

Privacy Policy

I. Name and address of the data controller

Responsible authority in the sense of the data protection laws is:

1cc GmbH

Geo Park I

Max-Eyth-Str. 35

D-71088 Holzgerlingen

Telefon: +49 (0) 7031 4 39 38 – 0

Telefax: +49 (0) 7031 4 39 38-222

E-Mail: [info\(at\)1cc-consulting.com](mailto:info@1cc-consulting.com)

Thank you for your interest in our company. Data protection is of particular importance to the management of the 1cc GmbH.

The processing of personal data, such as the name, address, e-mail address or telephone number of a person concerned, is always carried out in accordance with the basic data protection regulation and in accordance with the country-specific data protection regulations applicable to 1cc GmbH. By means of this data protection declaration, our company would like to inform the public about the type, extent and purpose of the personal data collected, used and processed by us. Furthermore, affected persons will be informed of their rights by means of this data protection declaration.

II. Use of the Internet pages

A. Collection of general information

When you access our website, information of a general nature is automatically collected. This information (server log files) includes the type of web browser, the operating system used, the domain name of your Internet service provider and similar information. This is exclusively information which does not allow any conclusions about your person. This information is technically necessary in order to correctly deliver the content you have requested from websites and is mandatory when using the Internet. Anonymous information of this kind is statistically evaluated by us in order to optimize our Internet presence and the technology behind it.

B. Cookies

Like many other websites, we also use “cookies”. Cookies are small text files that are transferred from a website server to your hard drive. This automatically provides us with certain data such as IP address, browser used, operating system via your computer and your connection to the Internet.

Cookies cannot be used to start programs or to transmit viruses to a computer. Based on the information contained in cookies, we can make navigation easier for you and enable the correct display of our web pages.

Under no circumstances will the data we collect be passed on to third parties or linked to personal data without your consent.

Of course, you can also view our website without cookies. Internet browsers are regularly set to accept cookies. You can deactivate the use of cookies at any time via the settings of your browser. Please use the help functions of your Internet browser to find out how you can change these settings. Please note that some features of our website may not work if you have disabled the use of cookies.

C. SSL encoding

To protect the security of your data during transmission, we use state-of-the-art encryption methods (e.g. SSL) via HTTPS.

D. Newsletter

On the basis of your explicit consent, we will regularly send you our newsletter or comparable information by e-mail to your specified e-mail address.

To receive the newsletter, it is sufficient to provide your e-mail address. When registering to receive our newsletter, the data you provide will be used exclusively for this purpose.

Subscribers may also be notified by e-mail of circumstances relevant to the service or registration (e.g. changes to the newsletter offer or technical circumstances).

For an efficient registration we need a valid e-mail address. In order to verify that a registration is actually made by the owner of an e-mail address, we use the "double opt-in" procedure. For this purpose we log the order of the newsletter, the sending of a confirmation e-mail and the receipt of the requested answer. Further data will not be collected. The data will be used exclusively for sending the newsletter and will not be passed on to third parties.

You can revoke your agreement to the storage of your personal data and their use for the newsletter dispatch at any time. In each newsletter you will find a corresponding link. You can also unsubscribe directly from this website at any time or inform us of your request by using the contact option at the end of this data protection notice.

E. Download

Upon your explicit consent, we will send our download-link to the e-mail address you provide us with. In order to receive the said link, you're required to register by submitting your name, the company name, telephone number and e-mail address. As a registered user, you'll have access to valuable and highly qualitative information from our firm. Moreover, we reserve the right to revert to the contact details you provide us with to provide you with information about our services.

Contact data and other information will not be passed on to third parties. You can also object to the use of the data you provided at any time. We will keep you posted on information for eventual objections you may have along with every download. Our data protection officer remains at your disposal for any queries you may have in this regard.

F. Use of the 1cc Reporting Tool/Compliance Data

In order to enable you to use the 1cc Reporting Tool/Compliance Data, we must also process the login data of the respective user in addition to the details of the company subject to reporting requirements. In addition, your data on sales figures will also be saved. Processing is based on the contractual agreement made for this purpose. When using the Reporting Tool, the data collected is transmitted to the respective National Reporting Office in order to fulfil your reporting obligations.

G. Contact form

If you contact us regarding any questions by e-mail or contact form, please give us your voluntary consent for the purpose of contacting us. A valid e-mail address is required for this purpose. This is used to assign the request and then reply to it. Further data is optional.

