

# Obligation to provide information pursuant to Art. 13 and Art. 14 GDPR for customers

The protection of your data and transparency about its processing is very important to us. Therefore, we hereby comply with our obligation to inform about the circumstances of processing in accordance with Art. 13 and Art. 14 of the General Data Protection Regulation (GDPR).

The processing of your personal data gives you the following rights:

- a. Right to information (see Art. 15 GDPR)
- b. Right to rectification (see Art. 16 GDPR)
- c. Right to erasure (see Art. 17 GDPR)
- d. Right to restriction of data (see Art. 18 GDPR)
- e. Right to object (see Art. 21 GDPR)
- f. Right to data portability (see Art. 20 GDPR)

Right of withdrawal: If the processing is based on Art. 6 GDPR (1) (a) or Art. GDPR 9 (2) (a), you have the right to withdraw your consent at any time. Previously processed data remains unaffected by the revocation.

Contact details of the data protection officer: Regina Stoiber, Datenbeschützerin GmbH, Unterer Sand 9, 94209 Regen, E-Mail: [info@datenbeschuetzerin.de](mailto:info@datenbeschuetzerin.de), Tel: 0 99 21 88 22 9000

You have the right to lodge a complaint with a supervisory authority if you believe that the processing of your personal data is unlawful.

Bavarian State Office for Data Protection Supervision (BayLDA) Promenade 1891522 Ansbach Phone: +49 (0) 981 180093-0  
Fax: +49 (0) 981 180093-800 E-mail: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)

The data controller is:

Name: FELLOWPRO AG  
Represented by: Holger Arenz  
Address: Anzinger Str. 21 A  
ZIP CODE; Region: 85586 Poing

Phone: 08121 792980  
E-mail: [holger.arenz@fellowpro.com](mailto:holger.arenz@fellowpro.com)

The controller is the natural or legal person who, alone or jointly with others, decides on the purposes and means of the processing of personal data (e.g. names, e-mail addresses, etc.).

Data will only be transferred to third countries (countries outside the European Economic Area – EEA) if this is necessary for the execution of the service contract or if you have given us your consent or if this is otherwise legally permissible. In this case, we take measures to ensure the protection of your data, for example through contractual arrangements. We only transmit data to recipients who ensure the protection of your data in accordance with the provisions of the GDPR for transfer to third countries (Art. 44 to 49 GDPR).

# 1 Data processing in the context of order processing

## 1.1 Order entry and processing

In order to process your order or enquiry, we collect personal data from contact persons (name, address, e-mail address, telephone number, mobile phone number) as part of the process. Your data will be entered and stored in our central system. The provider is weclapp GmbH, Friedrich-Ebert-Straße 28, 97318 Kitzingen. For more information, please visit: [Privacy & Data Security | weclapp.com](#)

Furthermore, we used the Jira ticket system to ensure your requests. The provider is Atlassian. Pty Ltd, Level 6, 341 George Street, Sydney NSW 2000. For more information, please visit: [Privacy Policy | Atlassian](#)

The company is certified according to the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the USA that is intended to ensure compliance with European data protection standards for data processing in the USA. Every company certified according to the DPF is committed to complying with these data protection standards. For more information, please contact the provider at the following link: <https://www.dataprivacyframework.gov/list>

We have concluded a contract for data processing (DPA) with the above-mentioned providers.

The processing is based on a contract or pre-contractual measure in accordance with Art. 6 (1) (b) GDPR.

It is forwarded internally to the necessary departments and, if necessary, to external bodies (e.g. business partners/subcontractors) in order to be able to continue processing the order.

The data is stored within the framework of the statutory retention obligations. If no contractual relationship is established, your data will be deleted after three years without active contact.

## 1.2 IT administration on behalf of

In order to process your order or enquiry, we collect personal data from contact persons (name, address, e-mail address, telephone number, mobile phone number) as part of the process. Depending on the order, the controller receives access to and insight into the client's systems and thus also personal data, if necessary.

For the written activity planning of our projects, we have a plan in our calendar, which may also contain personal data in the form of customer master data and project information.

This is forwarded internally to the necessary departments and, if necessary, to external bodies (e.g. business partners/subcontractors/manufacturers) in order to be able to process the order further. The TeamViewer software is used to carry out remote activities. The provider is TeamViewer Germany GmbH, Bahnhofsplatz 2, 73033 Göppingen

We have concluded an order processing agreement (DPA) with the above-mentioned provider.

