

Data protection notice

tecword Fachübersetzungen, Heike Scheminski, Mühlenweg 2, 07646 Laasdorf, info@tecword.de

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1. Name and contact details of the responsible body

This data protection notice pertains to:

tecword Fachübersetzungen, Heike Scheminski, Mühlenweg 2, 07646 Laasdorf

as person responsible (controller, as defined by the GDPR).

You can contact me at:

info@tecword.de

As a sole proprietor (individual entrepreneur), I am not legally obliged to appoint a company data protection officer. Nevertheless, I adhere to the provisions of the data protection laws.

2. Collection and storage of of personal data; type, purpose and use

When you place an order/enter into a contract with me, I have to collect the following information:

- title, first name, surname;
- address;
- e-mail address;
- telephone number (landline and/or mobile);
- fax number (if available and desired);
- account data, if applicable.

In addition, all information which is needed for the execution of the order/contract is collected.

Personal data are collected

- to be able to identify you as a customer,
- to be able to provide you with appropriate advice,

- to be able to fulfill contractual obligations towards you,
- to be able to comply with my legal obligations,
- for the communication with you;
- for invoicing or, if necessary, for dunning purposes,
- for asserting any claims, as the case may be, against you.

The processing of your personal data takes place on the occasion of your inquiry and is necessary for the above-mentioned purposes in the context of the treatment of your request and for the fulfilment of the obligations resulting from the underlying order/contract.

The personal data which has been collected will be stored until the end of the legal obligation to store them (6 or 10 years after the end of the calendar year in which the contractual relationship ended) and then deleted. This does not apply in the exceptional case when I am obliged to a longer storage due to tax or commercial storage obligations (according to HGB, StGB or AO) or if you have agreed to a longer storage.

3. Disclosure of personal data to third parties

Your personal data will not be passed on to third parties. Exceptions to this rule only apply insofar as this is necessary for processing the order/contract with you. This includes in particular the passing on to service providers engaged by me (so-called controller or data processors) or other third parties whose activities are necessary for the execution of the contract. The data which has been passed on may be used by the third parties exclusively for the specified purposes.

4. Your rights as a data subject

You, as a data subject as defined by the GDPR, have various rights:

- Right of withdrawal: You can withdraw your consent to me at any time. Then, any data processing based on the withdrawn consent may no longer be continued.
- Right to obtain information You can request information about your personal data processed by me. This applies in particular to the purposes of data processing, the categories of personal data, if applicable the categories of recipients, the storage period, and, if applicable the origin of your data.
- Right to rectification: You can request the correction of incorrect personal data as well as the completion of incomplete personal data stored with me.
- Right to erasure: You can demand the erasure of your personal data stored with me, as far as their processing is not necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defense of legal claims.
- Right to restriction of processing You have the right to request the restriction of processing of your personal data as long as the accuracy of your data contested is verified; if the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead. You also have this right when the personal data are no longer necessary for the purposes for which they were collected or otherwise processed, but you need your data for the establishment, exercise or

defense of legal claims. Further, you have this right if you have objected to the processing of your personal data;

- Right to data portability: You may request to receive your personal data in a structured, commonly used and machine-readable format. Alternatively, you can request the direct transmission of the personal data you have provided to me to another person in charge (a controller), as far as this is technically feasible.

- Right to complain: You have the right to complain to any competent supervisory authority, e.g. if you believe that I am unlawfully or illegally processing your personal data. Supervisory authority responsible:

Thüringer Landesbeauftragte für den Datenschutz und die Informationsfreiheit

Postfach 900455, 99107 Erfurt

E-Mail: poststelle@datenschutz.thueringen.de

Website: <http://www.tlfdi.de>

5. Your right to object

Information about the right to object according to Article 21 GDPR

You have the right to object, for reasons relating to your particular situation, at any time to the processing of your personal data, which is based on Article 6 para. 1 lit. f GDPR (processing for the purposes of the legitimate interests pursued by the controller or by a third party).

If you object, I will stop the processing of your personal data, unless I can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

6. Online data processing

Further, certain personal data are processed when you are visiting my website at www.tecword.com/, this concerns among other things the IP address of the requesting computer. Supplementary data protection information concerning the online data processing is therefore available at:

<http://tecword.com/index.php/en/data-privacy>.