The information you provide will be stored for the purpose of processing your inquiry and for possible follow-up questions. After your request has been processed, your personal data will be automatically deleted.

H. Deletion or blocking of data

We follow the principles of data avoidance and data economy. We only store your personal data for as long as is necessary to achieve the purposes mentioned here or as provided for by law. After the respective purpose or expiry of these periods, the corresponding data will be blocked or deleted as a matter of routine and in accordance with statutory regulations.

I. Use of Google Analytics

This website uses Google Analytics, a web analysis service of Google Inc. (following: Google). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of this website is usually transferred to a Google server in the USA and stored there. However, due to the activation of IP anonymisation on these websites, your IP address will previously be reduced by Google within member states of the European Union or in other signatory states to the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and shortened there. On behalf of the operator of this website, Google will use this information to evaluate your use of the website, to compile reports on website activities and to provide the website operator with further services associated with website use and Internet use. The IP address transmitted by your browser in the context of Google Analytics is not merged with other Google data. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. You can also prevent Google from collecting the data generated by the cookie and relating to your use of the website (including your IP address) and from processing this data by Google by downloading and installing the browser plug-in available under the following link: **Browser add-on to disable Google Analytics**. In addition or as an alternative to the browser add-on, you can prevent tracking by Google Analytics on our pages by clicking this **link**. An opt-out cookie is installed on your device. This will prevent Google Analytics from collecting data for this website and for this browser in future as long as the cookie remains installed in your browser.

J. Google Adwords

Our website uses Google Conversion Tracking. If you have reached our website via an ad placed by Google, Google Adwords sets a cookie on your computer. The conversion tracking cookie is set when a user clicks on an ad served by Google. These cookies expire after 30 days and are not used for personal identification. If the user visits certain pages of our website and the cookie has not yet expired, we and Google can see that the user has clicked on the ad and has been redirected to this page. Each Google AdWords customer receives a different cookie. Cookies cannot therefore be traced through the websites of AdWords customers. The information collected using the conversion cookie is used to generate conversion statistics for AdWords customers who have opted for

conversion tracking. Customers see the total number of users who clicked on their ad and were redirected to a page with a conversion tracking tag. However, you will not receive any information that personally identifies users.

If you do not wish to participate in tracking, you can refuse the setting of a cookie required for this - for example via browser settings that generally deactivate the automatic setting of cookies or set your browser so that cookies are blocked by the "googleleadservices.com" domain.

Please note that you may not delete the opt-out cookies as long as you do not wish measurement data to be recorded. If you have deleted all your cookies in your browser, you must set the respective opt-out cookie again.

K. Social-Media Plugins

In our internet presence we also use so-called plugins of the networks "Facebook", "Twitter", "Xing" and "LinkedIn".

Facebook: The Facebook plugin (you can recognize the plugin on our website by the logo "f") is operated by Facebook Inc., 1601 S. California Ave., Palo Alto, CA 94304 USA. Further information about the plugin can be found at the following Internet address: **developers.facebook.com/plugins**

If you visit our website, which contains a Facebook plug-in, a connection is established between your browser and the Facebook servers. In the context of this direct transmission we receive no knowledge of the sent data. In the context of this direct transmission, we do not receive any knowledge of the data sent (including calling up the corresponding page with URL, date, time, IP address, browser and operating system). The data transmitted to Facebook is stored by Facebook in the USA and allows Facebook, among other things, to recognize the page of our homepage you have visited. According to Facebook, this data is deleted after 90 days. This information is transferred regardless of whether or not you use the Facebook plug-in. If you click the Facebook plug-in ("like" button) or leave a comment, this information will also be transferred to Facebook in the USA and stored there. If you are logged in with your personal Facebook account and visiting our website with the plug-in simultaneously, the forwarded data can be assigned to your account. The type, extent, purpose of the collection, use and further processing and use of the data by Facebook as well as your rights and configuration options for the protection of your personal privacy may be set out in Facebook's data protection information: www.facebook.com/about/privacy

Twitter: Operator of the Twitter plugin (you can recognize the plugin in our website by the graphical representation of a bird) Twitter Inc., 795 Folsom Street, Suite 600 San Francisco, CA 94107, USA.

