

## Declaration on data protection

It is important to us that we use your personal data only in accordance with the applicable data protection laws and that we act in a transparent manner towards you, with regard to the use of your data. This privacy policy explains what data we collect from you on our website, why we collect it, how we use the collected data and what options and rights you have with regard to the processing of your personal data.

### 1 Responsible and data protection officer

#### 1.1 Name and address of the data controller

The data controller in accordance with data protection regulation is CADIS GmbH, Gutenbergstrasse 5, 85716 Unterschleissheim, Germany  
Email: [info@cadissoftware.com](mailto:info@cadissoftware.com) , Web: [www.cadissoftware.com](http://www.cadissoftware.com)  
Phone: +49 89 54198162

#### 1.2 Contact data of the data protection officer

You can contact our data protection officer as follows:  
Data Protection Officer, CADIS GmbH, Gutenbergstrasse 5, 85716 Unterschleissheim, Germany,  
[info@cadissoftware.com](mailto:info@cadissoftware.com) , Phone+49 89 54198162

### 2 Data processing

#### 2.1 Website

We provide information about us and our products through the website [www.cadissoftware.com](http://www.cadissoftware.com) . We use log files and cookies for this purpose.

The processed data is not merged with other personal data or evaluated for marketing purposes.

##### 2.1.1 Provision of website and creation of log files

Description and scope of data processing

- Upon every visit to our website, our web server automatically collects data and information from the system of the computer used to visit the website.

The following data is collected:

- Information about the browser type and version used
- Operating system of the user
- IP address of the user
- Date and time of access
- Websites from which the user's system accessed our website

The data is also stored in the log files of our web server. This data is not stored together with other personal data of the user.

Storage of this data in the log files of our web server.

### **Legal basis for data processing**

It is our legitimate interest to provide information about CADIS GmbH and our products on the Internet (Section 6(1f) GDPR).

### **Purpose of the data processing**

- Delivery of the website to the user's computer:
- For this purpose, the user's IP address must remain stored for the duration of the session.
- Ensuring the functionality of the website and the security of our information technology systems through log files

### **Duration of the storage**

- Deletion of the data on the Web server at the end of the session (close the Web browser)
- Deletion of the log files after seven days at the latest

It is possible to save the data beyond that. In this case, the IP addresses of the users are deleted or alienated so that it is no longer possible to assign the calling client.

### **Objection and removal option**

- None: The collection of data for the provision of the website and its storage in log files is mandatory for the operation of the website.

## **2.1.2 YouTube**

We have integrated YouTube videos from our YouTube channel into our websites. These embedded YouTube videos are identified by superimposed data protection information.

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

- When you click on the video, your data is transferred to Google Inc. in accordance with chapter 2.1.1. Google Inc. then transmits and plays the video in our web page section.

### **Legal basis for data processing**

- It is our legitimate interest (Section 6 (1a) GDPR) to make our information from other channels available on our website.

### **Purpose of data processing**

- User-friendly provision of CADIS GmbH information from other channels (here: YouTube videos) on our website

### **Duration of the storage**

- Deletion of the data on the Web server at the end of the session (close the Web browser)

### **Company processing the data**

- Google Ireland Limited
- Google Building Gordon House, 4 Barrow St, Dublin, D04 E5W5, Ireland

### **Transfer to third countries**

- United States of America

## Objection and removal option

- Not using the YouTube information offer prevents the data transfer.
- For more information about Google's terms of use and privacy policy, please visit [www.google.com/analytics/terms/de.html](http://www.google.com/analytics/terms/de.html) or [www.google.com/intl/de/analytics/privacyoverview.html](http://www.google.com/intl/de/analytics/privacyoverview.html) .

## 2.1.3 Cookies

Cookies are text files that are stored in the Internet browser or by the Internet browser on the user's computer system.

### 2.1.3.1 Cookies for the operation of the website

Some cookies are required to use the website and its functions, e.g. the depositing of goods in a shopping cart in order to subsequently place an order.

#### Description and scope of data processing

- Collection and transmission of requests for data sheets that the user wishes to receive.

#### Legal basis for data processing

- Your consent to necessary cookies (Section 6 (1a) GDPR).

#### Purpose of data processing

- Request of data sheets by the user at CADIS GmbH and sending them by CADIS GmbH

#### Duration of the storage

- Deletion of the data on the Web server at the end of the session (close the Web browser)

#### Objection and removal option

- Not giving consent. No data sheets can be ordered while this option is set.

