

Privacy policy (Status: 06/2020)

1. Person responsible, scope of application

1.1 Responsible in the sense of the data protection basic regulation and national data protection laws of the member states as well as other data protection-legal regulations for the processing of your *personal data* are we, the Youth Globe GmbH, Bremer Straße 65, 01067 Dresden. We take data protection seriously.

1.2 This privacy policy applies to this website including all sub-pages and sub-domains.

2. Meaning of the individual terms in this data protection declaration

Contractor

Natural or legal person, authority, institution or other body that processes *personal data* on our behalf.

Browser data

Personal data which your browser transmits to our web server when you visit our website and which our web server stores at least for the duration of your visit, namely your IP address, date and time of your visit, time zone difference to Greenwich Mean Time (GMT), pages visited on our website, access status/HTTP status code, the website from which you accessed our website, the operating system you use, the browser you use including version and language, the amount of data transferred and, if JavaScript is activated in your browser, also your screen resolution, colour depth and the size of the browser window

Cookie

Text file that is temporarily ("session cookie") or permanently ("persistent cookie") stored on your end device and through which we ("own cookies") or other recipients ("*third-party cookies*") receive certain information. This text file

cannot execute programs or transfer viruses to your computer.

Third party

Any natural or legal person, public authority, institution or other body other than you, us, the *processor* and the persons authorised to process the *personal data* under the direct responsibility of us or the *processor*.

Third country

A state outside the European Union or a state that is not a party to the Agreement on the European Economic Area.

Recipient

Any natural or legal person, public authority, agency or other body to whom *personal data* are disclosed, whether or not that person is a *third party*. However, authorities which may receive *personal data in the* course of a specific investigation carried out pursuant to Union law or the law of the Member States shall not be regarded as *recipients*; the processing of such data by those authorities shall be carried out in accordance with the applicable data protection rules and in compliance with the purposes of the processing.

Voluntary information

Personal data that we request from you, which are not *mandatory data*, but which facilitate the processing.

Google Group Companies

Companies of Google LLC (formerly known as Google Inc.), Google Ireland Limited or other affiliated companies of Google LLC.

Google Fonts

Fonts provided by the *Google Group company* for free use.

Contact and inquiry data

Personal data that you provide when using the contact form, when contacting

us by e-mail or otherwise when contacting us or making an inquiry outside of a contract.

Customer account data

Personal data that you enter when you create a customer account and that serves to simplify future contract processing.

Log file

File stored on a web server in which *browser data* is logged.

Newsletter dispatch data

Personal data that you provide when you subscribe to our newsletter, especially your e-mail address, as well as data for the creation of a user profile, which we collect from you pseudonymously via *tracking pixels*.

Usage data

Personal data about the use of our website by you, which is collected automatically when you use the website, in particular as *browser data* and by *cookies*.

Personal data

Any information relating to you as an identified or identifiable natural person.

Mandatory information

Personal data which we request from you and which is absolutely necessary to fulfil the purposes of the processing. *Mandatory data* will be marked separately during data collection.

Profiling

Any automated processing of *personal data* consisting in the use of such *personal data* to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects relating to the performance of work, economic situation, health, personal preferences, interests,

reliability, conduct, whereabouts or change of location of that natural person.

Contract data

Personal data, which you provide in particular during the ordering process to establish the contractual relationship with us, to formulate its content, to change or terminate it.

3. General information on the handling of personal data

3.1 As a matter of principle, we only use your *personal data* to enable you to use our services.

3.2 Insofar as we obtain your consent for processing of *personal data*, Art. 6 para. 1 sentence 1 lit. a) of the Basic Data Protection Regulation (DSGVO) serves as the legal basis for the processing of *personal data*.

3.3 Article 6 (1) sentence 1 lit. b) FADP serves as the legal basis for the processing of *personal data* required for the performance of a contract to which you are a party. This also applies to processing operations necessary for the performance of pre-contractual measures taken at your request.

3.4 Insofar as processing of *personal data* is necessary to fulfil a legal obligation to which we are subject, Art. 6 para. 1 sentence 1 lit. c) DSGVO serves as the legal basis.

