

## Data Protection Policy – [Mayser.us](https://www.mayser.us)

Date: 08/09/2018

Mayser USA, Inc. (“Mayser USA” or “we”) is pleased that you are interested in our website. The protection of your privacy is very important to us. In the following Data Protection Policy (the “Policy”) we provide detailed information about how we handle your data. We have adopted this Policy to explain our practices with respect to information that we may collect about you when you access and use our website.

Please read this Policy carefully to understand our practices regarding information we collect from you or about you and how we will treat it. By accessing or using the Services, you agree to this Policy. This Policy may change from time to time (See Changes to Policy below). Your continued use of the Services after we make changes is deemed to be acceptance of those changes, so please check the Policy periodically for updates.

### 1. When Does This Policy Apply?

This Policy applies to information we collect:

- Through the Services.
- When you interact with our advertising on third-party websites and services.
- In email, text and other electronic messages between you and us.

It does not apply to information collected by:

- Us offline or through any other means; or
- Any third party, including through any application or content that may link to or be accessible from our website.

### 2. Information We Collect about You and How We Collect It

We collect information relating to you in the following ways:

- Directly from you when you provide it to us;
- Automatically as you use the Services; or
- From third parties.

#### Information that You Provide to Us

We collect personal data if you provide it voluntarily when you contact us (e.g. via a contact form or e-mail) about our products and services, to apply for employment, or for any other purpose. This data is collected in most cases for the purpose of fulfilling a contract with you. Mandatory fields are marked as such, since in these cases we need the data for processing the contract or your inquiry; without providing this data you cannot contact us. The particular data to be collected is evident from the respective input form. After completion of the processing, your data will be restricted for further processing and deleted after expiration of the retention periods based on tax laws and commercial laws, unless you have expressly agreed to the further use of your data or we reserve another right to use the data that is permitted by law and about which we inform you in this Policy.

Types of personal information we may request include your name, email address, telephone number, postal address, a copy of your resume where appropriate, or any other information that is defined as personally-identifiable information under applicable law (“Personal Information”) or that is about you but individually does not identify you, such as the name of your company.

### Information We Collect Through Automatic Data Collection Technologies

You can visit our website without providing personal information. Every time you access the Services (including second-level domains) the web server automatically saves a so-called server log file, which contains, for example, the name of the requested file, your IP address, date and time of access, transferred data quantity and the requesting provider ("Access Data") and documents accessed. If you do not want us to collect this information do not use the Services.

We may use Automatic data collection technologies to collect information such as:

- **Usage Details.** When you access and use the Services, we may automatically collect certain details of your access to and use of the Services, including traffic data, location data, logs, and other communication data and the resources that you access and use on or through the Services.
- **Device or Computer Information.** We may automatically collect information about your computer, mobile device and internet connection, including the computer or device's unique device identifier, IP address, operating system, browser type, mobile network information, and the device's telephone number.
- **Location Information.** The Services may collect real-time information about the location of your computer or device, as applicable, through GPS, Bluetooth or WiFi signals.

You can learn more details about these automatic data collection technologies in the Sections named **Cookies and Web Analysis** below. This Access Data is used only for the purpose of ensuring trouble-free operation of the website and is analyzed for the purpose of improving our website. In the weighing of interests, this serves to maintain our predominant legitimate interests in the correct portrayal of our website. All access data will be deleted no later than seven days after the end of your visit to the website.

### **3. Disclosure of Your Information**

We may disclose aggregated information about our users, and information that does not identify any individual or device, without restriction. You can learn more about our use of this data and the circumstances under which we share it with third parties in Sections 4-6 below.

In addition, we may disclose Personal Information that we collect or you provide:

- To our subsidiaries, affiliates, and business partners including to third parties as a part of the Services.
- To contractors, service providers, and other third parties we use to support our business operations.
- To fulfill the purpose for which you provide it.
- Send you communications we think will be of interest to you, including information about products, services, promotions, news, and events of Mayser USA, its affiliates and business partners, and other companies, where permissible and according to local applicable laws.
- For any other purpose disclosed by us when you provide the information.
- With your consent.
- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce or apply contracts, including for billing and collection purposes.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of Mayser USA, our customers, our business partners, or others. This includes

exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction.