The data is stored within the framework of the statutory retention obligations.

## 1.3 Communication

To get in touch with you, we will send you an e-mail with further information, to process your request, your order or as part of our general business relationship. For this purpose, your e-mail address, the e-mail content and the history of communication are recorded. The e-mails are hosted by an external service provider. The provider is Apple / Microsoft Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399USA.

Details on data processing can be found in the Microsoft Teams privacy policy:  
<https://privacy.microsoft.com/de-de/privacystatement>.

For details on data processing, please refer to Apple's privacy policy:  
<https://www.apple.com/legal/privacy/de-ww/>

The company is certified according to the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the USA that is intended to ensure compliance with European data protection standards for data processing in the USA. Every company certified according to the DPF is committed to complying with these data protection standards. For more information, please contact the provider at the following link:  
<https://www.dataprivacyframework.gov/list>

A data processing agreement has been concluded with the provider.

Furthermore, we can also call you by phone via the telephone or mobile phone number we have on file.

The processing of the data is based on the performance of a contract in accordance with Art. 6 (1) (b) GDPR, which permits the processing of data for the performance of a contract or pre-contractual measures (customer relationship, contracts with business partners).

The data will only be passed on if this has been agreed with you or is necessary for the current business transaction.

Your data will be stored by us on our systems within the framework of the statutory retention obligation.

## 2 Data Processing in IT Systems

### 2.1 Contact and address management

In order to manage all contact information of business partners and customers, we store the contacts in our system, in which: name, contact person if applicable, address, telephone number, mobile phone number and e-mail address are stored.

The data collection is based on a legitimate interest in accordance with Art. 6 (1) (f) GDPR in order to manage the contact information of employees and business partners in an organized manner.

Your contact details will be stored in our system for the duration of the business relationship and for one year thereafter.

### 2.2 Audio and video conferencing

#### 2.2.1 Data processing

For communication with our customers, we use online conference tools, among other things. The specific tools we use are listed below. If you communicate with us via video or audio conference via the Internet, your personal data will be collected and processed by us and the provider of the respective conference tool.

The conference tools collect all data that you provide/use to use the tools (e-mail address and/or your telephone number). In addition, the conference tools process the duration of the conference, the start and end (time) of participation in the conference, the number of participants and other "contextual information" related to the communication process (metadata).

Furthermore, the provider of the tool processes all technical data required to handle online communication. This includes, but is not limited to, IP addresses, MAC addresses, device IDs, device type, operating system type and version, client version, camera type, microphone or speakers, and the type of connection.

If content is exchanged, uploaded or otherwise made available within the tool, this is also stored on the servers of the tool providers. Such content includes, but is not limited to, cloud recordings, chat/instant messages, voicemails, photos and videos uploaded to voicemails, files, whiteboards, and other information shared while using the Service.

Please note that we do not fully influence the data processing processes of the tools used. Our options are largely based on the corporate policy of the respective provider. Further information on data processing by the conference tools can be found in the privacy policies of the respective tools used, which we have listed below this text.

### 2.2.2 Purpose and legal basis

The conference tools are used to communicate with prospective or existing contractual partners or to offer certain services to our customers (Art. 6 para. 1 lit. b GDPR). Furthermore, the use of the tools serves to generally simplify and accelerate communication with us or our company (legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR). If consent has been requested, the use of the tools in question is based on this consent; consent can be revoked at any time with effect for the future.

### 2.2.3 Storage period

The data collected directly by us via the video and conference tools will be deleted from our systems as soon as you ask us to delete it, revoke your consent to its storage or the purpose for which it was stored no longer applies. Stored cookies remain on your device until you delete them. Mandatory statutory retention periods remain unaffected.

We have no influence on the storage period of your data, which is stored by the operators of the conference tools for their own purposes. For details, please contact the operators of the conference tools directly.

## 2.3 Conference tools used

We use the following conference tools:

### 2.3.1 Microsoft Teams

We use Microsoft Teams. The provider is Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA. Details on data processing can be found in the Microsoft Teams privacy policy: <https://privacy.microsoft.com/de-de/privacystatement>.

The company is certified according to the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the USA that is intended to ensure compliance with European data protection standards for data processing in the USA. Every company certified according to the DPF is committed to complying with these data protection standards. For more information, please contact the provider at the following link: <https://www.dataprivacyframework.gov/list>

### 2.3.2 Order processing

We have concluded an order processing agreement (DPA) with the above-mentioned provider. This is a contract required by data protection law that ensures that it processes the personal data of our website visitors only in accordance with our instructions and in compliance with the GDPR.