### 2.1.3.2 Cookies for statistical evaluations

Some cookies enable us to track the use of the website. This information allows us to optimize our website and the user experience.

#### Description and scope of data processing

- Collection and transmission of the surfing behaviour on our website
- The IP address is made anonymous and the user's interest in the protection of his personal data is sufficiently taken into account.

Collected data - This list contains all (personal) data collected by or through the use of this service:

- IP address (anonymized)
- Date and time of the visit
- Click path
- Usage data (views, clicks)
- App updates

- Browser Information
- Device information
- JavaScript support
- Visited pages
- Referrer URL
- Downloads
- Flash version
- Location information

#### **Legal basis for data processing**

- Your consent to cookies for statistics and marketing (Section 6 (1a) GDPR).

#### **Purpose of data processing**

- Web Analytics: Improving the website components and the usability of the website by analyzing the surfing behaviour of our users

#### **Company that processes the data on our behalf**

- Google Ireland Limited
- Google Building Gordon House, 4 Barrow St, Dublin, D04 E5W5, Ireland

#### **Duration of the storage**

- The data will be deleted as soon as they are no longer needed for the processing purposes.

#### **Transfer to third countries**

- United States of America

#### **Objection and removal option**

- Deactivation of cookies through settings in your Internet browser
- Deletion of stored cookies through settings in your Internet browser
- Setting the Google opt-out cookie:
- In this way another cookie is set on your system, which signals our system not to store the user's data. If the user deletes the corresponding cookie from his own system in the meantime, he must set the opt-out cookie again.
  - Further information on terms of use and data protection by Google can be found at [www.google.com/analytics/terms/de.html](http://www.google.com/analytics/terms/de.html) or [www.google.com/intl/de/analytics/privacyoverview.html](http://www.google.com/intl/de/analytics/privacyoverview.html)

## **2.2 Contact form, Email contact, telephone contact**

To serve customers and interested parties, we need the business contact data. We receive this information in different ways:

- Via contact form on our website for electronic contact:
- If a user takes advantage of this option, the data entered in the input mask will be transmitted to us and stored.
- By e-mail: In this case, the user's personal data transmitted with the e-mail will be stored.
- By telephone: in this case, the user's telephone number, if transmitted with the call, is stored.

## Description and scope of data processing

This is the data required for communication:

- Name
- Company
- Email and/or telephone
- Reason for contacting us

At the time of sending the message by contact form or e-mail, the following data is also saved:

- Date and time of contacting

For the processing of data via contact form, your consent will be obtained during the sending process and reference will be made to this data protection declaration.

The data will be used exclusively for processing the conversation.

## Consignee

- CADIS GmbH branches and affiliated companies

## Legal basis for data processing

- Your consent (Section 6 (1a) of the GDPR)
- If the email contact aims at the conclusion of a contract, an additional legal basis for the processing (Section 6 (1a) of the GDPR)

## Purpose of data processing

- Processing the contact.
- Prevention of misuse of the contact form by processing further personal data during the process of sending the contact form.

## Duration of the storage

- At the end of each conversation with you. The conversation ends at the latest when it can be concluded from the circumstances that the matter in question has been conclusively clarified.
- In the case of a telephone call, the number is cyclically overwritten by subsequent calls.

## Objection and removal option

- The transfer of the telephone number is managed on your telephone or via your telephone provider and is transmitted by them to our site. Therefore you as a user have full control over the transfer of your telephone number:
- You can disable number transfer by having the service provider change the settings in your telephone or PBX.
- You have the possibility to revoke your consent to the processing of your personal data at any time. In such a case the conversation cannot be continued. Please address your objection to the data protection officer.

## 2.3 Newsletter

On our website we offer you the possibility to subscribe to our free newsletter.

### Description and scope of data processing

#### a) Registration

When registering for our newsletter, the following data from the input screen will be transmitted to us:

- Last name
- First name
- Salutation
- Email address

Optional:

- Company
- Title
- Phone number
- Position
- Street
- Postal code
- City
- Country

The registration for our newsletter takes place in a so-called double opt-in procedure. This means that after registration you will receive an e-mail in which we ask you to confirm your registration. This confirmation is necessary to ensure that nobody registers with foreign e-mail addresses. The registrations for the newsletter are logged.

