

## **language2be:**

### **Confidentiality of your data · protection and security**

Data protection and security are of the utmost importance to us. Your data are treated confidentially and it goes without saying that they are protected. All employees are bound by the rules of professional secrecy and are provided with information about the rules of the German Federal Data Protection Act (BDSG) (maintenance of data secrecy i.t.o. § 5 BDSG and implementation of all technical measures require i.t.o. § 9 BDSG).

Should you as a customer have a particular need for confidentiality extending beyond the usual confidentiality that is expected, we shall gladly support you with the confirmation and implementation of a data protection policy as formulated by you.

#### **1. Data protection of personal data**

Personal data include all information relating to an identified or identifiable natural person. A person is identifiable for example if the personal connection can be established through a combination of information with supplementary knowledge, even if such knowledge is available only by coincidence.

All personal data (for example title, name, postal address, e-mail address, telephone number, bank details, credit card number) are only processed i.t.o. the provisions of the German data protection legislation and are used exclusively for contract processing, processing of your requests as well as maintenance of the customer relation. The consent to use your data for the aforesaid purposes can also include transfer of your data to selected partners of language2be. However, it will not be circulated to other third parties.

The following regulations provide information on the type, extent and purpose of the collection, processing and utilisation of personal data. This data protection policy only refers to the web pages of language2be as well as all data that are processed while fulfilling the order.

#### **2. Automatic data capturing**

The following data transmitted to language2be by the customer's Internet browser are captured for technical reasons, inter alia:

- Browser type and version
- Operating system used
- Website from which the customer operates (Referrer URL)
- Website which the customer visits
- Date and time of access by the customer
- Your Internet protocol (IP) address.

These anonymous data are stored separately from any personal data that may have been provided and do not allow any conclusions regarding a specific person. They are evaluated for statistical purposes in order to optimise the website and offers by language2be. These data are deleted after their evaluation.

### **3. Data processing and transfer and subcontracting**

Language2be is entitled to transmit the data and contents associated with the order to subcontractors both nationally and internationally. The customer agrees to such transmission. Language2be ensures compliance with data protection by the third party at the level of the German Federal Data Protection Act.

### **4. Protection and deletion of order-related data**

After completion of the contractual work (or earlier upon request by the customer), however, at the latest upon completion of the order, language2be transmits all contract-specific processing results and user results as well as databases in connection with the contractual relations to the customer and/or deletes them according to data protection rules as soon as the purpose of storage has been fulfilled upon completion of the order.

Besides fulfilling the requirements i.t.o. the German Federal Data Protection Act, this ultimately ensures that your data cannot be used for different purposes at language2be.

### **5. Other data protection**

We protect our website and other systems against access, modification and distribution of data by unauthorised third parties by means of the latest technical to organisational measures.

Upon request by the competent authorities, language2be is entitled to provide information on usage data in individual cases provided that this is necessary for purposes

of criminal prosecution, for the aversion of dangers by the police authorities of the countries, for the fulfilment of statutory tasks by the federal and state protection authorities, of the German Federal Intelligence Service or the Military Counter-Intelligence Service or for the enforcement of intellectual property rights.

## **6. Information on cookies and Google Analytics**

### **Cookies**

So-called cookies are used to recognise multiple use of an offer by the same user. Cookies are small text files which the internet browser stores/downloads and saves on the customer's computer. The cookies serve to optimise the website and offers of language2be. These so-called "session cookies" are deleted after the customer's visit has ended. The cookies do not collect any personal data.

### **Google Analytics**

The website of language2be uses Google Analytics, a web analysis service of Google Inc. („Google“). Google Analytics uses so-called „cookies“, i.e. text files, that are stored on your computer and which make it possible to analyse your use of the website.

The information produced by the cookie regarding your use of this website is normally transmitted to a server of Google in the USA and is stored there. However, in the event of activation of the IP anonymisation on this website, Google abbreviates your IP address beforehand within the member states of the European Union or in other signatory states to the EEA Treaty. The full IP address is only transmitted to a server of Google and abbreviated there in exceptional cases. Google will use this information on behalf of the operator of this website to evaluate your use of the website, to compile reports about the website activities and to provide further services associated with the use of the website and the internet to the website operator. The IP address transmitted by your browser within the scope of Google Analytics is not merged with other data of Google. You can prevent storage of the cookies by means of the appropriate setting of your browser software. However, we would like to point out that you may possibly be unable to use all the functions of this website to their full extent in this case. Furthermore, you can prevent the capturing of data (incl. your IP address) provided by the cookie and associated with your utilisation of the website to Google as well as processing of these data by Google by downloading and installing the browser plugin available under the current link, namely [tools.google.com/dlpage/gaoptout](https://tools.google.com/dlpage/gaoptout).

## **7. Information and Data protection officer**

Information about the data stored regarding the customer and his pseudonym will be provided to him upon request. The information can also be issued electronically if desired. Information is issued via:

management solutions | language2be  
Postfach · 70183 Herrenberg (Stuttgart-Airport) · Germany  
Inh.: Karin Meyer · Telefon +49 173 34 12 366 / +49 7032 3093 874  
mailto: [mail@language2be](mailto:mail@language2be)  
[www.language2be.de](http://www.language2be.de)