If you visit our website and visit one of our websites which contains a corresponding

Twitter plugin, a connection is established between your browser and Twitter's servers. The content of the plugin is transmitted directly from Twitter to your browser and integrated into the website. By integrating the plugin, Twitter receives the information that you have accessed the corresponding website of our Internet presence. If you are logged in to Twitter at that time, Twitter can assign the visit to your Twitter account. If you interact with the plugin by pressing the Twitter button, the corresponding information is transmitted directly from your browser to Twitter and stored there.

If you are not a member of Twitter or have logged out of Twitter before visiting our website, Twitter may still find out and store your IP address.

For more information on Twitter's collection and use of data, your rights in this regard and ways to protect your privacy, please refer to Twitter's privacy policy at <https://twitter.com/privacy>

XING: The XING button is operated by XING AG, Dammtorstraße 29-32, 20354 Hamburg. (You can recognize the button by the symbol „X“). When you visit our website, your browser is used to establish a short-term connection to XING AG servers with which the "XING Share Button" functions (in particular the calculation/display of the meter value) are generated. Xing does not store any personal data about you when you visit this website. In particular, Xing does not store IP addresses. There is also no evaluation of your usage behaviour via the use of cookies in connection with the "Xing Share-Button". The latest data protection information on the "Xing Share-Button" and additional information can be found on this website: <https://www.xing.com/privacy>

LinkedIn: The plugin of LinkedIn is operated by LinkedIn Corp., 2029 Stierlin Court, Mountain View, California, 94043, USA. (You can recognize the plugin on our website by the symbol "in").

If you visit our website and visit one of our websites which contains a corresponding LinkedIn plugin, a direct connection between your browser and the LinkedIn server is established via the plugin. LinkedIn receives the information that you have visited this website with your IP address. If you click the LinkedIn Share button while logged into your LinkedIn account, you can link the contents of this website on your LinkedIn profile. This allows LinkedIn to associate your visit to this website with your user account. Details on data collection (purpose, scope, further processing, use) as well as on their rights and setting options can be found in LinkedIn's data protection information. LinkedIn keeps this information under <http://www.linkedin.com/legal/privacy-policy> available.

L. HubSpot

We use HubSpot on our website for marketing activities. HubSpot, Inc. is a US-software company located on 25 First Street, Cambridge, MA 02141 USA. 1cc applies this integrated software solution for its marketing, lead generation and customer service purposes. This includes e-mail marketing, which administers the sending of newsletters and automated mailings, social media publishing and reporting, contact management

such as user segmentation and CRM, landing pages and contact forms. HubSpot uses cookies, which are small text files stored locally in the cache of your web browser on your device and enables us to analyze your use of the site. The information collected (e.g., IP address, geographic location, browser type, length of visit and pages viewed) is analyzed by HubSpot on our behalf so we can generate reports about the visit and the pages visited. Information collected by HubSpot and the content of our website is stored on servers of HubSpot's service providers. If you have given your consent in accordance with Art. 6 para. 1 p. 1 lit. a DSGVO, the processing on this website is for the sole purpose of website analysis.

We have concluded a data processing agreement with HubSpot under which it is obligated to comply with the required guarantees for data protection by the standard contract clauses of the EU Commission.

You may irrevocably object to the collection of data by HubSpot and the setting of cookies by deactivating the storage of cookies through your browser settings. You may opt out of the processing of your personal data at any time with respect to the future by sending an e-mail to contact@1cc-consulting.com.

III. Plugins and Other Services

A Microsoft Teams

We use the "Microsoft Teams" ("MS Teams") tool to carry out our communication in written form (chat), as well as in the form of telephone conferences, online meetings, and video conferences. The operator of the service is Microsoft Ireland Operations, Ltd., which is part of the Microsoft Corporation based in Redmond, Washington, USA. When using MS Teams, the following personal data is processed:

- Meetings, chats, voicemails, shared files, recordings, and transcriptions.
- Data that is shared about you, such as your email address, profile picture, and phone number.
- Detailed call history for calls you make.
- Data on call quality.
- Support/feedback data, including information related to troubleshooting tickets or feedback sent to Microsoft.
- Diagnostic and service data, including diagnostic data related to service usage.

During the course of a meeting, data from your device's microphone and video camera is processed to enable video display and audio playback. You can turn off the camera or microphone at any time using the Microsoft Teams application.

If consent has been requested, processing is carried out solely on the basis of Art. 6 para. 1 lit. a) GDPR. In the context of an employment relationship, processing is carried out on the basis of § 26 BDSG. The legal basis for the use of "MS Teams" in the context of contractual relationships is Art. 6 para. 1 lit. b) GDPR. In all other cases, the legal basis for the processing of your personal data is Art. 6 para. 1 lit. f) GDPR. Our interest is in the effective conduct of online meetings.