The following data is collected during registration:

- IP address of the calling computer
- Data and time of the registration

#### b) Analysis of reading habits

While reading the newsletter, we track the topics on which you can obtain further information by clicking (newsletter tracking). For this purpose, a so-called "web beacon" is used, i.e. a pixel-sized file that is retrieved from the server when the newsletter is opened. The following data is collected in the course of this retrieval:

- Date of service
- Date of opening
- Duration of opening
- IP address of the opening
- Email programme used (mail client)
- Clicked links
- Time of the click

### Legal basis for data processing

- Your consent (Section 6 (1a) of the GDPR) when you subscribe to the newsletter
- Our legitimate interest (Section 6 (1a) of the GDPR) with regard to the logging of the registration procedure and the implementation of newsletter tracking.

### **Purpose of data processing**

- The collection of the user's e-mail address and name is used to deliver and personalize the newsletter.
- The logging of the registration and confirmation time as well as the IP address serves to be able to prove the registration process in accordance with the legal requirements.
- The newsletter tracking serves to get to know your interests. This data is stored and processed solely for the purpose of sending users tailor-made and relevant content. For technical reasons, this information can be assigned to individual newsletter recipients. However, it is neither our intention to monitor individual users. The evaluations serve us much more to recognize the reading habits of our users and to adapt our content to them or to send different content according to the interests of our users.

### **Duration of the storage**

- Deleting the data when logging off

### **Objection and removal option**

- Cancellation is possible at any time by clicking on the cancellation link in each newsletter
- This will also result in the revocation of the consent to store the personal data collected during the registration process and newsletter tracking.
- A separate cancellation of the newsletter subscription and newsletter tracking is unfortunately not possible.

## **2.4 Services provided**

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

- Within the scope of maintenance contracts or service orders we process your service requests. Your name and your business contact details will be stored for this purpose.

### **Legal basis for data processing**

- If the contact is based on a maintenance contract or aims at the conclusion of a contract, this contract is the legal basis for the processing (Section 6 (1a) of the GDPR)

### **Purpose of data processing**

- Processing of service requests in connection with our products

### **Duration of the storage**

- The deletion depends on the relevance of the service request, but at the latest after expiry of the statutory archiving period (in Germany 10 years).

### **Objection and removal option**

- For the continuation of the business relationship and ongoing enquiries, the appointment of a representative is necessary before personal data can be blocked.
- Please address your objection to the data protection officer.

## 2.5 Events

CADIS GmbH carries out various public events and informs the interested parties about them.

### Description and scope of data processing

- Your data (name, date of birth, place of residence) will be stored by us for events with which we present ourselves to the public.

### Legal basis for data processing

- The processing of the data is based on our legitimate interest (Section 6 (1a) GDPR).

### Purpose of data processing

- Information about our activities, invitation to charity events.

### Duration of the storage

- Two years

### Objection and removal option

- You can have your data deleted at any time. Please address your objection to the data protection officer.

## 2.6 Execution of webinars

Via our website you have the possibility to register for our webinars. CADIS GmbH uses the MS Teams platform for the webinars.

### Description and scope of data processing

- In order to register for one of our webinars, you must enter your name and email address. With your registration you agree to the storage of your data and give your consent to be contacted by e-mail.

### Legal basis for data processing

- The processing of the data is based on your consent (Section 6 (1a) GDPR) or for the fulfilment of a contract (Section 6 (1b) of the GDPR).

### Purpose of data processing

- Your data will be collected by us in order to send you the webinar link. This enables you to participate in the interactive training. It is also necessary to contact us by email in order to send you the webinar slides and, if necessary, to conduct a participant survey.

### Duration of the storage

- The data will only be collected for the duration of the webinar and deleted after completion. The duration of the webinar also includes the sending of the webinar slides and a possible participant survey by e-mail.

### Objection and removal option

- You can unsubscribe from the webinar at any time, without giving reasons, and thus revoke your consent.



### 3 Web analytics by Google Analytics, use of cookies

#### 3.1 Scope of the processing of personal data

On our website, we use the analysis software Google Analytics for analysing our users' surfing behaviour. The software places a cookie on the user's computer.

Cookies are text files that are stored in the internet browser or on the user's computer system by the internet browser. When a user visits a website, a cookie is stored on the user's operating system. This cookie contains a characteristic string, enabling the unique identification of the browser when you revisit the website.

