

Data Protection Policy

When Do We Process Personal Data and Which Types?

We process your personal data in the following cases:

Website Visits

If you visit our website, information is automatically sent to our website's server by the browser that you are using on your device. This information is temporarily stored in a log file. The following information is logged automatically and stored until it is automatically deleted:

- The IP address of the computer making the request
- The date and time of access
- The name and URL of the file that has been requested
- The website from which access took place (the referrer URL)
- The browser used and possibly the operating system on your computer
- The name of your access provider

Contact Form

We give you the opportunity of contacting us using a readily available form on our website. This means that you must provide some details (marked as compulsory) so that we know who is sending the enquiry and how we can process it. Other details can be sent on a voluntary basis in a free text box.

Job Applications

If you wish to send us an application in order to apply for a job, we will process the documents and personal data that you have sent. For applications sent by e-mail, we require your name, address, date and place of birth, nationality, and qualification papers. You can also send us other voluntary data which you believe would be advantageous. When using the advertising tool on our website, we collect the prescribed personal data that you can enter on the input form.

Newsletter Registration

When you register for our newsletter, we collect your e-mail address (surname/first name/other data). The data that you provide is processed accordingly.

Partner Portal

Via the partner portal we offer information for partners regarding training data and contents of the FISCAL SOLUTIONS D.O.O. Academy, the possibility for training registration and for downloading training material. The data entered during training registration (name, e-mail, company and telephone number) as well as during user registration (user name and password) are collected and stored exclusively for the use of our offer.

Download Area

We offer the user a download area on our website. In this download area various documents, e-books and information about our goods and services can be downloaded.

Purpose of Processing Data

We only make use of the personal data that you actively send us for the agreed purpose in each case and only to the necessary degree. We process the data for the following purposes:

- To guarantee a smooth connection with our website
- To guarantee that you can use our website with ease
- To assess the system security and stability
- For other administrative purposes

The legal basis for processing data can be found in Article 6 Para. 1 Sentence 1 f) of the GDPR. Our legitimate interest is based on the purposes for collecting data listed above. We never use the data that we collect for the purpose of drawing conclusions about you as a person.

The processing of data for the purpose of making contact with us takes place according to Article 6 Para. 1 Sentence 1 b), f) of the GDPR on the basis of a pre-contractual procedure and our justified and legitimate interest. If a contract is signed, the data may be entered in our customer service system.

The data processing operations serve the purpose of providing the grounds for and implementing an employment relationship according to Article 88 of the GDPR in conjunction with Section 26 of the German Federal Data Protection Act. If the outcome is positive, your personal data is entered in our personnel file and is used for the purpose of "administering employees".

If you have specifically provided your consent according to Article 6 Para. 1 Sentence 1 a) of the GDPR, we will use your e-mail address to regularly send you our newsletter. If you have a partner account with us, we will use your data to manage your account according to Article 6 Para. 1 Sentence 1 b) of the GDPR.

The download form serves the purpose of providing downloads and marketing purposes. The collected data serve to identify the downloader and for further use for marketing purposes (Art. 6 para. 1 lit f. DSGVO). We also give your personal data to the "Ketner Group Communications – Austin, TX" as our service provider for sales activities. You have the right to object to the processing of personal data for these purposes, taking into account the provisions of Art. 21 DSGVO.

Categories of Recipients of Personal Data

In addition to the already listed transmissions, we give your personal data to third parties if:

- You have given us your explicit consent for this according to Article 6 Para. 1 Sentence 1 a) of the GDPR.
- Passing it on according to Article 6 Para. 1 Sentence 1 f) of the GDPR is necessary to assert, exercise or defend legal claims and there is no reason to assume that you have an overriding, legitimate interest in not having your data forwarded.
- There is a statutory obligation to pass on your data according to Article 6 Para. 1 Sentence 1 c) of the GDPR.

- This is legally permissible and necessary to handle the contractual relationships with you according to Article 6 Para. 1 Sentence b) of the GDPR.

Storage Period of Personal Data

Cookies are stored in your browser as session cookies, so that your browser automatically deletes them after you leave the website.

