



PRIVACY POLICY

Version 10/2012

Thank you for your interest in our web presence. Herewith we, the companies of the HARKE Group, would like to inform you about our Privacy Policy. We would like to point out that possibly we collect and use your personal data – however accordant to the regulations of the data protection law of the Federal Republic of Germany only. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

1. Subject of data protection

Personal data are defined as any information concerning the personal or material circumstances of an identified or identifiable natural person (“data subject”), §3 BDSG. For example your name, your address, telephone number and possibly also your IP.

2. Data communication and - logging for intrasystem and statistic purposes

During your access to our web page your internet browser transfers data for technical reasons automatically to our web server. Among other things these are the date and time of the access, the URL of the referring web page, the recalled file, the quantity of the data sent, type and the version of the browser, operating system as well as your IP address.

These data are stored separately from other data you may give us in connection of the use of our offer. These data will not be attributed to a certain person (as this is currently not technically possible anyway). We look at the data on a collective basis, in summary form, rather than on an individual basis. These data are evaluated for statistic purposes and deleted subsequent.

3. Range of data collection and data storage

Generally indication of personal data will not be necessary for the use our web page. However, to be able to actually furnish our services, it might be necessary to receive some personal data. E.g. we will need personal data with regard to the transmission of handouts, the provision of software for downloads as well as to be able to answer individual inquiries. Providing personal data is completely voluntary! If you do decide not to provide correct personal data –which you might do–, and it is obvious that the data are not correct, we are not obliged to transmit any information. If you assign us with the provision of services mentioned above by using the relevant contact form, we will collect and record these personal data, however, in principle as far as it is necessary for the provision of the services only.

In this respect, by providing your data you give us your express consent to collect and record your data. This consent is restricted to the collection and storage of data to the extent specified here.

4. Restricted data use

We consider the principle of restricted data use. Therefore we collect, process and store your personal data for the purposes, for which you communicated them to us, only.

As far as not absolutely necessary for the contribution of the services, without your express consent your personal data will not be passed to third parties. Notwithstanding the above policies, we reserve the right to disclose your personal information to appropriate third-parties if we are required to do so by law or we believe that such action is necessary e.g. to comply with legal process such as a search warrant or court order; to protect the company's rights and property; or to protect against misuse or unauthorized use of our web site

After conclusion of the contract your data will be locked. After expiration of the relevant preservation duties accordant tax and commercial regulations your personal data will be deleted, as far as you have not given your express consent to further use of this data.

If you receive our newsletter due to registration by providing your email address, we will use your email address beyond contract execution for own advertising purposes also, as long as you do not cancel it.

5. Right of access to personal data

As user of our internet offer you may request details of personal information which we hold about you accordant to the relevant Data Protection law. If requested the information can be given electronically also. At any time you are allowed to lock, correct or delete your stored data.

As well at any time without naming reasons you are allowed to recall the given consent regarding the data gathering and use. Please approach the contact address indicated in the imprint. Please feel free to contact us in case of further queries with regard to our privacy policy.

6. Cookies

We use so called cookies in order to extend the features of our internet offer and to make the use more comfortable. Via these cookies data can be stored on your computer when recalling our web page. You have the opportunity to prevent the storing of cookies on your computer by using appropriate settings in your browser. However the features of our internet offer might be limited thereby. We do not store cookies.



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7. Google Analytics

This website uses Google Analytics, a web analytics service provided by Google, Inc. („Google“). Google Analytics uses cookies, which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website will be transmitted to and stored by Google on servers in the United States.

The IP-anonymisation is active on this website. In case IP-anonymisation is activated on this website, your IP address will be truncated within the area of Member States of the European Union or other parties to the Agreement on the European Economic Area. Only in exceptional cases the whole IP address will be first transferred to a Google server in the USA and truncated there. Google will use this information on behalf of the operator of this website for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing them other services relating to website activity and internet usage.

The IP-address which your browser conveys within the scope of Google Analytics will not be associated with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. You can also opt-out from being tracked by Google Analytics with effect for the future by downloading and installing Google Analytics Opt-out Browser Addon for your current web browser: <http://tools.google.com/dlpage/gaoptout?hl=en>.