

## **What is covered in this privacy policy?**

Your privacy is important to us and we want to be transparent about how we collect, use and process any of your data. The processing of personal data, such as your name, email address shall always be in line with the new EU General Data Protection Regulation (GDPR).

When you use our services, our servers automatically record information, including information that your browser sends whenever you visit a website. This information may include your IP address, the address of the web page directing you to our services, your browser type and settings, the date and time of your request, information about your browser configuration and plug-ins, language preferences, and cookie data.

### **COOKIES**

We use cookies and similar technologies such as the local storage of your web browser to authenticate you when you return to our services. We also use cookies to remember some preferences such as your preferred language.

You may, at any time, prevent the setting of cookies through our website by means of a corresponding setting of the Internet browser used, and may thus permanently deny the setting of cookies. Furthermore, already set cookies may be deleted at any time via an Internet browser or other software programs. This is possible in all popular Internet browsers. If you deactivate the setting of cookies in the Internet browser used, not all functions of our website may be entirely usable.

We won't email you to ask you for a password or any data. If you ever receive such an email, don't hesitate and contact us. This will help us to investigate and protect your fellow colleagues.

Please also feel free to contact us if you have any questions about our Privacy Policy or practices.