Personal data transferred to us in conjunction with a contact enquiry is only stored for the time that it takes to process your enquiry. If a contract is signed, the data may be stored for up to 10 years in our customer service system unless there is a longer statutory duty.

For job applications:

- If your application is rejected: stored for a minimum of three months, maximum six months.
- If your application is accepted: our standard storage deadlines apply; you will be informed when employed.
- If you are accepted into our pool of applicants: stored until further notice.

Any personal data transferred in conjunction with your registration on our website will only be stored for the time that your account exists. If a contract is signed, the data may be stored in our customer service system for 10 years if there is no longer statutory duty.

We process your data until it has been rejected for use or until we have had no contact with you for more than two years. Data must be blocked instead of being deleted if any legal or actual obstacles oppose deletion (e.g., retention requirements based on commercial and tax law).

Your Rights

Right to Object

If your personal data is being processed on the basis of legitimate interests in line with Article 6 Para 1 Sentence 1 f) of the GDPR, you have the right to lodge an objection against the processing according to Article 21 of the GDPR, if there are reasons arising from your special situation or the objection is directed against direct marketing.

To exercise your right of withdrawal or right to object, send an e-mail to: **office@fiscal-solutions.com**

Additional Rights Under GDPR (Article 13 Para. 2)

- Right to information – Article 15 of the GDPR
- Right to rectification – Article 16 of the GDPR
- Right to deletion – Article 17 of the GDPR
- Right to restrict processing – Article 18 of the GDPR
- Right to data portability – Article 20 of the GDPR
- Right to object – Article 21 of the GDPR

- Right to lodge a complaint with a supervisory authority – Article 77 of the GDPR

To exercise any of these rights against us, please contact us at: **office@fiscal-solutions.com**

Information on Cookies

We make use of cookies on our website. They are small files that your browser automatically creates and are stored on your device (laptop, tablet, smartphone, etc.) when you visit our website. Cookies do not cause any damage to your device and do not contain any viruses, trojan horses or other malware.

We use the following types of cookies:

- **Session cookies:** Used to recognise that you have already visited individual pages. They are automatically deleted once you leave our site.
- **Temporary cookies:** Stored on your device for a fixed period to optimise user-friendliness. They recall your information and settings on return visits.
- **Statistical cookies:** Used to log the usage of our website in statistical terms and to analyse and optimise our services. They are automatically deleted after a defined period.

The data processed by cookies is necessary for the stated purposes to safeguard our legitimate interests and those of third parties according to Article 6 Para. 1 Sentence 1 f) of the GDPR. Most browsers automatically accept cookies. However, you can configure your browser in such a way that no cookies are stored on your computer or a notice always appears before a new cookie is created. Please note that completely deactivating cookies may mean you cannot use all the functions on our website.

Analysis Tools – Matomo

We use processes to statistically measure our website's coverage. This includes information such as the length of time users stay on the site, the device used, operating system, language settings, origin, region, location and user actions.

We collect the above-mentioned information through a cookie. Your IP address will be anonymised before being saved. We operate both the website and Matomo on our own systems, so there is no transfer to third parties. Further information on Matomo: <https://matomo.org/gdpr/>

The cookie has a storage period of 7 days. Statistical evaluations of anonymous users' data are deleted after 6 months. The legal basis is Art. 6 para. 1 lit. f GDPR (legitimate interest in the analysis, optimization and economic operation of our website). You have the right to object to future processing at any time by opting out; an opt-out cookie will be stored automatically on your computer to prevent analysis.

Integrating YouTube Videos

We embed YouTube videos on some of our website pages. The operator of the appropriate plug-ins is YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA. If you visit a site with the YouTube plug-in, this creates a connection with the YouTube servers. This means that YouTube knows which sites you are visiting.

If you are logged into your YouTube account, YouTube can personally associate your surfing behaviour with you. You can prevent this by logging out of your YouTube account beforehand. When a YouTube video is started, the provider uses cookies to gather information about the user's behaviour.