3.5 In the event that your vital interests or those of another natural person make it necessary to process *personal data*, Art. 6 para. 1 sentence 1 lit. d) DSGVO serves as the legal basis.

3.6 If the processing is necessary to protect a legitimate interest of ours or of a *third party* and if the interests, fundamental rights and freedoms of you do not outweigh the former interest, Art. 6 para. 1 sentence 1 letter f) DSGVO serves as the legal basis for the processing.

3.7 The *personal data* will be deleted or blocked as soon as the purpose for which they were stored ceases to apply. Furthermore, data may be stored if this has been provided for by the European or national legislator in EU ordinances, laws or other regulations to which we as the responsible party are subject. Data will also be blocked or deleted when a storage period prescribed by the above-mentioned standards expires, unless there is a need for further storage of the data in order to conclude or fulfil a contract.

3.8 If we pass on your data to *recipients* for individual functions and services, we will inform you in detail about the respective processes below. We have carefully selected and commissioned our *processors*, they are bound by our instructions and are regularly checked.

The *processors* will not pass this data on to *third parties*, but will delete it after fulfilment of the contract and the expiry of statutory storage periods, unless you have consented to storage beyond this. If the *recipients* are located in a *third country*, we will inform you about the consequences of this circumstance in the description of the respective data processing. Your *personal data* will be passed on to other *third parties* in exceptional cases, even if we are legally obliged to release this *personal data*, but we will inform you of this immediately.

3.9 Our employees are obligated to maintain secrecy regarding *personal data*.

4. your rights

4.1 If you have given us your consent to the use of your *personal data*, you can revoke this consent at any time with effect for the future in whole or in part.

4.2 If *personal data* are processed for the performance of tasks in the public interest (Art. 6 para. 1 sentence 1 letter e) DPA) or for the protection of legitimate interests (Art. 6 para. 1 sentence 1 letter f) DPA), you may at any time, for reasons arising from your particular situation, object to the processing of your *personal data* with effect for the future. In the event of an objection, we must refrain from any further processing of your data for the aforementioned purposes, unless

- **there are compelling legitimate reasons for processing that outweigh your interests, rights and freedoms, or**
- **the processing is necessary for the assertion, exercise or defence of legal claims**

4.3 You can object to the processing of your data for the purpose of direct advertising, in particular also when sending a newsletter, at any time with effect for the future; this also applies to *profiling*, insofar as it is connected with direct advertising. In the event of an objection, we must refrain from any further processing of your data for the purpose of direct marketing.

4.4 In the event of an automated individual decision, you also have the right, pursuant to Art. 22 para. 3 DSGVO, to our personal intervention, to a statement of your own position and to challenge the automated individual decision.

4.5 You also have the right to complain to a data protection supervisory authority about data protection issues.

4.6 In addition, you have the following rights with regard to your *personal data*:

- Right to information,

- Right of correction or deletion,
- Right to restrict processing,
- Right to data portability.

5. Browser data

5.1 We collect *browser data* each time you visit our website. We do not link the *browser data* with your other *personal data*.

5.2 We use the *browser data* to display our website to you and to ensure the stability and security of our website. In particular, we need the *browser data* in order to recognize and eliminate or ward off malfunctions and attacks. The legal basis for the use of *browser data* results from section 3.6.

5.3 We have *commissioned* STRATO AG to operate our web servers and the associated processing of *browser data*. In addition, *browser data* is also passed on to Google Ireland Limited (Gordon House, Barrow Street, Dublin 4, Ireland) within the framework of the integration of Google Fonts (Section 12) and YouTube videos (Section 13). *Browser data* will not be passed on to other *recipients*. However, if investigative measures are initiated due to an attack on our information technology systems, the *browser data* may be passed on to government investigative bodies. The same applies if the relevant authorities or courts make inquiries to us and we are obliged to comply with them. A transfer of your *browser data* to a *third country* or to an international organization is not planned.

5.4 The *browser data*, including the IP address if applicable, is stored in a *log file*. The *log file* is deleted after seven days. Any storage of the *log file* beyond this period will only take place after deletion or shortening of the IP address and thus anonymisation of the *log file*.

