

## **PRIVACY POLICY**

### **Collection of Personal Data**

In order to be able to utilize the services offered on our Web site, in particular, downloads, online forums, online applications, individual enquiries, registrations for our courses or registrations for other services, it is necessary that we obtain personal data from you. The personal data entails individual statements concerning personal and material relations pertaining to you, such as your name, your address or your e-mail address. Such information is collected by us only if you provide it voluntarily and show us in this way that you agree to the use and processing thereof. In this respect, it goes without saying for us that such data is necessarily only collected where it is absolutely mandatory for the implementation of the relevant offers. Where we request additional data, this occurs solely for purposes of, for example, facilitating communication with you or improving our service.

### **Use and Processing of Personal Data**

As a rule, we use and process the personal data provided for purposes of contractual settlement and processing your enquiries, requests and use of the services we provide.

Data with personal content is processed and used to a limited extent for customer management and marketing purposes.

Moreover, your information provided to us may be combined with data on you that has already been stored by us. Such data combination has, inter alia, the advantage of keeping your data collected by us updated at all times, guaranteeing the accuracy of the collected information and being able to optimize our service to you.

In using our services, we may display your profile name, profile photo, and actions you take on our services or on third party applications connected to our services, reviews you write and comments you post in our services. When you contact us, we keep a record of your communication to help solve any issues you might be facing. We may use your email address to inform you about our services, such as letting you know about upcoming changes or improvements. We use information collected from cookies and other technologies to improve your user experience and the overall quality of our services. When showing you tailored ads, we try to provide you personally relevant product features. We may combine personal information from one service with information, including personal information, from other services – for example to make it easier to share things with people you know.

For example, many of our services require you to sign up for an account. When you do, we'll ask for personal information, like your name, email address, telephone number or credit card to store with your account. If you want to take full advantage of the sharing features we offer, we might also ask you to create a publicly visible profile, which may include your name and photo. We collect information we get from your use of our services. We collect information about the services that you use and how you use them.

We share information you provide with companies, organizations and individuals who access the services as this service is an information sharing networking forum and when you access the services you consent to the sharing of your information with such companies, organizations or individuals.

Sharing of information is an essential principle and pillar of our service offering and by accessing our services you agreed to such sharing and distribution of information.

Other useful privacy and security related materials can be found through a review of our Terms of Service and our Acceptable Use Guidelines.

#### **E-mail Contact**

Should you provide us with your e-mail address, we will also communicate with you by e-mail

#### **Participation in Forums**

On our web site, we offer you the possibility of participating in online forums. To this end, we require sufficient information in order to be able to clearly identify you so that, where applicable, we can meet our duty to subsequently identify authors of illegal content. Your personal data is not disclosed to other forum participants unless you have consented thereto by accessing our services. Please keep in mind that the information published by you may be viewed in part by everyone without limitation on our services as well as the Internet. To this extent, please observe our Terms of Service including the Acceptable Use Guidelines available on our website. Technical administration and hosting of the forums is conducted on our behalf and is controlled by us.

#### **Data Protection for Minors**

The offers on this Web site are not directed at children. We therefore assume that we will not become aware of any personal data pertaining to children.

#### **Technical and Organizational Data Protection**

We take technical and organizational measures appropriate given the respective purpose of the data protection in order to protect the information provided by you against abuse and loss. Such data is stored in a secure operating environment that is not accessible to the public. In addition, each of our employees is naturally instructed on data protection and obliged to enter into a confidentiality covenant.