

Data Protection Statement

Thank you for visiting our website and your interest in our company.

We have always taken the protection of your private data very seriously, including before the GDPR entered into force. This, for example, is why there has never been, and you will never find, a reference list on our website - however much we would like to mention your good name when promoting our services. For us, this is exactly the point where protecting your privacy begins.

We also integrate the protection of your privacy in the processing of personal data into our business processes.

We process personal data collected during visits to our website in accordance with the data protection rules of the country in which the controller or processor is based.

The websites of STOKE-BORCHERT Corporate and Financial Translations may contain links to websites of other providers not covered by this Data Protection Statement.

1. Name and contact details of the controller or processor and of the company's Data Protection Officer

This privacy policy applies to data processing by:

Controller pursuant to Article 4(7) of the EU General Data Protection Regulation (GDPR):

STOKE-BORCHERT Corporate and Financial Translations

Alsterufer 38, D-20354 Hamburg

Phone: +49-40-36 11 11 71

dataprotection@stoke-borchert.com

2. Collection and storage of personal data and nature and purpose of its use

When you visit our website, the browser used on your device automatically sends information to our website's server. This information is temporarily stored in a log file. The following information is collected without your intervention and stored until automatically deleted:

- IP address of the requesting computer;
- Date and time of access;
- Name and URL of the retrieved file;
- Referrer URL;
- Browser used and in some cases your computer's operating system;

We process the above data for the following purposes:

- Ensuring unimpeded communication with the website;
- Ensuring convenient use of our website;
- Analysis of system security and stability and other administrative purposes.

The legal basis for the data processing is Article 6(1)(f) of the GDPR. Our legitimate interest follows from the above-listed purposes of data collection. In no circumstances do we use the collected data for the purpose of inferring your identity.

Disclosure of data

We do not transfer your personal data to any third party other than for the purposes listed in the following. We only disclose your personal information to third parties if:

- If you have given your express consent to it in accordance with Article 6(1)(a) of the GDPR;
- Disclosure is necessary in accordance with Article 6(1)(f) of the GDPR for the establishment, exercise and defence of legal claims and there is no reason to assume that you have an overriding compelling interest in the non-disclosure of your data;
- The disclosure is necessary in accordance with Article 6(1)(c) of the GDPR for compliance with a legal obligation;
- It is lawful and is necessary in accordance with Article 6(1)(b) of the GDPR for the performance of a contract to which you are party.

3. Cookies Tracking. Analytics.

Our website uses neither cookies nor tracking/analytics.

4. Your rights as a data subject

Your rights are as follows:

- **Right of access:** You have the right (under Article 15 of the GDPR) to obtain access to the personal data concerning you that we process. In particular, you have the right to obtain information on the purposes of the processing, the category of personal data, the categories of recipients to whom the personal data has been or will be disclosed, the envisaged storage period, the existence of a right to rectification, erasure and restriction of processing and of a right to object, the source of your data if it is not collected from you, and the existence of any automated decision-making, including profiling, and meaningful information on the details of any such automated decision-making;
- **Right to rectification:** You have the right (under Article 16 of the GDPR) to obtain rectification or **completion** of personal data stored with us;
- **Right to erasure:** You have the right (under Article 17 of the GDPR) to obtain erasure of the personal data concerning you that is stored with us to the extent that the 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 defence of legal claims;
- **Right to restriction of processing:** You have the right (under Article 18 of the GDPR) to obtain restriction of the processing of your personal data to the extent that you contest the accuracy of the data, the processing is unlawful but you oppose its erasure and we no longer need the data, but you require it for the establishment, exercise or defence of legal claims or you have objected to the processing pursuant to Article 21 of the GDPR;
- **Right to data portability:** You have the right (under Article 20 of the GDPR) to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format or to have the data transmitted to another controller;
- **Right to withdraw your consent:** You have the right (under Article 7(3) of the GDPR) to withdraw the consent that you have given. This has the effect that we are then no longer allowed to continue the data processing based on that consent.
- **Right to lodge a complaint:** You have the right (under Article 77 of the GDPR) to lodge a complaint with a supervisory authority. As a rule, you can contact the supervisory authority for your place of habitual residence or place of work or for our registered office.

5. Right to object

To the extent that your personal data is processed on the basis of legitimate interests in accordance with Article 6(1)(f) of the GDPR, you have the right, under Article 21 of the GDPR, to object, on grounds relating to your particular situation, at any time to the processing of your personal data. In the case of direct marketing, you have a general right to object that we abide by without reference to any particular situation.

If you wish to exercise your right to withdraw consent or your right to object, it is sufficient to send an email to: dataprotection@stoke-borchert.com.

6. Data security

When you visit our website, we use the widespread secure socket layer (SSL) protocol in conjunction with the highest level of encryption supported by your browser. This is generally 256-bit encryption. If your browser does not support 256-bit encryption, we use 128-bit SSL v3 encryption instead. You can tell if a specific page of our website is transferred in encrypted form by the closed key or padlock icon in your browser address bar. In all other respects, we use suitable technical and organisational security measures to protect your data against accidental or deliberate manipulation, partial or total loss, destruction or unauthorised access by third parties. Our security measures are continually improved in line with technological developments.

7. Validity of and modifications to this Data Protection Statement

This Data Protection Statement is valid as of the present time and was last revised in May 2018. As a result of enhancements to our website and the services provided on it, or as a result of legal or official requirements, it may become necessary for this Data Protection Statement to be revised.

You can view and print out the most recent Data Protection Statement at any time on our website at https://www.stoke-borchert.com/files/stoke-borchert-dp_e.pdf.