

## **Data protection**

Data protection declaration according to the DSGVO/GDPR

### **I. Name and address of the person responsible**

The person responsible within the meaning of the General Data Protection Regulation and other national data protection laws of the member states as well as other data protection regulations is:

COCS GmbH – Congress Organisation C. Schäfer  
Tal 12, 80331 Munich, Germany  
Phone.: +49-(0)-89-89 06 77-0  
Mail: info@cocs.de  
Website: www.cocs.de  
Ust-IdNr: DE 266 58 70 98

### **II. General information on data processing**

#### **1. Scope of processing of personal data**

In principle, we only process personal data of our users insofar as it is necessary to provide a functional website, content and our services. The processing of personal data of our users takes place regularly only with the consent of the user. An exception applies in those cases in which prior consent cannot be obtained for factual reasons and the processing of the data is permitted by law.

#### **2. Legal basis for processing personal data**

Insofar as we obtain the consent of the data subject for the processing of personal data, Art. 6 Para. 1 lit. a DSGVO/EU General Data Protection Regulation (GDPR) serves as the legal basis.

When processing personal data that is necessary for the performance of a contract to which the data subject is a party, Article 6 (1) lit. b DSGVO as the legal basis. This also applies to processing operations that are necessary to carry out pre-contractual measures.

Insofar as the processing of personal data is necessary to fulfill a legal obligation to which our company is subject, Art. 6 Para. 1 lit. c DSGVO as the legal basis.

In the event that vital interests of the data subject or another natural person require the processing of personal data, Art. 6 para. 1 lit. d DSGVO as the legal basis.

If processing is necessary to safeguard a legitimate interest of our company or a third party and if the interests, fundamental rights and freedoms of the person concerned do not outweigh the first-mentioned interest, Article 6 (1) lit. f DSGVO as the legal basis for processing.

#### **3. Data deletion and storage duration**

The personal data of the data subject will be deleted or blocked as soon as the purpose of storage no longer applies. Storage can also take place if this has been provided for by the European or national legislator in Union regulations, laws or other provisions to which the person responsible is subject. The data will also be blocked or deleted if a storage period prescribed by the standards mentioned expires, unless there is a need for further storage of the data in order to conclude or fulfill a contract.

### **III. Provision of the website and creation of log files**

#### **1. Description and scope of data processing**

Every time our website is accessed, our system automatically collects data and information from the computer system of the calling computer.

The following data is collected:

- Information about the browser type and the version used
- The user's operating system
- The user's Internet service provider
- Date and time of access
- Websites from which the user's system reached our website
- Websites that are accessed by the user's system via our website

The data is also stored in the log files of our system. This does not affect the user's IP addresses or other data that enable the data to be assigned to a user. This data is not stored together with other personal data of the user.

## 2. Legal basis for data processing

The legal basis for the temporary storage of the data is Art. 6 Para. 1 lit. f DSGVO.

## 3. Purpose of data processing

The temporary storage of the IP address by the system is necessary to enable the website to be delivered to the user's computer. To do this, the user's IP address must be saved for the duration of the session. Our legitimate interest in data processing in accordance with Art. 6 Paragraph 1 lit. f DSGVO.

## 4. Duration of storage

The data will be deleted as soon as it is no longer required to achieve the purpose for which it was collected. In the case of the collection of data for the provision of the website, this is the case when the respective session has ended.

## 5. Opposition and removal option

The collection of the data for the provision of the website and the storage of the data in log files is essential for the operation of the website. There is consequently no possibility of objection on the part of the user.

## **IV. Use of cookies**

Some of the websites use so-called cookies. Cookies do not harm your computer and do not contain viruses. Cookies serve to make our offer more user-friendly, more effective and safer. Cookies are small text files that are stored on your computer and saved by your browser.

Most of the cookies we use are so-called "session cookies". They are automatically deleted after your visit. Other cookies remain stored on your device until you delete them. These cookies enable us to recognize your browser the next time you visit.

You can set your browser so that you are informed about the setting of cookies and only allow cookies in individual cases, exclude the acceptance of cookies for certain cases or generally, and activate the automatic deletion of cookies when you close the browser. If cookies are deactivated, the functionality of this website may be restricted.

Cookies that are required to carry out the electronic communication process or to provide certain functions you require (e.g. shopping cart function) are stored on the basis of Art. 6 Para. 1 lit. f DSGVO saved. The website operator has a legitimate interest in storing cookies for the technically error-free and optimized provision of its services. If other cookies (e.g. cookies for analyzing your surfing behavior) are stored, these will be treated separately in this data protection declaration.

## Server log files

The provider of the pages automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. These are:

- browser type and version
- the operating system used
- Referrer URL
- Host name of the accessing computer
- Time of the server request
- IP address

This data is not combined with other data sources. The basis for data processing is Art. 6 Para. 1 lit. f DSGVO, which allows the processing of data for the performance of a contract or pre-contractual measures.