### 2.3.3 Google Meet

We use Google Meet. The provider is Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. Details on data processing can be found in Google's privacy policy: <https://policies.google.com/privacy?hl=de>.

The company is certified according to the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the USA that is intended to ensure compliance with European data protection standards for data processing in the USA. Every company certified according to the DPF is committed to complying with these data protection standards. For more information, please contact the provider at the following link: <https://www.dataprivacyframework.gov/participant/5780>.

#### 2.3.4 Order processing

We have concluded an order processing agreement (DPA) with the above-mentioned provider. This is a contract required by data protection law that ensures that it processes the personal data of our website visitors only in accordance with our instructions and in compliance with the GDPR.

### 2.4 Video Conferencing Recording

It is possible to record the online meeting. This serves the purpose of making the online meeting available to you afterwards and viewing the content from the meeting for follow-up. We need your consent for the recording. You can decide at the beginning of the meeting whether or not to allow the recording to take place. Your consent will be stored in video form. Your name, the content of the conversation and the shared screen content are processed and stored in the recording.

The processing of the data is based on voluntary consent in accordance with Art. 6 (1) (a) GDPR. The data subject can revoke the consent at any time by sending an informal notification. Processing that has already been carried out remains unaffected by the revocation.

The content of the video remains internal.

The recordings will be stored until you revoke your consent.

### 2.5 Transcript of video conferences

It is possible to record the online meeting and transcribe it with the help of spinach.ai. The provider of spinach.ai is StayIn, Inc., 812B Knox Avenue, Nashville, TN 37204, USA. For details on data processing, please refer to StayIn's privacy policy: [View Our Privacy Policy | Spinach AI](#)

This serves the purpose of making the online meeting available to you afterwards and viewing the content from the meeting for follow-up. We need your consent for the recording. You can decide at the beginning of the meeting whether or not to allow the recording to take place. Your consent will be stored in video form. Your name, the content of the conversation and the shared screen content are processed and stored in the recording.

The processing of the data is based on voluntary consent in accordance with Art. 6 (1) (a) GDPR. The data subject can revoke the consent at any time by sending an informal notification. Processing that has already been carried out remains unaffected by the revocation.

The content of the video remains internal.

The data transfer to the USA is based on the standard contractual clauses of the EU Commission. Details can be found here: [Spinach.io Trust Center | Powered by SafeBase](#)

The recordings will be stored until you revoke your consent.

#### 2.5.1 Order processing

We have concluded an order processing agreement (DPA) with the above-mentioned provider. This is a contract required by data protection law that ensures that it processes the personal data of our website visitors only in accordance with our instructions and in compliance with the GDPR.

## 2.6 Transcription using a dictaphone

It is possible to create voice recordings via a voice recorder and transcribe them with the help of Plaud.ai. The provider of Plaud.ai is PLAUD Inc., 880 Harrison Street, San Francisco, California 941071. Details on data processing can be found in Plaud's privacy policy:

<https://de.plaud.ai/pages/user-service-agreement?srsId=AfmBOoqXtgIzzAlfqDxU4il2ZuS9kydXsEMPjWK4FxUPM7U0h-7JvfuP/>  
<https://www.plaud.ai/pages/privacy-policy>

Transcription serves the purpose of capturing content from conversations in a structured way and making it available for follow-up. Consent is required for the recording and processing of voice data in accordance with Art. 6 (1) (a) GDPR. Consent can be revoked informally at any time; processing that has already taken place remains unaffected.

The content of the video remains internal.

The data transfer to the USA is based on the standard contractual clauses of the EU Commission.

Details can be found here: <https://de.plaud.ai/pages/user-service-agreement?srsId=AfmBOoqXtgIzzAlfqDxU4il2ZuS9kydXsEMPjWK4FxUPM7U0h-7JvfuP/>  
<https://www.plaud.ai/pages/privacy-policy>

### 2.6.1 Order processing

We have concluded an order processing agreement (DPA) with the above-mentioned provider. This is a contract required by data protection law that ensures that it processes the personal data of our website visitors only in accordance with our instructions and in compliance with the GDPR.

## 2.7 File sharing via Google Drive

We use Google Drive to exchange files with you. The provider is Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland (hereinafter referred to as "Google Drive").

Google Drive allows us to include a folder structure on our system where you can upload content. When you upload content, it is stored on Google Drive's servers. It also connects to Google Drive so that Google Drive can determine that you have visited our system.

