

Privacy policy  
Status July 2025

## I. Controller

The controller within the meaning of the EU General Data Protection Regulation (GDPR) and other national data protection laws of the member states as well as other data protection regulations is

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## II. General information on data processing

### **Scope of the processing of personal data**

We only process our users' personal data to the extent necessary to provide a functional website and our content and services. The processing of our users' personal data only takes place regularly with the user's consent. An exception applies in cases where prior consent cannot be obtained for factual reasons and the processing of the data is permitted by law.

### **Legal basis for the processing of personal data**

Insofar as we obtain the consent of the data subject for the processing of personal data, Art. 6 para. 1 lit. a EU General Data Protection Regulation (GDPR) serves as the legal basis. When processing personal data that is necessary for the performance of a contract to which the data subject is a party, Art. 6 para. 1 lit. b GDPR serves as the legal basis. This also applies to processing operations that are necessary to carry out pre-contractual measures. Insofar as the processing of personal data is necessary to fulfill a legal obligation to which our company is subject, Art. 6 para. 1 lit. c GDPR serves as the legal basis. In the event that vital interests of the data subject or another natural person require the processing of personal data, Art. 6 para. 1 lit. d GDPR serves as the legal basis. If the processing is necessary to safeguard a legitimate interest of our company or a third party and if the interests, fundamental rights and freedoms of the data subject do not outweigh the first-mentioned interest, Art. 6 para. 1 lit. f GDPR serves as the legal basis for the processing.

### **Data erasure and storage duration**

The personal data of the data subject will be erased or blocked as soon as the purpose of storage no longer applies. Data may also be stored if this has been provided for by the European or national legislator in EU regulations, laws or other provisions to which the controller is subject. The data will also be blocked or deleted if a storage period prescribed by the aforementioned standards expires, unless there is a need for further storage of the data for the conclusion or fulfillment of a contract.

## III. Provision of the website and creation of log files

Each time our website is accessed, our system automatically collects data and information from the computer system of the accessing computer.

**The following data is collected:** Information about the browser type and version used; the user's operating system; the user's IP address; the date and time of access; websites from which the user's system accesses our website; websites that are accessed by the user's system via our website.

The data is stored in the log files of our system. This data is not stored together with other personal data of the user.

The legal basis for the temporary storage of data and log files is Art. 6 para. 1 lit. f GDPR.

Data is stored in log files to ensure the functionality of the website. In addition, we use the data to optimize the website and to ensure the security of our information technology systems. The data is not analyzed for marketing purposes in this context.

The storage of data in log files ends after 21 days at the latest. Storage beyond this period is possible. In this case, the IP addresses of the users are deleted or anonymized so that it is no longer possible to identify the accessing client.

The collection of data for the provision of the website and the storage of data in log files is absolutely necessary for the operation of the website. Consequently, the user has no option to object.

#### IV. Use of cookies

Our website uses cookies. Cookies are text files that are stored in the Internet browser or by the Internet browser on the user's computer system. These cookies contain a characteristic string of characters that enables the browser to be uniquely identified when the website is requested again.

The following data is stored and transmitted in the cookies: Session information and log-in information.

The legal basis for the processing of personal data using technically necessary cookies is Art. 6 para. 1 lit. f GDPR.

**The purpose of using technically necessary cookies** is to simplify the use of websites for users. Some functions of our website cannot be offered without the use of cookies. For these, it is necessary that the browser is recognized even after a page change.

The user data collected by technically necessary cookies is not used to create user profiles.

We also use cookies to show you media content from other providers, e.g. YouTube. You can deactivate these cookies.

Cookies are stored on the user's computer and transmitted from there to our website. As a user, you therefore have full control over the use of cookies. You can deactivate or restrict the transmission of cookies by changing the settings in your Internet browser. You can delete cookies that have already been saved at any time. This can also be done automatically. If cookies are deactivated for our website, not all functions of the website can be used.

#### V. Registration

On our website, we offer users the opportunity to register by providing personal data in order to use the databases provided for their own account and for a fee. The data is entered into an input mask and transmitted to us and stored. The data will not be passed on to third parties. The following data is collected as part of the registration process: First name and surname or institution/company, street/post office box, zip code and city, country, e-mail address as user name, password, password reminder.

If invoicing is to take place via invoice, we also collect the data of the invoice recipient: first name and surname or institution/company, street/post office box, zip code and town, country.

As part of the registration process, the user's consent to the processing of this data is obtained.