## V. Registration

### 1. Description and scope of data processing

On our website, we offer users the opportunity to register by providing personal data. The data is entered in an input mask and transmitted to us and stored. For confirmation, the data entered will be sent to the specified email address for information and verification after registration. A transfer of data to third parties does not take place.

At the time of registration, the following data is also stored:

- The user's IP address
- Date and time of registration

As part of the registration process, the user's consent to the processing of this data is obtained.

### 2. Legal basis for data processing

The legal basis for processing the data is Art. 6 Para. 1 lit. a and b DSGVO.

### 3. Purpose of data processing

Registration of the user is required to fulfill a contract with the user or to carry out pre-contractual measures.

### 4. Duration of storage

The data will be deleted as soon as it is no longer required to achieve the purpose for which it was collected, taking into account the obligation to provide evidence under tax law.

### 5. Opposition and removal option

As a user, you can cancel your registration at any time. You can have the data stored about you changed at any time.

If the data is required to fulfill a contract or to carry out pre-contractual measures, premature deletion of the data is only possible if there are no contractual or legal obligations to prevent deletion

## VI. Using Google Analytics

If you provide your consent, this website uses Google Analytics, a web analysis service offered for users from Europe, the Middle East and Africa (EMEA) by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland and, for all other users, by Google LLC, 1600 Amphitheater Parkway, Mountain View, CA 94043, USA (collectively 'Google').

The cookies used by Google Analytics allow us to analyse your use of our website. In this way, we can evaluate the use behaviour on our website and, with the help of the statistics obtained, design our content in a more interesting way. Data arising in this context can be sent by Google to a server in the USA for evaluation and be stored there.

The legal basis for the use of Google Analytics is your consent in accordance with Article 6 (1) (a) of the GDPR. Your consent can be withdrawn at any time with effect for the future. You can also make changes at any time in Cookie-Settings.

We have the following data protection settings for Google Analytics:

- IP anonymisation (IP address is shortened before evaluation so that no conclusions can be drawn about your identity)
- Automatic erasure for old logs/storage period limitation
- Disabled advertising function (including target group remarketing through GA Audience)
- Disabled personalised ads
- Disabled measurement protocol
- Disabled cross-page tracking (Google signals)
- Disabled data sharing with other Google products and services

The following data is shared by Google Analytics:

- Anonymised IP address
- referrer URL (page previously visited)
- pages accessed (date, time, URL, title, length of stay)
- files downloaded
- links to other websites clicked on
- achievement of certain goals (conversions), if applicable; technical information: operating system; browser type, version and language; device type, brand, model and resolution; and approximate location (country and possibly also town/city, based on the anonymous IP address).

We have concluded a data processing agreement with Google regarding the use of Google Analytics as well as standard contractual clauses if personal data is transferred to the USA or other third countries. You can find more information about this in Google's Privacy Policy.

## **VII. Rights of the data subject**

The following list includes all rights of the data subjects under the DSGVO. Rights that are not relevant for your own website do not have to be mentioned. In this respect, the list can be shortened.

If your personal data is processed, you are the person concerned within the meaning of the DSGVO and you have the following rights vis-à-vis the person responsible:

### **1. Right to information**

You can request confirmation from the person responsible as to whether personal data relating to you is being processed by us.

### **2. Right to rectification**

You have a right to correction and / or completion vis-à-vis the person responsible, if the processed personal data concerning you is incorrect or incomplete. The person responsible must make the correction immediately.

### **3. Right to restriction of processing**

Under the following conditions, you can request that the processing of your personal data be restricted:

- (1) if you check the accuracy of your personal information for a period of time contest, which enables those responsible to verify the accuracy of the review personal data;
- (2) the processing is unlawful, and you request the deletion of the personal data Reject data and instead restrict the use of the request personal data;
- (3) the person responsible provides the personal data for the purposes of processing no longer needed, but you need them to assert, exercise or need defense of legal claims, or
- (4) if you have lodged an objection to processing in accordance with Art. 21 Paragraph 1 DSGVO and it has not yet been determined whether the legitimate reasons of the person responsible outweigh your reasons.

If the processing of your personal data has been restricted, this data – apart from its storage – may only be used with your consent or for the establishment, exercise or defense of legal claims or for the protection of the Rights of another natural or legal person or for reasons of an important public interest of the Union or a Member State are processed.

#### 4. Right to cancellation

##### a) Obligation to delete

You can demand that the person responsible delete the personal data concerning you immediately, and the person responsible is obliged to delete this data immediately if one of the following reasons applies:

- (1) The personal data concerning you are for the purposes for which they collected or otherwise processed is no longer necessary.
- (2) You revoke your consent on which the processing according to Art. 6 para. 1 lit. a or Art. 9 Para. 2 lit. a DSGVO, and there is no other Legal basis for the processing.
- (3) According to Art. 21 para. 1 DSGVO objection to the processing and it there are no overriding legitimate reasons for the processing, or you lay acc. Art. 21 para. 2 DSGVO objection to the processing.
- (4) The personal data concerning you have been processed unlawfully.
- (5) The deletion of your personal data is necessary to fulfill a legal obligation under Union law or the law of the member states required to which the controller is subject.
- (6) The personal data concerning you were offered in relation to Information society services in accordance with Art. 8 Para. 1 DSGVO.