The use of Google Drive is based on Art. 6 para. 1 lit. f GDPR. The controller has a legitimate interest in a reliable and efficient data exchange system.

The company is certified according to the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the USA that is intended to ensure compliance with European data protection standards for data processing in the USA. Every company certified according to the DPF is committed to complying with these data protection standards. For more information, please contact the provider at the following link:  
<https://www.dataprivacyframework.gov/list>

### 2.7.1 Order processing

We have concluded an order processing agreement (DPA) with the above-mentioned provider. This is a contract required by data protection law that ensures that it processes the personal data of our website visitors only in accordance with our instructions and in compliance with the GDPR.

## 2.8 File exchange and storage via SharePoint

We use SharePoint for file exchange and storage. The provider is Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA (hereinafter referred to as "SharePoint").



SharePoint allows us to include a folder structure on our system where you can upload content. When you upload content, it is stored on SharePoint's servers. It also establishes a connection to SharePoint so that SharePoint can determine that you have visited our system.

The use of SharePoint is based on Art. 6 para. 1 lit. f GDPR. The controller has a legitimate interest in a reliable and efficient data exchange system.

#### 2.8.1 Order processing

We have concluded an order processing agreement (DPA) with the above-mentioned provider. This is a contract required by data protection law that ensures that it processes the personal data of our website visitors only in accordance with our instructions and in compliance with the GDPR.

The company is certified according to the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the USA that is intended to ensure compliance with European data protection standards for data processing in the USA. Every company certified according to the DPF is committed to complying with these data protection standards. For more information, please contact the provider at the following link:

<https://www.dataprivacyframework.gov/list>

### 2.9 File exchange via OneDrive

We use OneDrive to exchange files with you. The provider is Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA (hereinafter referred to as "OneDrive").

OneDrive allows us to include a folder structure on our system where you can upload content. When you upload content, it is stored on OneDrive's servers. It also connects to OneDrive so that OneDrive can determine that you have visited our system.

The use of OneDrive is based on Art. 6 para. 1 lit. f GDPR. The controller has a legitimate interest in a reliable and efficient data exchange system.

The company is certified according to the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the USA that is intended to ensure compliance with European data protection standards for data processing in the USA. Every company certified according to the DPF is committed to complying with these data protection standards. For more information, please contact the provider at the following link:

<https://www.dataprivacyframework.gov/list>

#### 2.9.1 Order processing

We have concluded an order processing agreement (DPA) with the above-mentioned provider. This is a contract required by data protection law that ensures that it processes the personal data of our website visitors only in accordance with our instructions and in compliance with the GDPR.

## 3 Sales & Marketing

### 3.1 Christmas Cards/New Year's Greetings

We send Christmas greeting cards/New Year's greetings to our customers and business partners every year at the end of the year. In order to send them to you, your name and address will be collected and processed.

The processing of the data is based on a business purpose in accordance with Art. 6 (1) (f) GDPR. The controller has a legitimate interest in thanking and promoting the customer and business relationship.

Your data will not be passed on to third parties.

If you do not wish to receive greeting cards from us, you can object to the sending of them. You can send the objection to our office (by phone, e-mail) without giving reasons. Your data will then no longer be used for the above-mentioned purpose.

### 3.2 Booth

In order to be able to provide you with further information about our companies and offers as well as services after the fair, we will collect the following data from you at our booth: name, e-mail address, telephone number / mobile number. The data is then entered into our CRM system.

The processing is based on a contract or pre-contractual measure in accordance with Art. 6 (1) (b) GDPR.

If no contractual relationship is established, your data will be deleted after three years without active contact.

## 4 Administrative accounting

### 4.1 Administrative accounting

To handle financial accounting, we mapped a process in the company in our IT systems. In the course of the process, personal data of contact persons or billing information (name, address, e-mail address, telephone number, mobile phone number) may be processed.

The processing is based on a legal requirement in accordance with Art. 6 (1) (c) GDPR. The processing is necessary for compliance with a legal obligation to which the controller is subject (principles of proper accounting).

It will be forwarded to our responsible tax advisor.

The data is stored within the framework of the statutory retention obligations.

### 4.2 Dunning

In the case of outstanding claims, these will be warned and, in the event of non-payment, transmitted to service providers (lawyer, debt collection agency). For this purpose, name, address and the amount of the outstanding claim are required.

