

# Data privacy statement and information in accordance with article 13 of the GDPR

## General

We are delighted that you are visiting our website and are interested in our services. We attach great importance to your privacy as a user of our website and strictly adhere to data protection regulations regarding the collection, processing and use of data. This particularly applies for the processing of your personal data.

## Name and contact details of the responsible party

Ecclesia Holding GmbH  
Ecclesiastrasse 1 – 4  
32758 Detmold  
Telephone +49 5231 603-0  
Fax +49 5231 603-197  
Email [info@ecclesia-group.com](mailto:info@ecclesia-group.com)

## Contact details of the data protection officer

Ecclesia Holding GmbH  
Data protection officer  
Ecclesiastraße 1 – 4  
32758 Detmold  
Telephone +49 5231 603-6129  
Fax +49 5231 603-606129  
Email [dsb@ecclesia-group.com](mailto:dsb@ecclesia-group.com)

## Purposes for processing personal data, as well as the legal basis for the processing

Purposes for processing	Legal basis
Uploading files	The legal basis depends on the type of files uploaded. Possible legal bases may include: Art. 6 para. 1 lit. b of the GDPR (necessary for the fulfilment of a contract or for the implementation of pre-contractual measures)
Processing technical information in order to be able to provide the service and to optimise the display of the information accessed by the visitor on the respective end device used for viewing the website.	Art. 6 para. 1 lit. f of the GDPR (legitimate interest of responsible party).

If your personal data is processed for the purpose of safeguarding the legitimate interests of the responsible party according to art. 6 para. 1 lit. f of the GDPR, then these legitimate interests shall consist of permanently analyzing and improving the online presence, as well as optimizing usability. Where techniques for measuring reach are used, you will be informed separately about this in this data protection declaration and you will be given the option to object. Our legitimate interest in measuring reach is the analysis, optimization and economic operation of our website.

## Categories of personal data that are processed

For organizational and technical reasons, the following data is processed when using our website:

- IP address of visitor
- Name of pages accessed

- Date and time of access
- Name of the browser used
- Name of the operation system
- Name of search engine or external link
- Name of files downloaded

If you transmit data to us via our online forms, the personal data which you provide shall be processed to meet the respective purpose.

If you have not objected to tracking by Google Analytics and the use of cookies, we analyze the use of our website. This includes

- pages accessed,
- bounce rate and
- time spent on the respective page.

The identity of the users is not known to us and we do not take any measures to obtain corresponding information elsewhere. We analyze this technical data anonymously and for statistical purposes only, in order to constantly optimize our website and make it even more attractive. This anonymous data is stored separately from personal information on secure systems. Your personal data and your privacy are therefore protected at all times.

### **Recipients of your personal data**

Your personal data shall only be passed on to third parties with your consent or if there is a legal justification for consent. Transmission of your personal data to state institutions and authorities who are entitled to receive such information shall only take place within the framework of the relevant legislation, or if we are obligated to do so due to a judicial decision. Our employees are obligated to confidentiality and compliance with the provisions of data protection legislation.

### **Use of cookies**

This website uses so-called cookies. These are small text files which are sent to your browser from our web server and stored on your computer's hard disk. No personal data is stored during this process. Instead, an individual pseudonym is used. This information is used, for example, to re-recognize you during navigation to our websites and to make navigation easier for you.

You can adjust the settings of your browser to inform you when cookies are placed. In this way, the use of cookies shall be transparent. Alternatively, you can also view this website without cookies. You can adjust this as a presetting in your respective browser. Please bear in mind that, upon doing so, it is possible that certain functions of the website shall no longer be available in whole or in part.

### **Links to other websites**

Our websites contain links to other websites. We do not have any influence regarding whether or not the operators of these websites adhere to the data protection regulations. Despite careful content control, we assume no liability for the content of external links. The operators of the linked websites are solely responsible for their content.

### **Your security**

We take technical and organizational measures to protect your data against unauthorized access, loss, manipulation and destruction. Our security measures are constantly being updated in accordance with technological development. All communication between your end device and our servers is encrypted. This applies both for downloading documents or information offered via our website, as well as for any information, which you have provided us with via the contact form or application form.

## Storage Duration

The personal data which you provide to us is automatically deleted if the purposes for processing are no longer applicable. More specifically, the following storage periods shall apply:

Category of data stored	Deletion period
Technical data and records for safeguarding website operation.	6 months
Content, which we receive from you.	The storage periods for this content are based upon the type of information transmitted and the respectively applicable statutory retention periods. If, within the framework of the rights of the persons affected, you request deletion at an earlier point in time, then the data shall immediately be deleted upon your request.

## Rights of the persons affected

You have a right to access information about your stored personal data at any time. According to articles 16 to 20 of the GDPR, you also have the right to the correction of inaccurate data, the right to the deletion of your personal data, the right to restrict the processing of your personal data, as well as the right to data portability.

You are entitled to revoke any consent you have given at any time. The revocation shall apply with immediate effect for the future. The revocation shall not affect the lawfulness of the processing carried out on the basis of consent up to the time of revocation.

Pursuant to Art. 21 para. 1 GDPR you have the right to object at any time to the processing of your personal data in cases covered under Art. 6 para. 1 lit. f) GDPR at the above address for reasons arising from your particular situation. If you file an objection, we will no longer process your personal data unless we can prove compelling reasons for processing worthy of protection that outweigh your interests, rights and freedoms, or the processing serves the assertion, exercise or defense of legal claims.

## Right to complain

If you are of the opinion that the processing of your personal data constitutes a violation of the GDPR, then you have the right to lodge a complaint with a supervisory authority.

## Provision of your personal data

Personal data is information about your identity. For example, this includes details such as name, postal address, and telephone number or even email address. It is not necessary to disclose any personal data in order to be able to use this website. In certain cases, we do, however, require your name and address, as well as other details, in order to be able to provide you with the desired services.

For example, this applies for the use of our contact form, the sending of information, the answering of individual questions or the use of our form for online applications. Where this is required, we shall make you aware accordingly. In addition, we only store and process data which you have automatically or voluntarily provided to us. If you make use of consulting services, data is generally only collected if it is required for the provision of services. If we request additional information from you, this refers to voluntary information. The personal data provided by you is processed solely for the communicated purposes explained below.

**Changes to data protection regulation**

We reserve the right to make changes to the security and data protection measures, particularly if this is necessary on the basis of technical development. In these cases, we shall also adapt the data protection information accordingly, if required. Please, therefore, observe the current version of this data privacy statement in each case.

**Questions, suggestions, complaints**

If you have additional questions about the data protection information and the processing of your personal data, you can contact our data protection officer directly using the contact details specified above.