

## General data privacy policy

The use of our website is possible without disclosing any personal information. For the use of individual services on our website, different provisions can apply, which in this case are set out separately below. Your personal information (e.g. name, address, email, telephone number, etc.) will only be processed by us in accordance with the provisions of German data protection law. Information is considered personal if it can be clearly attributed to an identifiable natural person. You can find the legal basis of data protection in the German Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG) and the Telemedia Act (Telemediengesetz, TMG). In this respect, the following provisions inform you in this context about the type, extent and purpose of the collection, use and processing of personal information by us.

### For orders via our Webshop

You can either place orders as a guest through our website without registering or register in our shop as a customer for future orders. The advantage of being registered in our webshop is that you can make an order directly in our shop by logging in with your e-mail address and your password without having to enter your contact information again.

Your personal data will be filled in a form, get transmitted to us and stored. Once you place an order in our Webshop, we will collect the following data in the case of a guest customer as well as in the case of a registered customer:

- salutation, first name, last name,
- a valid email address,
- address,
- telephone number (landline and / or mobile)

The collection of these data takes place in order to:

- identify you as our customer;
- process, fulfill and handle your order;
- to write to you if needed;
- send you invoices;

- settle possible liability claims, as well as to assert any claims against you;
- ensure the technical administration of our Webshop;
- manage our customer data.

The data processing is based on your order and / or registration and is in accordance with Art. 6 para. 1 p. 1 lit. b DSGVO for the stated purposes for the proper processing of your order and for the mutual fulfillment of obligations arising from the purchase agreement.

The collected personal data will be stored for the processing of your order until the expiration of the statutory retention obligation and then deleted, unless according to Article 6 para. 1 sentence 1 lit. c DSGVO we are obliged to store your data for a longer period of time due to tax and commercial requirements for storage and documentation (HGB, StGB or AO) or you are obliged to make further storage in accordance with Art. 6 para. 1 sentence 1 lit. a DSGVO have consented.

## Use and disclosure of personal information

When you engage us with rendering of a service or the sending of goods, your personal information will only be used to the extent necessary for the rendering of the service or the fulfillment of the contract, unless you have specifically agreed to other uses thereof. This includes, in particular, the disclosure of your information to shipping companies, credit companies or other service providers used to render the service or fulfill the contract.

Upon complete fulfillment of the contract, your information will be blocked from further use and deleted after expiry of the retention period prescribed by tax and commercial law, to the extent that you have not expressly consented to its further use.

## Using PayPal as a payment method

If, while completing your order, you decide to use PayPal as an online payment service, your contact details will be sent to PayPal during the order process. PayPal is a service from PayPal (Europe) S.à.rl & Cie. SCA, 22-24 Boulevard Royal, L-2449 Luxembourg. PayPal assumes the function of an online payment service and trustee, and offers buyer protection services.

The personal data transmitted to PayPal usually includes your first name, last name, address, telephone number, IP address, e-mail address, or other data required to process your order, such as the quantity of articles ordered, the article number, invoice amount, percentage taxes and invoice details, etc.

This information needs to be transferred to process your order using your chosen payment method, mainly in order to confirm your identity and manage your payment and the customer relationship.

Please note the following however: PayPal may also pass on your personal data to subcontractors or other affiliates, to the extent necessary for fulfilling the contractual obligations arising from your order or for processing personal data in your order.

Depending on the payment type you pre-select in your PayPal account, which may include payment by invoice or direct debit, PayPal will transfer the personal data transferred to PayPal to credit agencies. The information transferred serves to identify you and to verify your creditworthiness with regard to the order you have placed. Please refer to the PayPal Privacy Policy for more information on the credit agencies PayPal transfers data to and which data is collected, processed, stored and passed on by PayPal: <https://www.paypal.com/de/webapps/mpp/ua/privacy-full>

## Using SOFORT Banking as a payment method

If, while completing your order, you decide to use SOFORT Banking as an online payment service, your contact details will be sent to SOFORT Banking during the order process. SOFORT Banking is a service from SOFORT GmbH, Theresienhöhe 12, 80339 Munich, Germany. SOFORT Banking takes over the function of an online payment service provider, and allows you to make cashless payments for products and services over the Internet.

The personally identifiable information sent when you make a SOFORT Banking usually comprises your first name, last name, address, telephone number, IP address, e-mail address, or other data required for processing your order, including the number of articles ordered, the article number, the invoice amount, percentage taxes and invoice details etc.

This information needs to be transferred to process your order using your chosen payment method, mainly in order to confirm your identity and manage your payment and the customer relationship.

Please note the following however: SOFORT Banking may also pass on your personal data to subcontractors or other affiliates, to the extent necessary for fulfilling the contractual obligations arising from your order or for processing the personal data in your order.

In some circumstances, SOFORT Banking may transfer to credit agencies the personal data which has been transferred to SOFORT Banking. The information transferred serves to identify you and to verify your creditworthiness with regard to the order you have placed.

Please refer to the Privacy Policy displayed during the SOFORT Banking payment process to find out which data protection principles SOFORT Banking applies when processing your data.

If you have any further questions regarding the use of your personal data, please contact SOFORT Banking by e-mail ([datenschutz@sofort.com](mailto:datenschutz@sofort.com)) or in writing (SOFORT GmbH, Datenschutz, Theresienhöhe 12, 80339 Munich, Germany).

## Right of access

According to the provisions of the German Federal Data Protection Act (Bundesdatenschutzgesetz), you have the following rights:

- according to Art. 15 GDPR, the right to request information about your personal data processed by us;
- according to Art. 16 GDPR, you have the right to immediately correct any inaccuracies or complete your personal data, which are saved by us;
- according to Art. 17 GDPR, the right to request the deletion of your personal data saved by us, unless further processing:
  - to exercise the right to freedom of expression and information;
  - to fulfill a legal obligation;
  - for reasons of public interest or
  - is necessary to assert, exercise or defend legal claims;

- according to Art. 18 GDPR, you have the right to request the restriction of the processing of your personal data if:
  - the accuracy of the data is contested by you;
  - the processing is unlawful, but you refuse to delete it;
  - we no longer need the data, but you need it to assert, exercise or defend legal claims or
  - you have objected to processing in accordance with Art. 21 GDPR;
- according to Art. 20 GDPR, you have the right to receive your personal data that you have provided to us in a structured, common and machine-readable format or to request the transfer to another person responsible;
- according to Art. 77 GDPR the right to complain to a supervisory authority. As a rule, you can contact the supervisory authority of your usual place of residence or work or our company headquarters.

If you have any questions on the collection, processing or use of your personal information or would like access to, correction, blocking or deletion of data, please use the same method as for the revocation of consents granted:

Yalmans GmbH  
Alte Frankfurter Str.181  
Braunschweig  
info@yalmans.com