The processing is based on a contract or pre-contractual measure in accordance with Art. 6 (1) (b) GDPR.

It is forwarded to the service provider (lawyer, debt collection agency, etc.).

The data is stored within the framework of the statutory retention obligations.

The data is not stored.



## 5 Facility Management

### 5.1 Headquarters, visitor management

Distribution of incoming mail to the respective departments, people. Personal letters are delivered unopened. Acceptance of central calls and forwarding.

The data collection is based on a legitimate interest in accordance with Art. 6 (1) (f) GDPR in order to allow only authorised persons onto the company premises.

The data will only be passed on if this has been agreed with you or is necessary for the current business transaction.

Your data will be stored by us on our systems within the framework of the statutory retention obligation.

## 6 Other

### 6.1 Data protection management

You can contact the external data protection officer at any time by e-mail to [info@datenbeschuetzerin.de](mailto:info@datenbeschuetzerin.de) or by phone at 09921 88 22 9000.

Your name, reason for the request, facts, any data stored in the system of the person concerned will be collected and stored.

The processing of the data is based on the performance of a contract in accordance with Art. 6 (1) (b) GDPR, which permits the processing of data for the performance of a contract or pre-contractual measure (service contract, employment contract).

The information will only be passed on with your consent.

Your personal data will be stored for as long as necessary for the purpose. Statutory retention obligations remain unaffected.

## 7 Application

### 7.1 Handling of applicant data

We offer you the opportunity to apply to us (e.g. by e-mail and post). In the following, we inform you about the scope, purpose and use of your personal data collected as part of the application process. We assure you that the collection, processing and use of your data will be carried out in accordance with applicable data protection law and all other legal provisions and that your data will be treated in the strictest confidence.

### 7.2 Scope and purpose of data collection

If you send us an application, we will process your associated personal data (e.g. contact and communication data, application documents, notes in the context of job interviews, etc.) insofar as this

is necessary to decide on the establishment of an employment relationship. The legal basis for this is § 26 BDSG under German law (initiation of an employment relationship), Art. 6 (1) (b) GDPR (general contract initiation) and – if you have given consent – Art. 6 (1) (a) GDPR. The consent can be revoked at any time. Your personal data will only be passed on within our company to persons who are involved in processing your application.

For applicant management, we use the service provider Personio SE & Co. KG, Seidlstraße 3, 80335 Munich. Further information about the provider can be found here: [Privacy Policy | Personio](#)

If the application is successful, the data you submit will be stored in our data processing systems on the basis of Section 26 of the Federal Data Protection Act (BDSG) and Article 6 (1) (b) of the GDPR for the purpose of carrying out the employment relationship.

### 7.3 Data retention period

If we are unable to make you a job offer, you reject a job offer or withdraw your application, we reserve the right to store the data you provide on the basis of our legitimate interests (Art. 6 para. 1 lit. f GDPR) for up to 6 months from the end of the application process (rejection or withdrawal of the application). The data will then be deleted and the physical application documents destroyed. The storage serves in particular for the purpose of providing evidence in the event of a legal dispute. If it is evident that the data will be required after the expiry of the 6-month period (e.g. due to an imminent or pending legal dispute), deletion will only take place when the purpose for further storage no longer applies.

Longer storage may also take place if you have given your consent (Art. 6 para. 1 lit. a GDPR) or if statutory retention obligations preclude deletion.

## 8 Our social media presences

### 8.1 Data processing through social networks

We maintain publicly accessible profiles on social networks. The social networks we use in detail can be found below.

Social networks such as Facebook, Twitter, etc. can usually analyze your user behavior comprehensively when you visit their website or a website with integrated social media content (e.g. like buttons or advertising banners). Visiting our social media presences triggers numerous data protection-relevant processing operations. In detail:

If you are logged into your social media account and visit our social media presence, the operator of the social media portal can assign this visit to your user account. However, your personal data may also be collected if you are not logged in or do not have an account with the respective social media portal. In this case, this data collection is carried out, for example, via cookies that are stored on your device or by recording your IP address.

With the help of the data collected in this way, the operators of the social media portals can create user profiles in which your preferences and interests are stored. In this way, interest-based advertising can be shown to you on and off the respective social media presence. If you have an account with the respective social network, interest-based advertising can be displayed on all devices on which you are logged in or were logged in.

Please also note that we cannot track all processing processes on the social media portals. Depending on the provider, further processing operations may therefore be carried out by the operators of the social media portals. Details can be found in the terms of use and privacy policy of the respective social media portals.