##### a. Information to third parties

If the person responsible has made the personal data concerning you public and is acc. Art. 17 Abs. 1 DSGVO is obliged to delete them, he shall take appropriate measures, including technical measures, taking into account the available technology and the implementation costs, to inform those responsible for data processing who process the personal data that you are the data subject, have requested that they delete all links to this personal data or copies or replications of this personal data.

##### b. Exceptions

The right to deletion does not exist if processing is necessary

- to exercise the right to freedom of expression and information;
- to fulfill a legal obligation that the processing according to the law the Union or the member states to which the person responsible is subject, or to perform a task that is in the public interest or in the exercise of official authority that has been transferred to the person responsible;
- for reasons of public interest in the area of public health in accordance with Art. 9 Para. 2 lit. h and i as well as Art. 9 Para. 3 DSGVO;

- for archiving purposes in the public interest, scientific or historical research purposes or for statistical purposes acc. Art. 89 para. 1 DSGVO, insofar as the right mentioned under section a) is likely to make the realization of the objectives of this processing impossible or seriously impair it, or
- for the establishment, exercise or defense of legal claims.

#### 5. Right to be informed

If you have asserted the right to correction, deletion or restriction of processing against the person responsible, the person responsible is obliged to inform all recipients to whom the personal data concerning you have been disclosed of this correction or deletion of the data or restriction of processing, unless this turns out to be impossible or involves a disproportionate effort.

You have the right to be informed about these recipients by the person responsible.

#### 6. Right to data portability

You have the right to receive the personal data concerning you that you have provided to the person responsible in a structured, common and machine-readable format. You also have the right to transfer this data to another person responsible without hindrance from the person responsible to whom the personal data was provided, provided that

(1) the processing is based on consent in accordance with Art. 6 para. 1 lit. a DSGVO or Art. 9 Para. 2 lit. a DSGVO or on a contract according to Art. 6 para. 1 lit. b DSGVO is based and

(2) the processing is carried out using automated procedures.

In exercising this right, you also have the right to have your personal data transmitted directly from one person in charge to another person in charge, insofar as this is technically feasible. This must not impair the freedoms and rights of other people.

The right to data portability does not apply to the processing of personal data that is necessary for the performance of a task that is in the public interest or takes place in the exercise of official authority that has been transferred to the person responsible.

#### 7. Right to Object

You have the right, for reasons that arise from your particular situation, at any time to object to the processing of your personal data, which is based on Art. 6 Para. 1 lit. e or f DSGVO takes place to object; this also applies to profiling based on these provisions.

The person responsible will no longer process the personal data concerning you unless he can prove compelling legitimate reasons for the processing that outweigh your interests, rights and freedoms, or that the processing serves to assert, exercise or defend legal claims.

If the personal data concerning you is processed in order to operate direct mail, you have the right to object at any time to the processing of the personal data concerning you for the purpose of such advertising; this also applies to profiling insofar as it is connected to such direct advertising. If you object to processing for direct marketing purposes, the personal data relating to you will no longer be processed for these purposes.

Regardless of Directive 2002/58 / EC, you have the option, in connection with the use of information society services, to exercise your right of objection by means of automated procedures in which technical specifications are used.

#### 8. Right to revoke the declaration of consent under data protection law

You have the right to withdraw your declaration of consent under data protection law at any time.

Revoking your consent does not affect the legality of the processing carried out on the basis of your consent up to the point of revocation.

#### 9. Automated decision in individual cases including profiling

You have the right not to be subject to a decision based solely on automated processing – including profiling – which has legal effects on you or which significantly affects you in a similar manner. This does not apply if the decision

(1) is necessary for the conclusion or performance of a contract between you and the person responsible,

(2) is permissible on the basis of legal provisions of the Union or of the member states to which the person responsible is subject and these legal provisions contain appropriate measures to safeguard your rights and freedoms and your legitimate interests or

(3) takes place with your express consent.

However, these decisions may not be based on special categories of personal data according to Art. 9 Para. 1 DSGVO, unless Art. 9 Para. 2 lit. a or g DSGVO applies and appropriate measures have been taken to protect your rights and freedoms and your legitimate interests.

With regard to the cases mentioned in (1) and (3), the person responsible shall take appropriate measures to safeguard the rights and freedoms as well as your legitimate interests, including at least the right to obtain the intervention of a person on the part of the person responsible, to express their own point of view and heard on contesting the decision.

#### 10. Right to complain to a supervisory authority

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the member state of your place of residence, your place of work or the place of the alleged infringement, if you are of the opinion that the processing of your personal data is against violates the DSGVO.

The supervisory authority to which the complaint was submitted informs the complainant of the status and the results of the complaint, including the possibility of a judicial remedy according to Art. 78 DSGVO.

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