedIn Ireland Unlimited Company, Wilton Place, 2 Dublin, Ireland (LinkedIn) is downloaded from our website. We use this information to ensure the full functionality of our website. In this context, your browser may transfer personal data to LinkedIn. The legal basis for data processing is Art. 6 para. 1 lit. f DSGVO. The legitimate interest consists in a faultless functioning of the Website. LinkedIn Ireland Unlimited Company has signed up as part of the EU-US Privacy Shield Agreement itself (see <https://www.privacyshield.gov/list>). The data will be deleted as soon as the purpose of their collection has been fulfilled. You can find more information about the handling of transferred data in LinkedIn's privacy policy: <https://www.linkedin.com/legal/privacy-policy>

You can prevent LinkedIn from collecting and processing your data by deactivating the execution of script code in your browser or by installing a script blocker in your browser (which you can find at [www.noscript.net](http://www.noscript.net) or [www.ghostery.com](http://www.ghostery.com)).

## Social Plug-In - "LinkedIn"

### Scope of the processing of personal data

On our website we have integrated a social plug-in of the social network "LinkedIn", which is operated by LinkedIn inc., 2029 Stierlin Ct. Ste., 94043 200 Mountain View, CA, United States of America ("LinkedIn"). When you access a page that contains such a plug-in, your browser automatically creates a background connection to LinkedIn's servers. The content of the plug-in is transmitted by LinkedIn directly to your browser and only integrated into our site. This integration provides LinkedIn with the information that your browser has loaded a specific page from our website. This also applies if you do not have a LinkedIn profile or are currently not logged in to LinkedIn. This information (including your IP address) is sent directly from your browser to a LinkedIn server in the United States of America and stored there. If you are logged in to LinkedIn, LinkedIn can assign your visit to our website directly to your LinkedIn profile. If you interact with the plug-ins, e.g. press the "Like" button or make a comment, this information is also sent directly to a LinkedIn server and stored there. The information will also be published on your LinkedIn profile and displayed to the LinkedIn contacts you have enabled for this purpose.

### Legal basis for the processing of personal data

Art. 6 para. 1 lit. a DSGVO (if you have registered with "LinkedIn") and Art. 6 para. 1 lit. f DSGVO (if you have not registered with LinkedIn). Insofar as processing is carried out on the basis of Art. 6 para. 1 sentence 1 lit. f DSGVO, the legitimate interest of the site operator is to enable users to interact with the content of the site operator at LinkedIn.

### Purpose of data processing

The primary purpose of the data collection is to provide you with an opportunity for social interaction networked with LinkedIn and to make our website interactive. The scope of the data collection and the further processing and use of the data you leave behind by LinkedIn as well as your rights in this regard and setting options to protect your privacy can be found in LinkedIn's data protection information:

<https://www.linkedin.com/legal/privacy-policy?trk=uno-reg-guest-home-privacy-policy>

## Duration of storage

LinkedIn will store the data relevant for the provision of the web service for as long as is necessary. Insofar as the data are subject to statutory retention obligations, they shall be deleted after expiry of the retention obligation.

## Possibility of opposition and removal

If you do not want the social plug-in to be executed by LinkedIn, you can use theBlock execution by installing a script blocker such as "NoScript". If you do not want LinkedIn to associate the information collected through our website with your LinkedIn profile, you must log out of LinkedIn before visiting our website. You can also prevent the loading of the LinkedIn Plug-Ins with Add-Ons for your browser. For Mozilla Firefox you will find the appropriate plugins under the following search: <https://addons.mozilla.org/de/firefox/>

For Opera you will find the appropriate plugins under the following search: <https://addons.opera.com/de/>

For Chrome you will find the appropriate plugins under the following search: <https://chrome.google.com/webstore/category/extensions?hl=de>

The possibilities for objection and removal are otherwise based on the general regulations described in the following data protection declaration regarding the right of objection under data protection law and the claim for deletion

# Information on the use of cookies

## Scope of the processing of personal data

On various pages, we use cookies to monitor the use of certain functions of our website. The so-called 'cookies' are small text files that are stored on your computer. These text files contain a characteristic string of characters that uniquely identifies the browser when you return to our site. The process of storing a cookie file is also called 'setting a cookie'.