**The legal basis** for the processing of the data is Art. 6 para. 1 lit. a GDPR if the user has given consent.

If the registration serves the fulfillment of a contract to which the user is a party or the implementation of pre-contractual measures, the additional legal basis for the processing of the data is Art. 6 para. 1 lit. b GDPR.

Registration of the user is necessary for the performance of a contract with the user or for the implementation of pre-contractual measures.

The data will be deleted as soon as it is no longer required to achieve the purpose for which it was collected. This is the case for the data collected during the registration process for the fulfillment of a contract or for the implementation of pre-contractual measures if the data is no longer required for the implementation of the contract. Even after conclusion of the contract, it may be necessary to store personal data of the contractual partner in order to fulfill contractual or legal obligations. If the data is required to fulfill a contract or to carry out pre-contractual measures, premature deletion of the data is only possible insofar as contractual or legal obligations do not prevent deletion.

Consumers have a statutory right of withdrawal when concluding contracts. A consumer is any natural person who concludes a legal transaction for purposes that can predominantly be attributed neither to their commercial nor their independent professional activity (Section 13 BGB). Consumers can cancel the contract in writing (e.g. letter, fax, e-mail) within 14 days without giving reasons. The period begins after receipt of this instruction in text form. Timely dispatch of the revocation is sufficient to comply with the revocation period. The revocation is to be sent to: Munzinger-Archiv GmbH, Albersfelder Str. 34, 88213 Ravensburg, Germany, e-mail: [box@munzinger.de](mailto:box@munzinger.de).

## VI. Contact form and e-mail contact

There is a contact form on our website that can be used to contact us electronically. If a user makes use of this option, the data entered in the input mask will be transmitted to us and stored. These data are Company, department, name\*, street\*, country\*, postcode\*, town\*, telephone \*, e-mail \*. Fields marked with \* are mandatory.

The user's consent to the processing of the data is obtained during the sending process and reference is made to this privacy policy.

Alternatively, it is possible to contact us via the e-mail address provided. In this case, the user's personal data transmitted with the e-mail will be stored.

The data will not be passed on to third parties in this context. The data is used exclusively for processing the conversation.

**The legal basis** for the processing of the data is Art. 6 para. 1 lit. a GDPR if the user has given consent.

The legal basis for the processing of data transmitted in the course of sending an email is Art. 6 para. 1 lit. f GDPR. If the e-mail contact is aimed at the conclusion of a contract, the additional legal basis for the processing is Art. 6 para. 1 lit. b GDPR.

The processing of the personal data from the input mask serves us solely to process the contact. If you contact us by email, this also constitutes the necessary legitimate interest in processing the data.

The other personal data processed during the sending process is used to prevent misuse of the contact form and to ensure the security of our information technology systems.

The data is deleted as soon as it is no longer required to achieve the purpose for which it was collected. For the personal data from the input screen of the contact form and those sent by email, this is the case when the respective conversation with the user has ended. The conversation is ended when it can be inferred from the circumstances that the matter in question has been conclusively clarified.

The user has the option to revoke their consent to the processing of personal data at any time by post, fax or e-mail.

If the user contacts us by e-mail, they can object to the storage of their personal data at any time. In such a case, the conversation cannot be continued.

All personal data stored in the course of contacting us will be deleted in the event of an objection.

## VII. Plugins and tools

Our website uses various plugins and tools from Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

The plugins and tools used are "Youtube" and "Google Fonts".

When you visit one of our pages equipped with a YouTube plugin, a connection to the YouTube servers is established. This tells the YouTube server which of our pages you have visited.

If you are logged into your YouTube account, you enable YouTube to assign your surfing behavior directly to your personal profile. You can prevent this by logging out of your YouTube account.

The use of "YouTube" and "Google Fonts" is in the interest of an appealing presentation of our online offers. This constitutes a legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR.

Further information on the handling of user data can be found in the privacy policy of Google LLC at: <https://policies.google.com/privacy?hl=de&gl=de>

## VII. Rights of the data subject

If your personal data is processed, you are a data subject within the meaning of the GDPR and you have the following rights vis-à-vis the controller:

### **Right to information**

You can request confirmation from the controller as to whether personal data concerning you is being processed by us.

If such processing is taking place, you can request the following information from the controller:

1. the purposes for which the personal data are processed
2. the categories of personal data being processed

3. the recipients or categories of recipients to whom the personal data concerning you have been or will be disclosed
4. the envisaged period for which the personal data concerning you will be stored, or, if specific information on this is not possible, the criteria used to determine that period
5. the existence of a right to rectification or erasure of personal data concerning you, a right to restriction of processing by the controller or a right to object to such processing
6. the existence of a right to lodge a complaint with a supervisory authority
7. all available information about the origin of the data if the personal data is not collected from the data subject.