If individual pages of our website are visited, the following data is stored:

- (1) The first two bytes of the IP address of the user's system used for the visit
- (2) The webpage visited
- (3) The website via which the user accessed the webpage (referrer)
- (4) The subpages visited via the visited webpage
- (5) The duration of visit to the website
- (6) The frequency with which the webpage is visited

In this respect, the software runs on the servers of the service provider, Google Analytics. The software is set up such that the IP addresses will not be stored completely; rather the last two bytes of the IP address are masked (e.g.: 192.168.xxx.xxx). In this way, the assignment of the truncated IP address to the accessing computer is no longer possible.

#### 3.2 Legal basis for the processing of personal data

The legal basis for the processing of the personal data of users is Section 6(1f) GDPR.

#### 3.3 Purpose of the data processing

The processing of users' personal data allows to analyse our users' surfing behaviour.

By evaluating the data obtained, we are able to compile information about the use of the individual components of our website. This helps us to continually improve our website and its user friendliness. Our legitimate interest in processing data also lies within these purposes, pursuant to Section 6(1f) GDPR. By anonymising the IP address, sufficient account is taken of the users' interest in protecting their personal data.

#### 3.4 Duration of storage; options for raising objections and for removal

Cookies are stored on the user's computer and transmitted to our site. Therefore, you as a user have full control over the use of cookies:

- By modifying the settings in your internet browser, you can disable or restrict the transfer of cookies.
- Previously stored cookies can be deleted at any time. This can also be done in an automated manner. If cookies are disabled for our website, it may be that not all of the features of the website can henceforth be used to their full extent.
- You can prevent collection by Google Analytics by clicking on the link below. An opt-out cookie will be used, which will prevent the future collection of data upon visiting this website. In this way, another cookie is placed on your system, which tells our system signals not to store the user's data. If, in the meantime, the user deletes the appropriate cookie from his/her own system, he/she must once again accept the opt-out cookie.

More information about terms of use and privacy by Google can be found here:

<http://www.google.com/analytics/terms/gb.html> or here  
<http://www.google.com/intl/de/analytics/privacyoverview.html>.

## 4 Your rights

If your personal data is processed, you are a data subject within the meaning of the GDPR and you are entitled to the following rights vis-à-vis the person responsible:

### 4.1 Right of access to information

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

If such processing is carried out, you can request information from the data controller on the following:

- (1) the purposes for which the personal data is being processed;
- (2) the categories of personal data which are being processed;
- (3) the recipients and/or categories of recipients to whom the personal data has been or will be disclosed;
- (4) the planned duration of the storage of personal data relating to you or, if specific details are not available in this respect, the criteria for determining the duration of storage;
- (5) the existence of a right to correction or deletion of personal data concerning you, of the right to limitation of processing by the data controller or of the right to object to this processing;
- (6) the existence of a right of appeal to a supervisory authority;
- (7) all available information concerning the source of the data, if the personal data is not collected from the person concerned;
- (8) the existence of an automated decision-making system including profiling according to Section 22(1) and (4) of the GDPR and – at least in these cases – significant information as to the logic involved and the scope and desired impact of such processing for the person concerned.

You have the right to request information as to whether personal data concerning you is transferred to a third country or to an international organization. In this context, you may request to be informed of the appropriate guarantees in accordance with Art. 46 of the GDPR in connection with the transfer.

### 4.2 Right of rectification

You have the right to ask the data controller to correct and/or complete any personal data processed concerning you if it is incorrect or incomplete. We will make the rectification without delay.

### 4.3 Right to restrict processing

You may request the restriction of the processing of personal data concerning you under the following conditions:

- (1) if you dispute the accuracy of the personal data concerning you for a period of time which enables the person responsible to verify the accuracy of the personal data;
- (2) the processing is unlawful and you object to the deletion of the personal data and request instead the restriction of the use of the personal data;
- (3) the responsible person no longer needs the personal data for the purposes of the processing, but you need it in order to assert, exercise or defend legal claims, or
- (4) if you have lodged an objection to the processing pursuant to Art. 21 Sect. 1 GDPR and it is not yet clear whether the legitimate reasons given by us as the responsible party outweigh your reasons.

If the processing of personal data relating to you has been restricted, such data may be processed, with the exception of storage, only with your consent or for the purpose of asserting, exercising or defending legal claims or protecting the rights of another natural or legal person or on grounds of an important public interest of the Union or a Member State.