If we record online meetings, we will notify you of this before the start of the meeting and ask for your consent to the recording, if necessary. If you do not wish to be recorded, you can leave the online meeting.

As a cloud-based service, "MS Teams" processes the data mentioned in connection with the provision of the service. To the extent that "MS Teams" processes personal data in connection with Microsoft's legitimate business operations, Microsoft is an independent data controller for such use and is responsible for complying with applicable laws and obligations of a data controller. If you access the MS Teams website, Microsoft is responsible for data processing. Access to the website is required to download the MS Teams software.

If you do not want or cannot download the software, the service can be provided through your browser and through the Microsoft website. Detailed information on data protection at Microsoft in connection with "MS Teams" can be found at:

<https://docs.microsoft.com/de-de/microsoftteams/teams-privacy>.

IV. Data protection for customers

In the context of the pre-contractual offer phase, or for order fulfilment, or service provision, we process personal data such as address and contact data, information on discussions held, your requirements, as well as offers and other information that we receive from you. For the purpose of payment processing, we may store and process data relating to your bank account and/or credit card information. If external partners are involved in the provision of services or the fulfilment of orders, the necessary information for the provision of their services may be passed on to them. During the processing of information, auxiliary systems (IT environment, CRM/ERP systems, financial accounting) can be used to which service providers have access within the framework of maintenance. In these cases, the required contracts are concluded for order processing.

V. Data protection for applications and in the application procedure

The controller collects and processes the personal data of applicants for the purpose of processing the application procedure. Processing may also be carried out electronically. This is particularly the case if an applicant sends corresponding application documents to the controller by electronic means, for example by e-mail or via a web form on the website. If the controller concludes an employment contract with an applicant, the data transmitted will be stored for the purpose of processing the employment relationship in compliance with the statutory provisions. If the controller does not conclude an employment contract with the applicant, the application documents shall be automatically deleted four months after notification of the decision of refusal, provided that no other legitimate interests of the controller stand in the way of deletion. Other legitimate interest in this sense is, for example, a burden of proof in proceedings under the General Equal Treatment Act (AGG).

VI. Data protection for suppliers

When selecting suppliers or service providers, we will store and process information about you. Within the scope of supplier verification/assessment, we can obtain and store further information, e.g. from credit agencies. For order processing purposes, we will also process order-specific information, in addition to your master data. In the case of company contacts, we also process information, in particular data of our contact persons. During the processing of information, auxiliary systems (IT environment, CRM/ERP systems, financial accounting) can be used to access the service providers within the framework of maintenance. In these cases we conclude relevant contracts for order processing.

VII. Using Zoom for video conferences

We use Zoom Video Communications platform, Inc. 55 Almaden Blvd, Suite 600, San Jose, CA 95113, USA, to conduct video conferences with our clients and partners. The legal basis is our legitimate interest according to Art. 6 para. 1 lit. f) of EU GDPR for carrying out high-quality communication, even with conversation partners located remotely. Zoom Video Communications, Inc. (Zoom) is, same as other video conference services, a U.S. service provider and is certified under the EU-U.S. Privacy Shield. In addition, an adequate level of data protection is guaranteed by the fact that we have concluded an order-processing contract with Zoom based on the EU standard contract clauses. The use of Zoom is voluntary for our conversation partners. We do not store any data. With regard to data processing at Zoom Video Communications, Inc., please refer to the data protection declaration <https://zoom.us/de-de/privacy.html>.

VIII. General Information

A. Legal basis of the processing

For processing operations for which we obtain consent for a specific processing purpose, Art. 6 I lit. a DS-GMO serves as a legal basis for our company. If the processing of personal data is necessary for the performance of a contract to which the data subject is a party, as is the case for example with processing operations necessary for the delivery of goods or the provision of other services or consideration, the processing is based on Art. 6 I lit. b DS-GMO. This also applies to such processing processes that are necessary to carry out pre-contractual measures, for example in connection with enquiries about our products or services. If our company is subject to a legal obligation requiring the processing of personal data, for example to fulfil tax obligations, the processing is based on Art. 6 I lit. c DS-GMO. In rare cases, the processing of personal data may become necessary to protect the vital interests of the data subject or another natural person. This would be the case, for example, if a visitor were injured in our company and his name, age, health insurance data or other vital information had to be passed on to a doctor, a hospital or other third parties. Then the processing would be based on Art. 6 I lit. d DSGVO. Ultimately, processing operations could be based on Art. 6 I lit. f DS-GMO. Processing operations which are not covered by any of the aforementioned legal bases are based on this legal basis if processing is necessary to safeguard a legitimate interest of our company or a third party, provided that the interests, fundamental rights and freedoms of the data subject do not prevail. Such