You have the right to request information as to whether the personal data concerning you is transferred to a third country or to an international organization. In this context, you may request to be informed of the appropriate safeguards pursuant to Art. 46 GDPR in connection with the transfer.

### **Right to rectification**

You have a right to rectification and/or completion vis-à-vis the controller if the processed personal data concerning you is incorrect or incomplete. The controller must make the rectification without undue delay.

### **Right to restriction of processing**

You may request the restriction of the processing of personal data concerning you under the following conditions

1. if you contest the accuracy of the personal data concerning you for a period enabling the controller to verify the accuracy of the personal data;
2. the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead
3. the controller no longer needs the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defense of legal claims, or
4. if you have objected to processing pursuant to Art. 21 (1) GDPR pending the verification whether the legitimate grounds of the controller override your grounds.

If the processing of personal data concerning you has been restricted, this data - apart from its storage - may only be processed with your consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

If the restriction of processing has been restricted in accordance with the above conditions, you will be informed by the controller before the restriction is lifted.

### **Right to erasure**

#### **a) Obligation to erase**

You have the right to obtain from the controller the erasure of personal data concerning you without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:

1. The personal data concerning you are no longer necessary in relation to the purposes for which they were collected or otherwise processed.
2. You revoke your consent on which the processing was based pursuant to Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. a GDPR and there is no other legal basis for the processing.
3. You object to the processing pursuant to Art. 21 (1) GDPR and there are no overriding legitimate grounds for the processing, or you object to the processing pursuant to Art. 21 (2) GDPR.
4. The personal data concerning you has been processed unlawfully.
5. The deletion of personal data concerning you is necessary to fulfill a legal obligation under Union law or the law of the Member States to which the controller is subject.
6. The personal data concerning you have been collected in relation to the offer of information society services referred to in Art. 8 (1) GDPR.

#### **b) Information to third parties**

Where the controller has made the personal data concerning you public and is obliged pursuant to Art. 17 (1) GDPR to erase the personal data, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that you as the data subject have requested the erasure by such controllers of any links to, or copy or replication of, those personal data.

#### **c) Exceptions**

The right to erasure does not apply if the processing is necessary

1. to exercise the right to freedom of expression and information
2. for compliance with a legal obligation which requires processing by Union or Member State law to which the controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
3. for reasons of public interest in the area of public health pursuant to Art. 9 (2) (h) and (i) and Art. 9 (3) GDPR
4. for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Art. 89 para. 1 GDPR, insofar as the right referred to in section a) is likely to render impossible or seriously impair the achievement of the objectives of that processing, or
5. for the establishment, exercise or defense of legal claims.

#### **Right to data portability**

You have the right to receive the personal data concerning you, which you have provided to the controller, in a structured, commonly used and machine-readable format. You also have the right to transmit this data to another controller without hindrance from the controller to which the personal data has been provided, where

1. the processing is based on consent pursuant to Art. 6 para. 1 lit. a GDPR or Art. 9 para. 2 lit. a GDPR or on a contract pursuant to Art. 6 para. 1 lit. b GDPR and
2. the processing is carried out by automated means.

In exercising this right, you also have the right to obtain that the personal data concerning you be transferred directly from one controller to another controller, insofar as this is technically feasible. The freedoms and rights of other persons must not be affected by this.

The right to data portability does not apply to the processing of personal data necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

### **Right to object**

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on point (e) or (f) of Article 6(1) GDPR, including profiling based on those provisions.

The controller will no longer process the personal data concerning you unless the controller demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defense of legal claims.

If your personal data is processed for direct marketing purposes, you have the right to object at any time to the processing of your personal data for such marketing, which includes profiling to the extent that it is related to such direct marketing.

If you object to processing for direct marketing purposes, the personal data concerning you will no longer be processed for these purposes.

In the context of the use of information society services, and notwithstanding Directive 2002/58/EC, you have the possibility of exercising your right to object by automated means using technical specifications.

### **Right to revoke the declaration of consent under data protection law**

You have the right to withdraw your declaration of consent under data protection law at any time. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

### **Right to lodge a complaint with a supervisory authority**

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement if you consider that the processing of personal data relating to you infringes the GDPR.

The supervisory authority with which the complaint has been lodged shall inform the complainant on the progress and the outcome of the complaint including the possibility of a judicial remedy pursuant to Art. 78 GDPR.