Our business partners and subcontractors receiving Personal Information are required to maintain the confidentiality of any data we provide or that they access in providing their services to us, and to apply security protection measures that are consistent with our promises under this Policy. We will ensure that any third party to whom Personal Information may be disclosed agrees in writing to provide an adequate level of privacy protection, and to only share Personal Information with those in their organizations with a need to know. These companies are authorized to use your Personal Information only for the purposes that we originally instructed, or as authorized by you.

#### **4. Cookies and web analysis**

To make the visit to our website attractive and to enable the use of certain functions, to display suitable products or for market research we use so-called cookies on various pages. In the weighing of interests, this serves to maintain our predominant legitimate interests in the optimized portrayal of our website.

Cookies are small text files that are automatically saved on your end device. Some of the cookies we use are deleted after termination of the browser session, i.e. after your browser window is closed (so-called session cookies). Other cookies remain on your end device and enable us to recognise your browser on your next visit (persistent cookies). In the cookie settings of your web browser you can see how long cookies are saved. You can configure your browser so that you are informed when cookies are set, or you can decide on an individual basis whether to accept cookies or reject the acceptance of cookies in general. Every browser differs in the management of cookie settings. This is described in the help menu of each browser, with an explanation of how you can change your cookie settings. They are available for the different browsers at the following links:

Internet Explorer™: <http://windows.microsoft.com/de-DE/windows-vista/Block-or-allow-cookies>

Safari™: [https://support.apple.com/kb/ph21411?locale=de\\_DE](https://support.apple.com/kb/ph21411?locale=de_DE)

Chrome™: <http://support.google.com/chrome/bin/answer.py?hl=de&hlrm=en&answer=95647>

Firefox™ <https://support.mozilla.org/de/kb/cookies-erlauben-und-ablehnen>

Opera™: <http://help.opera.com/Windows/10.20/de/cookies.html>

Not accepting cookies can result in limited functionality of our website.

This website uses Google (Universal) Analytics, a web analysis service of Google LLC ([www.google.de](http://www.google.de)) which uses methods such as cookies to enable analysis of your use of the website. The website also uses Google DoubleClick which enables the recognition of your browser upon visiting other websites which Google will use for the purpose of compiling reports on website activity and providing other services relating to use of the website.

In the weighing of interests, the use of Google Analytics and Google DoubleClick serves to maintain our predominant legitimate interests in the optimal portrayal and marketing of our website. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf.

We use Google AdWords to advertise for this website in the Google search results and on third-party websites. When you visit our website the so-called remarketing cookie from Google is set, which automatically enables interest-based advertising by means of a

pseudonym cookie ID and on the basis of the sites visited by you. In the weighing of interests, this serves to maintain our predominant legitimate interests in the optimal marketing of our website.

## **5. Social Media plug-ins**

Content from third-party providers is embedded on this website.

### **Use of social plug-ins**

Our website uses social buttons from social networks.

To increase the protection of your data when visiting our website, these buttons are not embedded on the page without restriction as plug-ins, but only by means of an HTML link. This method of embedding ensures that when you access a page of our website that contains such buttons, there will be no automatic connection with the servers of the provider of the respective social network.

If you click one of the buttons, a new window opens in your browser with the page of the respective social network service provider, where you can (after entering your login data, if necessary) then use the Like or Share button.

The purpose and scope of data acquisition and further processing and use of the data by the social network providers on their websites, as well as a contact option and your rights and configuration options in this respect for protecting your privacy can be found in the data privacy information of the providers at:

<http://www.facebook.com/policy.php>

<http://www.google.com/intl/de/+policy/+1button.html>

<https://www.linkedin.com/legal/privacy-policy>

### **YouTube video plug-ins**

This content is provided by Google LLC.

YouTube is operated by Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA ("Google").

The extended data privacy setting is activated on YouTube videos that are embedded on our website. That means that YouTube does not collect and save any information from website visitors unless they play back the video.