## 8.2 Legal basis

Our social media presences are intended to ensure the widest possible presence on the Internet. This is a legitimate interest within the meaning of Art. 6 (1) (f) GDPR. The analysis processes initiated by the social networks may be based on different legal bases, which must be indicated by the operators of the social networks (e.g. consent within the meaning of Art. 6 para. 1 lit. a GDPR).

## 8.3 Controller and exercise of rights

If you visit one of our social media presences (e.g. Facebook), we are jointly responsible with the operator of the social media platform for the data processing operations triggered during this visit. In principle, you can assert your rights (information, correction, deletion, restriction of processing, data portability and complaint) against us as well as against the operator of the respective social media portal (e.g. against Facebook).

Please note that despite the joint responsibility with the social media portal operators, we do not have full influence on the data processing processes of the social media portals. Our options are largely based on the corporate policy of the respective provider.

## 8.4 Storage period

The data collected directly by us via the social media presence will be deleted from our systems as soon as you ask us to delete it, revoke your consent to its storage or the purpose for which it was stored no longer applies. Stored cookies remain on your device until you delete them. Mandatory legal provisions – esp. retention periods – remain unaffected.

We have no influence on the storage period of your data, which is stored by the operators of the social networks for their own purposes. For details, please contact the operators of the social networks directly (e.g. in their privacy policy, see below).

## 8.5 Social networks in detail

### 8.5.1 Facebook

We have a profile on Facebook. The provider of this service is Facebook Ireland Limited, 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland. According to Facebook, the data collected will also be transferred to the USA and other third countries.

We have concluded a joint processing agreement (Controller Addendum) with Facebook. This Agreement sets out the data processing operations for which we or Facebook are responsible when you visit our Facebook page. You can view this agreement at the following link:  
[https://www.facebook.com/legal/terms/page\\_controller\\_addendum](https://www.facebook.com/legal/terms/page_controller_addendum).

**You can adjust your advertising settings independently in your user account. To do this, click on the following link and log in:** <https://www.facebook.com/settings?tab=ads>.

The data transfer to the USA is based on the standard contractual clauses and the adequacy decision of the EU Commission. Details can be found here:

[https://www.facebook.com/legal/EU\\_data\\_transfer\\_addendum](https://www.facebook.com/legal/EU_data_transfer_addendum) and <https://de-de.facebook.com/help/56699466033381>.

Details can be found in Facebook's privacy policy: <https://www.facebook.com/about/privacy/>.

### 8.5.2 Twitter

We use the short message service Twitter. The provider is Twitter International Company, One Cumberland Place, Fenian Street, Dublin 2, D02 AX07, Ireland.

**You can adjust your Twitter privacy settings independently in your user account. To do this, click on the following link and log in:** <https://twitter.com/personalization>.

The data transfer to the USA is based on the standard contractual clauses and the adequacy decision of the EU Commission. Details can be found here: <https://gdpr.twitter.com/en/controller-to-controller-transfers.html>.

Details can be found in Twitter's privacy policy: <https://twitter.com/de/privacy>.

#### 8.5.3 XING

We have a profile on XING. The provider is New Work SE, Dammtorstraße 30, 20354 Hamburg, Germany. Details on how they handle your personal data can be found in XING's privacy policy: <https://privacy.xing.com/de/datenschutzerklaerung>.

#### 8.5.4 LinkedIn

We have a profile on LinkedIn. The provider is LinkedIn Ireland Unlimited Company, Wilton Plaza, Wilton Place, Dublin 2, Ireland. LinkedIn uses advertising cookies.

**If you would like to disable LinkedIn advertising cookies, please use the following link:** <https://www.linkedin.com/psettings/guest-controls/retargeting-opt-out>.

The data transfer to the USA is based on the standard contractual clauses and the adequacy decision of the EU Commission. Details can be found here: <https://www.linkedin.com/legal//dpa> and <https://www.linkedin.com/legal//eu-sccs>.

Details on their handling of your personal data can be found in LinkedIn's privacy policy: <https://www.linkedin.com/legal/privacy-policy>.

### **ANNEX III LIST OF PROCESSORS**

The controller has authorized the use of the following processors:

<b>Name of Sub- Processor</b>	<b>Description of Processing</b>	<b>Location of Other Processor</b>
G-Suite	Mail Service Provider	Germany
Digital Ocean	Cloud Provider	Germany
Sugar	CRM Service Provider	Germany