## Legal basis for the processing of personal data

Art. 6 para. 1 lit. f DSGVO (legitimate interest). Our legitimate interest lies in maintaining the full functionality of our website, increasing its usability and enabling a more individual approach to our customers. An identification of individual website visitors is only possible to us with the help of cookie technology if the website visitor has previously provided us with corresponding personal data on the basis of a separate consent.

## Purpose of data processing

The cookies are set by our website in order to ensure the full functionality of our website and to improve usability. Cookie technology also enables us to recognise individual visitors by means of pseudonyms, e.g. an individual, arbitrary ID, so that we are able to offer more individual services.

## Duration of storage

Our cookies are stored in your browser until they are deleted or, in the case of a session cookie, until the session has expired.

## Possibility of opposition and removal

You can adjust your browser according to your wishes so that the setting of cookies is generally prevented. You can then decide on the acceptance of cookies on a case-by-case basis or accept cookies in principle. Cookies can be used for various purposes, e.g. to recognise that your PC has already been connected to our website (persistent cookies) or to identify last viewed pages. and to save offers (session cookies). We use cookies in order to provide you with an enhanced user comfort. In order to use our comfort functions, we recommend to accept cookies for our website. The possibilities for objection and removal are based on the general regulations on the right of objection under data protection law and the claim for deletion described below in this data protection declaration.

## **Data security and data protection, communication by e-mail**

Your personal data are protected by technical and organizational measures during collection, storage and processing in such a way that they are not accessible to third parties. In the case of unencrypted communication by e-mail, we cannot guarantee complete data security on the transmission path to our IT systems, so that we recommend encrypted communication or the post for information with a high need for confidentiality.

## **Revocation of Consents - Data Information and Change Requests - Deletion & Blocking of Data**

At appropriate intervals you have the right to free information about your stored data as well as the right to correction, blocking or deletion of your data at any time. Your data will be deleted by us on first request, if this is not contrary to legal regulations. You can revoke any permission you have granted us to use your personal data at any time. You can send requests for information, deletion and correction of your data and suggestions at any time to the following address:

Process Fellows GmbH  
Schlegelleithe 8  
91320 Ebermannstadt  
E-Mail: [info@processfellows.de](mailto:info@processfellows.de)  
Tel.: +49 9194 3719 957

## **Right to data transferability**

You have the right for us to make available to you the personal data that you have transmitted to us in a structured, common and machine-readable format. You may also request that we transfer this data to a third party immediately on your first instruction, provided that the processing is based on a consent pursuant to Art. 6 para. 1 lit. a DSGVO or Art. 9 para. 2 lit. a DSGVO or on a contract pursuant to Art. 6 para. 1 lit. b

DSGVO and the processing is carried out by us within the framework of automated data processing. In exercising this right of data transferability, you also have the right to have your personal data transferred directly to another responsible party, insofar as this is technically feasible. Freedoms and rights of other persons must not be affected by this.

The right to data transfer does not apply to the processing of personal data necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

## **Right of appeal to the supervisory authority pursuant to Art. 77 Para.1 DSGVO**

If you suspect that your data is being illegally processed on our site, you can of course at any time bring about a judicial clarification of the problem. Irrespective of this, you have the option of contacting a supervisory authority. You have the right to appeal in the EU Member State in which you are staying, your place of residence or your country of residence, workplace and/or the place of the alleged violation, i.e. you select the supervisory authority to which you wish to apply at the above locations.

The supervisory authority to which the complaint was submitted will then inform you of the status and results of your submission, including the possibility of a judicial remedy under Art. 78 DSGVO.