6. Contract data

6.1 We process your *contract data*, which may be both *mandatory* and *voluntary information*, for the purpose of establishing, implementing and amending the contractual relationship on the basis of the legal basis specified in Section 3.3.

6.2 In addition, we may process your *contract data* in order to inform you about other products from our portfolio that are suitable for you by means of direct advertising. Without your consent, we will of course only do this in letter form. **You can object to the processing of your *contract data* for the purposes of direct advertising at any time (section 4.3).**

6.3 Your *contract data* will only be passed on for the purpose of fulfilling the contract. *Recipients of such data* are licensees and service providers under tax law and, as processors of orders, our IT service provider. We have commissioned the company STRATO AG, Pascalstraße 10, 10587 Berlin, Germany, to operate our web servers and the associated processing of *contract data*. The *contract data will not be passed on to other recipients*. A transfer of your *contract data* to a *third country* or to an international organization is not planned.

6.4 Your *contract data* will be stored for the duration of the fulfilment of the contract and will be deleted immediately, unless further processing, in particular storage, is required by law, or storage is necessary for reasons of evidence (e.g. to assert claims or to defend against possible claims for damages), or if express permission has been granted by you or in the form of a legal authorisation.

7. Customer account data

7.1 It is possible for you to create a customer account, where your data will be stored for further contract conclusions at a later date. The creation of a customer account is voluntary. The relevant legal basis for this results from section 3.3.

7.2 We have *commissioned* the company STRATO AG, Pascalstraße 10, 10587 Berlin, Germany, to operate our web servers and the associated processing of *customer account data*. The *customer account data will be forwarded to the following additional recipients*: licensees and service providers under tax law and as processors to our IT service provider. The *customer account data will not be passed on to other recipients*. *There are also no plans to transfer your customer account data to a third country or to an international organisation*.

7.3 Your *customer account data* is stored revocably. The customer account can be deleted at any time in the customer area. Further storage after deletion of the customer account will only take place if legal regulations require further processing, in particular storage, if storage is required for reasons of evidence (e.g. to assert claims or to defend against possible claims for damages) or if express permission has been granted by you or in the form of a legal authorisation.

8. Contact and inquiry data

8.1 We process your *contact and enquiry data*, which may be both *mandatory* and *voluntary information* (e.g. in order to be able to contact you personally and to better clarify queries), in order to answer your enquiries on the basis of the legal basis mentioned in section 3.3.

8.2 We have *commissioned* the company STRATO AG, Pascalstraße 10, 10587 Berlin, Germany, to operate our web servers and the associated processing of *contact and inquiry data*. The *contact and inquiry data will be* forwarded to the following additional *recipients*: Licensees and service providers under tax law as well as to our IT service provider as an order processor. The *contact and inquiry data will* not be passed on to other *recipients*. A transfer of your *contact and inquiry data* to a *third country* or to an international organization is not planned either.

8.3 Your *contact and enquiry data* will be deleted immediately after your enquiry has been fully processed, unless further processing, in particular storage, is required by law, storage for reasons of evidence (e.g. to assert claims or to defend against possible claims for damages) is necessary, or you have given your express permission or a legal authorisation.

9. Newsletter dispatch data

9.1 We process your *newsletter dispatch data*, which may be both *mandatory* and *voluntary information* (e.g. in order to address you personally, to design the content of the newsletter personally and to be able to better clarify queries regarding the e-mail address), for the dispatch of our newsletter on the basis of the legal basis stated in Section 3.2.

9.2 We use the so-called "double opt-in procedure" for sending the newsletter, i.e. we will only send you the newsletter if you first confirm your registration by means of a confirmation e-mail sent to you for this purpose via the link contained therein. In this way we want to ensure that only you yourself, as the owner of the e-mail address provided, can subscribe to the newsletter. After your confirmation we will save your e-mail address for the purpose of sending the newsletter.

9.3 In addition, we store your IP address and the time of registration and confirmation. The purpose of this procedure is to be able to verify your registration and, if necessary, to clarify any possible misuse of your personal data. The legal basis for this follows from Sections 3.2 and 3.4.

