

Privacy policy

General notes

We are pleased that you are interested in our website. Data protection and data security have always been a top priority for us, which is why we comply with the provisions of data protection law. We will provide you with detailed information about how we handle your data below.

We refer to third-party websites on our website. Although we select these third parties carefully, we cannot assume any guarantee nor accept any liability for the accuracy or completeness of the content and the data security of third-party websites. In addition, this privacy policy does not apply to linked third-party websites.

Controller name and contact details

The controller for this website is

DW Lingual Systems GmbH
Lindenstraße 44
49152 Bad Essen
Tel: +44 5472/95444 0
E-mail: info@lingualsystems.de

Data protection officer contact details

Mr. Ralf Bakenecker

DSB Münster GmbH
Martin-Luther-King-Weg 42-44
48155 Münster

can be contacted via the company address above and at datenschutz@lingualsystems.de.

Object of data protection

The object of data protection is personal data. Within the meaning of Article 4(1) of the GDPR, this is any information relating to an identified or identifiable natural person. As an example, this may include information such as name, postal address, e-mail address, telephone number and payment details.

Statistical data that we collect during a visit to the website, for example, and cannot be directly linked to you personally, is not included in this.

Scope and purpose of personal data processing when accessing this website

When our website is accessed via the visitor's web browser, data is automatically sent to our website's servers and saved in a log file for a set period of time. The following data is saved until it is automatically erased, without the visitor providing any information:

- the IP address of the visitor's end device;
- the visitor's date and time of access;
- the name and URL of the page accessed by the visitor;
- the website that the visitor accessed previous to accessing this website ('referrer URL'); and
- the browser and operating system of the visitor's end device, as well as the name of the access provider used by the visitor. The legal basis for processing this personal data is point (f) of sentence 1 of Article 6(1) of the GDPR. The company

has a legitimate interest in data processing for the purpose of establishing a quick connection with its website;

- must facilitate the user-friendly application of this website; and
- must recognise and guarantee the security and stability of systems, and facilitate and improve the administration of this website.
- Processing is explicitly not carried out for the purpose of obtaining knowledge about the identity of visitors to this website.

Getting in touch by e-mail

You can contact our company by e-mail. We need your first name/surname and an e-mail address to process your query. The legal basis for processing is point (b) of sentence 1 of Article 6(1) of the GDPR for customer queries, and otherwise point

f) of sentence 1 of Article 6(1) of the GDPR applies. Data processing is exclusively carried out for the purpose of processing and responding to the query. The personal data collected is automatically erased as soon as the query has been resolved and there is no legal basis for continued storage.

Sharing data

Personal data is shared with third parties if

- the data subject has given explicit consent to this under point (a) of sentence 1 of Article 6(1) of the GDPR;
- data must be shared pursuant to point (f) of sentence 1 of Article 6(1) of the GDPR in order to assert, exercise or defend legal claims and there is no reason to assume that the data subject has an overriding legitimate interest in his or her data not being shared with third parties;
- if there is a legal obligation for data transmission pursuant to point (c) of sentence 1 of Article 6(1) GDPR; and/or
- this is required under point (b) of sentence 1 of Article 6(1) of the GDPR to fulfil a contractual relationship with the data subject.
- Personal data is not shared with third parties in other cases.

Cookies

We use 'cookies' on our website. These are data packages that are exchanged between this website's server and the visitor's browser. These are saved by the device used (PC, notebook, tablet, smartphone, etc.) when this website is visited. Cookies are not harmful to the devices used. In particular, cookies do not contain any viruses or other malware. Cookies store information that is generated based on the specific end device used. The company is therefore unable to directly determine the identity of the visitor to this website.

Cookies are generally accepted based on browser default settings. Browser settings can be changed so that cookies are either not accepted on the devices used or so a special notice appears before a new cookie is saved. However, please note that disabling cookies may result in you not being able to use all of this website's features to their full extent.

Cookies are used to make the use of the company's website more convenient. As an example, session cookies can be used to track whether the visitor has already visited individual pages on this website. These session cookies are automatically deleted when you leave the website.

Temporary cookies are used to improve user friendliness. They are saved on the visitor's device on a temporary basis. When this website is visited again, the fact that the visitor has previously accessed the pages is automatically recognised, and previous input and settings are also recognised so that the input or settings do not have to be repeated.

Cookies are also used to analyse website requests for statistical purposes and for the purposes of improving the website. These cookies allow us to automatically recognise that visitors have previously visited the website when they visit again. Cookies are automatically deleted after a set period of time.

