#### **Privacy Policy**

Our website may be used without entering personal information. Different rules may apply to certain services on our site, however, and are explained separately below. We collect personal information from you (e.g. name, address, email address, telephone number, etc.) in accordance with the provisions of German data protection statutes. Information is considered personal if it can be associated exclusively to a specific natural person. The legal framework for data protection may be found in the German Federal Data Protection Act (BDSG) and the Telemedia Act (TMG). The provisions below serve to provide information as to the manner, extent and purpose for collecting, using and processing personal information by the provider.

Fo[u]r Alto
c/o Frank Gratkowski
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10963 Berlin

e-mail: frank@gratkowski.com

Please be aware that data transfer via the internet is subject to security risks and, therefore, complete protection against third-party access to transferred data cannot be ensured.

#### **Server Data**

For technical reasons, data such as the following, which your internet browser transmits to us or to our web space provider (so called server log files), is collected:

- type and version of the browser you use
- operating system
- websites that linked you to my site (referrer URL)
- websites that you visit
- date and time of your visit
- your Internet Protocol (IP) address.

This anonymous data is stored separately from any personal information you may have provided, thereby making it impossible to connect it to any particular person. The data is used for statistical purposes in order to improve my website and services.

## **Contacting Me**

On our website woffer you the opportunity to contact us, either by email and/or by using a contact form. In such event, information provided by the user is stored for the purpose of facilitating communications with the user. No data is transferred to third parties. Nor is any of this information matched to any information that may be collected by other components of our website.

## Use of YouTube components with enhanced data protection mode

On our website we use components (videos) of YouTube, LLC 901 Cherry Ave., 94066 San Bruno, CA, USA, a company belonging to Google Inc., Amphitheatre Parkway, Mountain View, CA 94043, USA.

To this end, we use the " – enhanced data protection mode – " option provided by YouTube.

When you display a page that has an embedded video, a connection will be made to the YouTube server and the content will appear on the website via a communication to your browser.

According to the information provided by YouTube, in " – enhanced data protection mode –", data is only transferred to the YouTube server, in particular which of my websites you have visited, if you watch the video. If you are logged onto YouTube at the same time, this information will be matched to your YouTube member account. You can prevent this from happening by logging out of your member account before visiting my website.

Further information about data protection by YouTube is provided by Google under the following link:

https://www.google.de/intl/de/policies/privacy/

# Information/Cancellation/Deletion

On the basis of the Federal Data Protection Act, you may contact us at no cost if you have questions relating to the collection, processing or use of your personal information, if you wish to request the correction, blocking or deletion of the same, or if you wish to cancel explicitly granted consent. Please note that you have the right to have incorrect data corrected or to have personal data deleted, where such claim is not barred by any legal obligation to retain this data.

<u>Sample Data Privacy Policy Statement</u> provided by the <u>Law Offices of Weiß & Partner</u>