9.4 We have *commissioned* the company STRATO AG, Pascalstraße 10, 10587 Berlin, Germany, to operate our web servers and the associated processing of the *newsletter dispatch data*. The *newsletter dispatch data will* not be passed on to other *recipients* and especially not to *third parties*. *Under* no circumstances will we pass on your *newsletter dispatch data* to *third parties* for advertising or marketing purposes, unless you have expressly agreed to this. A transfer of your *newsletter dispatch data* to a *third country* or to an international organisation is not planned.

9.5 You can also prevent the sending of further newsletters at any time after registration for the newsletter dispatch by revoking your consent without us charging you for this. To do this,

you can either send us an informal e-mail to unsubscribe@youth-globe.com or use the link at the end of the newsletter to revoke your consent. Your further rights according to clause 4 remain unaffected.

9.6 Your *newsletter dispatch data* will be stored until you revoke your consent (clause 9.5) and will be deleted immediately, unless further processing, in particular storage, is required by law, or storage is necessary for reasons of evidence (e.g. to assert claims or to defend against possible claims for damages), or if express permission has been granted by you or in the form of a legal authorisation.

10. Own cookies

10.1 We use *our own cookies*. Our *own cookies* serve to make our website more user-friendly and effective overall. They do not contain any personal information about you, but only an identification number which has no meaning outside our services. In particular, we use so-called *session cookies*. These store a so-called "session ID", with which various requests from your browser can be assigned to the common session. Your terminal device can thus continue to be identified during a visit to our Internet pages when you switch from one page to another and the end of your visit can be determined.

10.2 We use *session cookies* so that you can use our offers without any problems. The legal basis for the use of these *session cookies* results from section 3.6.

10.3 Your *usage data* collected by *our own cookies* will not be passed on. A transfer of your *usage data* to a *third country* or to an international organization is not planned.

10.4 *Session cookies* are automatically deleted when you log out or close your browser.

10.5 You can delete the *cookies* in the security settings of your browser at any time. You can configure your browser settings according to your wishes and refuse certain *cookies* or all *cookies* altogether. Please note that if you refuse our *own cookies*, you may not be able to use all the features of our website.

11. Use of Google Analytics

11.1 We use Google Analytics on this website, a web analytics service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. Google Ireland Limited uses *third party cookies*. Google Ireland Limited uses the information generated by the *third party cookie* to evaluate your use of the website, to compile reports on the activities of the website for us and to provide us with further services in connection with the use of the website and internet usage. The IP address transmitted by your browser within the framework of Google Analytics is not combined with other data from Google.

11.2 We use Google Analytics to analyse and improve our website. In doing so, we pursue the interest in improving our offer and making it more interesting for you as a user by means of the statistics obtained. The legal basis for the use of Google Analytics results from section 3.2.

11.3 Google Ireland Limited is part of the *Google group of companies*. We have a contract with the *Google Group Company* as our *processor*, which requires the *Google Group Company* to respect your privacy. The information generated by the *third party cookie* about your use of this website (including your IP address) is generally transferred to a server of the *Google Group Company* in the USA and stored there. We have therefore added the code "gat._anonymizeIp();" to our website Google Analytics to ensure the anonymisation of your IP address (so-called "IP-Masking"). This means that your IP address is shortened by Google Analytics within member states of the European Union before being transferred to a server of the *Google Group company* in the USA. A clear assignment of the IP address to a person is therefore no longer possible. Only in exceptional cases will the full IP address be transferred to a server of the *Google Group company* in the USA and shortened there. For the exceptional cases in which *personal data* is transferred to the USA, the *Google Group Company* has subjected itself to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>. For more information, please visit: <https://policies.google.com/?hl=de&gl=de> (Privacy Policy & Terms of Use Overview), <http://www.google.com/analytics/terms/de.html> (Terms of Use) and <http://www.google.de/intl/de/policies/privacy> (Privacy Policy).

11.4 The information generated by the *third party cookie* about your use of this website will be stored for 14 months and then automatically deleted each month.