More information about data privacy at YouTube: <https://policies.google.com/privacy?hl=en&gl=en>

Integrating Google Maps

This website makes use of the Google Maps product provided by Google Inc. When using this website, you declare that you agree to the logging, processing and usage of the data that is automatically gathered by Google Inc., its representatives and third parties.

Applicable terms: <https://policies.google.com/terms?hl=en&gl=en> and additional terms for Google Maps: https://www.google.com/intl/en_gb/help/terms_maps.html

Using reCAPTCHA

In order to protect input forms on our site, we use the "reCAPTCHA" service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland (hereinafter referred to as "Google"). By using this service, it is possible to distinguish whether information input comes from a person or from an automated machine processor.

The following data may be sent to Google: referrer URL, IP address, visitor behaviour, operating system, browser and time spent, cookies, presentation instructions and scripts, user input behaviour and mouse movements. Google uses this information, among other things, to digitalise books and other printed products and optimise services like Google Street View and Google Maps.

The IP address transmitted as part of reCAPTCHA is not merged with other data held by Google, unless you are logged into your Google account at the time. If you wish to prevent this transfer, you must log out of Google before visiting our site or making use of the reCAPTCHA plug-in.

Data Security

We make use of the widespread SSL protocol (Secure Socket Layer) when you visit our website, using the highest available degree of encryption supported by your browser – normally 256-bit encryption. If your browser does not support 256-bit encryption, we use 128-bit v3 technology instead. You can see whether a page is transmitted in encrypted form by the closed key or lock symbol in your browser's status bar. We also make use of suitable technical and organisational security measures to protect your data against any random or deliberate manipulation, partial or complete loss, destruction or unauthorised access by third parties. Our security measures are continually being improved in line with technical developments.

Data Protection – Social Media

The company operates profiles on the following networks: Facebook, Twitter, LinkedIn and Instagram (others may be added in the future). We recommend that you do not send us any sensitive data via these profiles. Please use a direct communications channel for this.

The platform operators are primarily responsible for informing individuals about the processing operations and enabling them to exercise their data protection rights. We only use data published on our

social network profiles for public relations work, modern information and interaction opportunities, and making contact with applicants (Xing, LinkedIn). Article 6 Para. 1 Sentence 1 of the GDPR provides the legal basis for this.

Data processing by individual platform operators:

- **Facebook:** Service provider: Facebook Ireland Ltd, 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland. Website: <https://www.facebook.com> | Privacy: <https://www.facebook.com/about/privacy>
- **Twitter:** Service provider: Twitter Inc., 1355 Market Street, Suite 900, San Francisco, CA 94103, USA. Privacy: <https://twitter.com/de/privacy>
- **LinkedIn:** Service provider: LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland. Website: <https://www.linkedin.com> | Privacy: <https://www.linkedin.com/legal/privacy-policy>

Please note that the providers may process data outside the EU, so we cannot guarantee that procedures will conform to the data protection principles of the GDPR. Since we have very little influence on the way that individual providers process data, we ask you to contact the relevant platform operator directly in order to assert your rights.

Additional Information

Automated Decision Making and Profiling

We do not use profiling on our website.

Provision of Personal Data

There is no statutory obligation for you to make available personal data. Providing personal data is entirely voluntary and based solely on your consent.

Download Area – Legal Basis and Storage

Your data will be used so that you can download documents and to track your data for marketing purposes. The legal basis for this processing is your consent (Article 6 Para. 1 Sentence 1 a) of the GDPR). The data will not be forwarded to any third parties as part of this processing.

The data will only be stored for as long as the purpose of its use and your consent are valid. Your data is normally deleted without the need for any contact after six months.

Cancelling Your Consent

You can cancel your consent to have your personal data processed at any time with reference to the future by sending an e-mail to: **office@fiscal-solutions.com**

Validity and Changes to This Data Protection Declaration

This data protection declaration is valid at this time and was correct in October 2020.

It may be necessary to amend this data protection declaration as a result of the ongoing development of our website and services, or because of changes in statutory or administrative stipulations. The latest version of the data protection declaration can be accessed and printed from the website at any time.