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## Privacy Statement Diamant Klebeband GmbH

*This privacy statement was last amended on 25 April 2018*

Privacy-sensitive data, or personal data, are processed via the Diamant Klebeband GmbH website, [www.diamant-klebeband.de](http://www.diamant-klebeband.de). DIAMANT KLEBEBAND GmbH attaches great importance to careful handling of personal data. Personal data are therefore processed and protected with the greatest care. We observe the stipulations of the privacy legislation during all our data processing.

DIAMANT KLEBEBAND GmbH is responsible for the data processing. In this privacy statement, we explain what we do via [www.diamant-klebeband.de](http://www.diamant-klebeband.de) with information that we obtain about you. We recommend that you read this statement carefully. We observe the stipulations of the privacy legislation during all our data processing. This means, among other things, that:

- We **state clearly the purposes** for which we process personal data. We do this in the present privacy statement;
- We **limit our collection of personal data** purely to the personal data necessary for legitimate purposes;
- We first **ask for your express consent** to the processing of your personal data in cases where your consent is required;
- We **take appropriate security measures** to protect your personal data, and also require this of parties who process personal data on our behalf;
- We respect your right, **on demand, to inspect, correct or delete your personal data**.

If you have any questions, or wish to know precisely what data we retain about you, please contact DIAMANT KLEBEBAND GmbH.

### Contact form

You can use this contact form to send us a message. We use the following personal data for this:

- (Company) name;
- Telephone number;
- E-mail address.

In addition, your question may contain personal data. We use these data to process your question or request. We use the above personal data on the basis of your consent. We store this information until we are sure that you are satisfied with our reaction and for three months thereafter. This allows us to easily and quickly call up the information in the event of follow-up questions. It also helps us to train our customer service to become even better.

### Portal

With our portal you get access to a management environment where you can set, specify and change things for the service yourself. We keep a record of what you have done and when so that there is always proof. We use the following personal data for this:

- Account data,
- Company name,
- E-mail address,
- User name,
- CoC number,
- Name and address,
- Telephone number.

We process your personal data to create your account and to control your access to our dealer portal on the basis of your consent. We store the information of your account and the portal until you cancel your account. We store this information so that you don't have to enter everything again each time, and so that we can contact you more easily if necessary as part of the service. You can modify your account information at any time.

### **Advertising**

We want to send you advertisements on offers and new products or services. We do this:

- By post,
- By e-mail,
- By telephone.

You can object to this advertising at any time. Every letter explains how this can be done. Every e-mail contains a link via which you can unsubscribe. You can tell us this also when we call you.

### **Disclosure to other companies or institutions**

On no circumstances do we disclose your personal data to other companies or institutions unless we are obliged to do so by law (for example, if demanded by the police on suspicion of an offence).

### **Cookies**

We use cookies for our website. For further information on cookies, please refer to our cookie statement.

### **Protection**

The protection of personal data is very important to us. We take appropriate security measures to prevent any misuse of and unauthorised access to personal data. In this way we ensure that only the necessary persons have access to your data, that access to the data is restricted and that our security measures are audited at regular intervals.

### **Third-party websites**

This privacy statement does not apply to third-party websites associated with our website by means of links. We cannot guarantee that these third parties handle your personal data in a reliable and secure manner. We recommend that you read the privacy statements of these websites before using these websites.

### **Amendments to this privacy statement**

We reserve the right to make amendments to this privacy statement. It is advisable to consult this privacy statement at regular intervals in order to keep up-to-date with these amendments.

### **Inspection and changing of your data**

If you have any questions or would like to know what personal data we have about you, you can contact us at any time. You can contact us using the data below. You have the following rights:

- To demand information on the personal data we have about you, and what we do with them;
- To inspect the precise personal data that we have;
- To have errors corrected;
- To have personal data deleted;
- To withdraw your consent;
- To object to a specific use.

Please take care to indicate clearly who you are so that we can be sure that we don't change or delete data of the wrong person.

### **Submitting complaints**

If you are not satisfied with (or wish to complain about) the way in which we handle the processing of your personal data, you have the right to submit a complaint to the Data Protection Authority.

### **Contact data**

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