If the restriction on processing has been limited in accordance with the above conditions, you will be informed by the controller before the restriction is lifted.

## 4.4 Right of deletion

### a) Obligation of deletion

You may request the responsible person to delete personal data concerning you without delay and the controller is obliged to delete such data without delay if one of the following reasons applies:

- (1) the personal data concerning you is no longer necessary for the purposes for which they were collected or otherwise processed.
- (2) You revoke your consent on which the processing was based according to Art. 6 Sect. 1 letter a or Art. 9 Sect. 2 letter a of the GDPR, and there is no other legal basis for the processing.
- (3) You object to the processing in accordance with Art. 21 Sect. 1 of the GDPR and there are no overriding legitimate reasons for the processing, or you object to the processing in accordance with Art. 21 Sect. 2 of the GDPR.
- (4) The personal data concerning you has been processed unlawfully.
- (5) The deletion of personal data concerning you is necessary to comply with a legal obligation under Union or national law to which the controller is subject.
- (6) The personal data concerning you has been collected in relation to the information society services offered in accordance with Art. 8 Sect. 1 of the GDPR.

### b) Information to third party

If the responsible person has made public the personal data concerning you and is obliged to delete them according to Art. 17 Sect. 1 of the GDPR, it shall take reasonable measures, including technical measures, taking into account available technology and implementation costs, to inform data controllers who process the personal data that you, as a data subject, have requested them to delete all links to this personal data or copies or replications of this personal data.

### c) Exceptions

The right of cancellation does not apply if the processing is necessary

- (1) on the exercise of the right to freedom of expression and information;
- (2) in order to comply with a legal obligation under Union or national law to which the controller is subject or in order to perform a task carried out in the public interest or in the exercise of official authority vested in the controller;
- (3) to assert, exercise or defend legal claims.

## 4.5 Right of information

If you have asserted the right to rectify, erase or limit the processing vis-à-vis the controller, the controller is obliged to notify all recipients to whom the personal data concerning you have been disclosed of this rectification, erasure or limitation of processing, unless this proves impossible or involves a disproportionate effort.

You have the right to be informed of these recipients by the data controller.

## 4.6 Right of data transferability

You have the right to receive the personal data concerning you that you have provided to the data controller in a structured, common and machine-readable format. You also have the right to have this data communicated to another person in charge without interference from the person in charge to whom the personal data has been communicated, provided that

- (1) the processing is based on a consent according to Art. 6 Sect. 1 letter a of the GDPR or Art. 9 Sect. 2 letter a of the GDPR or on a contract according to Art. 6 Sect. 1 letter b of the GDPR and
- (2) the processing is carried out using automated procedures.

In exercising this right, you also have the right to obtain that the personal data concerning you be transferred directly from one responsible person to another responsible person, as far as this is technically feasible. The freedoms and rights of other persons must not be affected by this.

## 4.7 Right of objection

You have the right to object at any time, for reasons arising from your particular situation, to the processing of personal data concerning you, which is carried out on the basis of Art. 6, Sect. 1, letter e or f of the GDPR. The responsible person will no longer process the personal data concerning you unless he/she can demonstrate compelling reasons for processing which are justified on grounds of protection and which outweigh your interests, rights and freedoms, or if the processing serves to assert, exercise or defend legal claims.

## 4.8 Right of revocation the declaration of consent under data protection law

You have the right to revoke your data protection declaration of consent at any time. The revocation of consent does not affect the lawfulness of the processing that has taken place on the basis of the consent until the revocation.

## 4.9 Right of appeal to a supervisory authority

Without prejudice to any other administrative or judicial remedy, you have the right to complain to a supervisory authority, in particular in the Member State in which you are resident, your place of work or the place of the suspected infringement, if you consider that the processing of personal data concerning you is in breach of the GDPR.

The supervisory authority to which the complaint has been lodged will inform the complainant of the status and outcome of the complaint, including the possibility of a judicial remedy according to Art. 78 of the GDPR.

Your competent supervisory authority is that of your place of residence:

Supervisory authorities in Europe:

- Supervisory authorities in Europe:
- [http://ec.europa.eu/newsroom/article29/item-detail.cfm?item\\_id=612080](http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080)
- Supervisory authorities in Germany are organized by regions (Länder).