The purpose and scope of data acquisition and further processing and use of the data by YouTube, as well as your rights and configuration options in this respect for protection your privacy can be found in the data privacy information of [Google](#).

**Do Not Track.** We may (and we may allow third-party service providers to) use cookies or similar technologies to collect information about your browsing activities over time and across different websites following your use of the Services. The Services currently do not respond

to “Do Not Track” (DNT) signals and operate as described in this Policy whether or not a DNT signal is received. If we do so in the future, we will describe how we do so in this Policy.

**Your California Privacy Rights.** Residents of the State of California, under certain provisions of the California Civil Code, have the right to request from companies conducting business in California a list of all third parties to which the company has disclosed certain personally identifiable information as defined under California law during the preceding year for third party direct marketing purposes. You are limited to one request per calendar year. In your request, please attest to the fact that you are a California resident and provide a current California address for our response. You may request the information by contacting us at [usa@mayser.com](mailto:usa@mayser.com). You may learn more about your rights under California’s privacy laws at <https://oag.ca.gov/privacy/privacy-laws>.

### **Third-party hosting services**

Within the scope of processing, a third-party provider provides the services for hosting and display of the website on our account. In the weighing of interests, this serves to maintain our predominant legitimate interests in the correct portrayal of our website. All data collected in connection with the use of this website or in forms intended for that purpose described below is processed on the third-party servers. Processing on other servers takes place only to the extent explained here. This service provider resides within a country of the European Union or the European Economic Zone.

## **6. E-mail newsletter and advertising by post**

### **E-mail advertising with subscription to newsletter**

If you subscribe to our newsletter we use the data needed and communicated specifically by you for this purpose to send you our e-mail newsletter regularly on the basis of your permission.

You can unsubscribe from the newsletter at any time, either by sending a message to the contact below or via a link provided in the newsletter for this purpose. After unsubscribing we will delete your e-mail address, unless you have expressly agreed to the further use of your data or we reserve another right to use the data that is permitted by law and about which we inform you in this Policy.

### **E-mail advertising without subscription to the newsletter and your right of revocation**

If we receive your e-mail address in connection with the sale of a product or service and you have not objected, we reserve the right to regularly send you offers by e-mail for similar products or services we offer to those you already purchased. In the weighing of interests, this serves to maintain our predominant legitimate interests in appealing to our customers through advertising.

You can revoke this use of your e-mail address at any time by sending a message to the contact below or via a link provided in the advertising e-mail for this purpose, without incurring costs beyond the costs for transmission in accordance with the basic rates. Within the scope of processing, the newsletter is sent on our account by a service provider, whom we have given your e-mail address for this purpose. This service provider resides within a country of the European Union or the European Economic Zone.

## **7. Accessing and Correcting Your Information**

You may contact us at [usa@mayser.com](mailto:usa@mayser.com) to request access to, correct or delete any personal information that you have provided to us. We may not accommodate a request to change information if we believe the change would violate any law or legal requirement or cause the information to be incorrect.

## **8. Data Security**

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure. The safety and security of your information also depends on you.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to the Services. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Services.

## **9. Changes to Our Privacy Policy**

We may update our privacy Policy from time to time. If we make material changes to how we treat our users' personal information, we will post the new privacy policy on this page with a notice that the Policy has been updated and, if you have registered with us, notify you by email, text message, or with an in-service alert the first time you use the Services after we make the change.

You are responsible for ensuring we have an up-to-date active and deliverable email address and/or phone number for you and for periodically visiting this Policy to check for any changes.

## **10. Contact options and your rights for European Union residents**

You have a right to information at no charge about your personal data saved by us and, if applicable, a right to correction, restriction of processing, data transferability or deletion of this data.

In case of questions about the collection, processing or use of your personal data, for information, correction, blocking or deletion of data, and revocation of approvals granted or objection to specific data utilization, please contact our data privacy officer directly (contact data in our [Legal Notice](#)).

You also have a right to file a complaint with the responsible data privacy supervisory authority.