11.5 You can revoke your consent at any time with effect for the future, in whole or in part, by preventing the installation of cookies through a corresponding setting in your browser software; however, we would like to point out that in this case you may not be able to use all functions of our website to their full extent. You can also prevent the collection of data generated by the *third party cookie* and related to your use of the website (including your IP address) to Google Ireland Limited and the processing of this *usage data* by Google Analytics by downloading and installing the browser plugin available at the following link (<http://tools.google.com/dlpage/gaoptout?hl=de>)

12. Integration of Google Fonts

12.1 For a customer-friendly presentation of our offers, we have integrated *Google Fonts* into our website, via the offers of Google Ireland Limited (Gordon House, Barrow Street, Dublin 4, Ireland). Google Ireland Limited is part of the *Google Group of companies*. When you call up our website, the *Google fonts* are reloaded by your browser. For this purpose, the browser you use connects directly to the servers of the *Google Group of Companies*. The *Google fonts* are transmitted directly to your browser by the *Google Group Company* and are incorporated into

the website by the browser. When you visit the website, the *Google Group Company* receives the information that you have visited the relevant page on our website. The *browser data* is also transmitted to the *Google Group Company*. In order to integrate the *Google fonts*, the processing of the *browser data* by the *Google Group Company* is mandatory. We have no influence on further processing of the *browser data* by the *Google Group Company* due to the use of *Google Fonts*. You can find further information about *Google Fonts* at <https://developers.google.com/fonts/faq>.

12.2 *Google Fonts* enables us to display the embedded fonts correctly and to make our website customer-friendly. We want to achieve a uniform and attractive presentation of our website, low loading times for the user, maintenance-free and efficient use of fonts. The legal basis for the integration of *Google Fonts* as well as the associated transfer of *browser data* to the *Google Group Company* is set out in Section 3.6.

12.3 Further information on the purpose and scope of the collection and processing of your data by the *Google Group Company*, on your rights in this regard and on presetting options for the protection of your privacy can be found at <https://policies.google.com/privacy?hl=de&gl=de>. The *Google Group of Companies* also processes your *personal data* in the United States and is subject to the EU-US Privacy Shield, see <https://www.privacyshield.gov/EU-US-Framework>.

13. Integration of YouTube videos

13.1 We have included YouTube videos in our online offer, which are stored at <http://www.YouTube.com> and can be played directly from our website. The YouTube videos are integrated in "enhanced privacy mode", which means that no data about you as a user will be transferred to the *Google Group Company*, as operator of the "YouTube" platform, if you do not play the videos. Only when you play the videos does the *Google Group Company* receive the information that you have accessed the corresponding subpage of our website. In addition, *browser data* is transmitted to the *Google Group Company*. This occurs regardless of whether YouTube provides a user account that you are logged in with or whether no user account exists. If you are also logged in to YouTube, the *Google Group Company* may associate your information directly with your YouTube account. If you don't want to be associated with your YouTube profile, you'll need to log out of YouTube before viewing the YouTube video. We have no control over the transmission of data and subsequent use by the *Google Group Company* as a result of YouTube video viewing.

13.2 By integrating YouTube videos we would like to improve our offer and make it more interesting for you as a user. The legal basis for the integration of YouTube videos is set out in section 3.6.

13.3 The YouTube videos are offered by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. Google Ireland Limited is part of the *Google group of companies*. For more information about the purpose and extent of the collection and processing of your data by the *Google Group Company*, your rights in relation to this and how to set up privacy preferences, please visit: <https://policies.google.com/privacy?hl=de&gl=de>. The *Google Group of Companies* also processes your personal information in the United States and is subject to the EU-US Privacy Shield, see <https://www.privacyshield.gov/EU-US-Framework>.

14. Data security

All information that you transmit to us is stored on servers within the Federal Republic of Germany. We would like to point out that the transmission of information via the Internet is not completely secure, which is why we cannot guarantee the security of data transmitted to our website via the Internet. All data on our servers is protected by technical and organisational measures (e.g. security systems connected in series) against loss, destruction, access, modification or distribution by unauthorised persons. Our employees and system service providers regularly check the effectiveness of the protection. We use SSL (Secure Socket Layer) encryption for communication between your terminal device and our servers.

15. Availability of the data protection provisions

You can access and print these data protection provisions from any page of our website under the heading "Data protection declaration".