processing procedures are permitted to us in particular because they have been specifically mentioned by the European legislator. In this respect, it took the view that a legitimate interest could be assumed if the person concerned is a customer of the person responsible (recital 47, second sentence, DS-GMO).

B. Entitled interests in the processing pursued by the controller or a third party

If the processing of personal data is based on Article 6 I lit. f DS-GMO, it is in our legitimate interest to conduct our business for the well-being of all our employees and our shareholders.

C. Purposes of data processing by the responsible body and third parties

We process your personal data only for the purposes stated in this data protection declaration. Your personal data will not be passed on to third parties for purposes other than those mentioned. We will only pass on your personal data to third parties if,

- you have given your express consent,
- processing is required to process a contract with you,
- the processing is necessary to fulfil a legal obligation,
- processing is necessary to protect legitimate interests and there is no reason to believe that you have an overriding interest worthy of protection in not disclosing your data.

D. Transfer of data to third countries

In individual cases, e.g. use of the web service in connection with Google services or newsletter services, personal data may be transferred to third countries. We always ensure that appropriate guarantees are in place to protect your data. In individual cases, you can obtain proof of this from our data protection officer.

E. Deletion or blocking of data

We adhere to the principles of data avoidance and data economy. We therefore only store your personal data for as long as necessary to achieve the purposes stated here or as provided for in the various storage periods provided for by law. After the respective purpose or expiry of these periods, the corresponding data will be blocked or deleted as a matter of routine and in accordance with statutory regulations.

F. Legal or contractual provisions for the provision of personal data; necessity for the

conclusion of the contract; obligation of the data subject to provide the personal data; possible consequences of failure to provide them

We inform you that the provision of personal data is partly required by law (e.g. tax regulations) or may also result from contractual regulations (e.g. information on the contractual partner). In some cases, it may be necessary for a contract to be concluded if a data subject provides us with personal data which must subsequently be processed by us. For example, the person concerned is obliged to provide us with personal data if our company enters into a contract with him/her. Failure to provide the personal data would have led to the The consequence is that the contract could not be concluded with the person concerned. Prior to the provision of personal data by the data subject, the data subject must contact one of our employees. Our employee will inform the data subject on a case-by-case basis whether the provision of personal data is required by law or contract or required for the conclusion of the contract, whether there is an obligation to provide the personal data and what consequences the failure to provide the personal data would have.

G.Existence of automated decision making

As a responsible company, we do without automatic decision-making or profiling.

H.Your rights as a party concerned

You can exercise the following rights at any time using the contact details provided by our data protection officer:

- Information about your data stored with us and their processing,
- Correction of incorrect personal data,
- Deletion of your data stored with us,
- Restriction of data processing if we are not yet allowed to delete your data due to legal obligations,
- Objection to the processing of your data by us and
- Data transferability if you have consented to data processing or have concluded a contract with us.
- If you have given us your consent, you can revoke it at any time with effective future date.

You can contact your local supervisory authority at any time with a complaint. Your competent supervisory authority depends on your state of residence, your work or the

alleged infringement. A list of supervisory authorities (for the non-public sector) and their addresses can be found at:

https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_linksnode.html.

I. Changes to our data protection regulations

We reserve the right to occasionally adapt this data protection declaration so that it always complies with current legal requirements or to implement changes to our services in the data protection declaration, e.g. when introducing new services. The new data protection declaration will then apply for your next visit.

J. Questions to the data protection officer

If you have any questions about data protection, please send us an e-mail or contact our data protection officer directly:

Michael Weinmann, www.dsb-office.de, E-Mail: michael.weinmann(at)dsb-office.de,
Phone: +49 173-763 29 62,

The data protection declaration was created with the data protection declaration generator of activeMind AG and the data protection generator of DGD Deutsche Gesellschaft für Datenschutz GmbH and supplemented or adapted by Mr. Michael Weinmann.