Data processed by cookies is required for the above-mentioned purposes to safeguard the company's legitimate interests, pursuant to point (f) of sentence 1 of Article 6(1) of the GDPR.

Analysis services for websites, tracking

On our site, we use the website analysis service for websites from:

Google Analytics

We create pseudonym user profiles using Google Analytics for the needs-based design of our website. Google Analytics uses 'cookies', i.e. text files that are saved on your computer that allow the use of this website to be analysed. Information generated by the cookie about the use of our website is generally sent to a Google server in the USA and saved there. As we have enabled IP anonymisation, IP addresses are truncated by Google within the European Union Member States or in other signatory states to the Agreement on the European Economic Area before being sent. A full IP address is only sent to a Google server in the USA and truncated there in exceptional cases. Google will use this information to evaluate the use of the website, to compile reports about website activities, and to provide us with other services that relate to website and internet use. We use Google Analytics to evaluate clicks from Google AdWords purely for statistical purposes. You can find information about how Google uses data at:

<https://support.google.com/analytics/answer/6004245?hl=de> and at

<https://www.google.com/policies/privacy/partners/>.

The legal basis for using analysis tools is point (f) of sentence 1 of Article 6(1) of the GDPR. Website analysis is based on our company's legitimate interests and is used for statistically recording website use for the ongoing improvement of both our website and our range of services.

Using Google Maps

Our website uses the Google Maps API. By using Google Maps, information about your use of this website (including your IP address) may be sent to a Google (Google Inc., 1600 Amphitheatre Parkway, Mountain View, California, 94043) server in the USA and saved there.

Google will send the information obtained via Maps to third parties if this is legally permissible or if third parties process this data by order of Google. The IP address is never merged with other Google data.

We must also note that it would be possible from a technical point of view for Google to be able to identify individual users based on the data received.

We also have no control over whether your personal data and personality profile is processed by Google for other purposes. If you want to avoid this altogether, you can disable the Google Maps service, which will prevent data from being transferred to Google. You simply have to disable JavaScript in your browser for this. In this case, no data will be sent and you will no longer be able to use the map on our website.

You can find Google's privacy policy at: <https://www.google.com/policies/privacy/?hl=de>

The use of Google Maps is a service to you for you to be able to determine exactly where we are and possibly also for you to better plan your visit to us. We use Google Maps on the basis of our legitimate interests, pursuant to point (f) of Article 6(1) of the GDPR.

Applicants

This data is processed to fulfil contracts and/or to take pre-contractual measures. There is no intention for the data to be sent to third parties and this will not take place. Data is erased no later than 6 months after the end of the application process, unless the applicant has explicitly consented to a longer storage period. Automated decision making, including profiling, is not carried out for this purpose.

Employees

This data is processed to fulfil contracts and to meet legal obligations. It is regularly sent to social insurance agencies, tax authorities and other bodies in order to meet legal obligations. The data is erased at the end of the legal retention periods. Automated decision making, including profiling, is not carried out for this purpose.

Customers

This data is processed to fulfil contracts and to meet legal obligations, or on the basis of the controller's legitimate interests. It is regularly sent to tax authorities and other bodies in order to meet legal obligations. The data is erased 2 years after contact was last made and/or at the end of the legal retention periods. Automated decision making, including profiling, is not carried out for this purpose.

Suppliers

This data is processed to fulfil contracts and meet legal obligations, or on the basis of the controller's legitimate interests. It is regularly sent to tax authorities and other bodies in order to meet legal obligations. The data is erased 2 years after contact was last made and/or at the end of the legal retention periods. Automated decision making, including profiling, is not carried out for this purpose.

Right of access, right to rectification, erasure, restriction of processing and objection The data subject has the right of access, right of erasure, rectification, restriction and objection to the processing of his or her personal data. Please send an informal message to the controller using the contact details above to exercise these rights.

We take the protection of your data very seriously. To ensure that you do not disclose your personal data to third parties, please send your query by e-mail or by post to the address given above, clearly identifying yourself.

Right of withdrawal

The data subject has the right to withdraw his or her consent to data processing at any time, without this affecting the lawfulness of processing carried out prior to withdrawal.

Right to lodge a complaint

The data subject has a right to lodge a complaint with supervisory authorities.

Validity and updating this privacy policy

This privacy policy is valid as at 08/08/2018. We reserve the right to regularly update the privacy policy so that it is in line with underlying data processing processes.