



Data Protection at Fachverlag Hans Carl GmbH

We are very pleased to welcome you to our websites and we thank you for your interest in our organisation, our products and our websites. Protection of your private sphere while using our websites is important for us. Please note the following:

Anonymous data collection

You may generally visit the websites of Fachverlag Hans Carl without having to notify us of your identity. We elicit only the name of your Internet service provider, the website from where the visit was launched and our websites that you visit. This information is statistically evaluated. You remain anonymous as an individual user.

Collection and use of customer's personal information

We use this information for order handling, delivery of goods and provision of services as well as processing payment (in the case of open account also for the required checks). We also use your information to improve our platform, prevent misuse of our website or to uncover any irregularities or to enable third parties to carry out technical, logistic or other services on our behalf.

We collect the following information:

- **Information that you have provided to us:** we register and record all information that you may input on our website or transmit to us in other ways.
- **Automatic information:** Immediately after you contact us, we receive and record certain information. Inter alia, we use cookies, just like many other websites, and receive certain information when your browser opens the hanscarl.com website.

What do cookies do?

- Cookies are alphanumeric identification tags that we place on the hard disc of your computer using your web browser. They enable our systems to recognise your browser.
- The help function on the menu bar of most web browsers explains how you can configure your browser to reject new cookies, how your browser notifies you of receipt of a new cookie or how you deactivate all cookies placed. However, cookies have to be enabled to use our archive so we recommend that you do not block the cookie function.
- We recommend also that you always do a complete logout upon finishing a session on a shared computer whose browser is set to accept cookies.

Export and processing of data in countries outside the European Economic Area

No data is exported to countries outside the European Economic Area.

Use and transmission of personal data

Personal data collected in the context of the websites of Fachverlag Hans Carl GmbH are never used without your permission, except for order processing and for responding to your enquiries. No data is passed on to third parties.

How safe is information about me?

- To protect your information during transmission, we use Secure Sockets Layer Software (SSL) in our order forms. This software encrypts the information sent by you.
- When confirming an order, we show only the last five characters of your credit card number. Naturally, in the course of order processing, we transmit the complete credit card number to the credit card organisation.
- We employ physical, electronic and process safety measures in connection with the collection, recording and disclosure of personal data from our customers. These safety measures involve you occasionally being requested to provide proof of identity before we disclose your personal information.
- For you it is important to protect yourself against unauthorised access to your password and your computer. If you share a computer with others, you should ensure that a log-out takes place at the end of every session.

External links

For convenience in obtaining information, you will find links on our pages establishing a connection to sites of third parties. In as far as this is not obviously apparent, we ask you to note that these refer to external links. Fachverlag Hans Carl GmbH has no influence whatsoever on the content and representation in these sites from other suppliers. The guarantees of this data protection declaration naturally do not apply to these.

Further information and contacts

Should you have further questions on the subject of "Data Protection at Fachverlag Hans Carl GmbH", please get in touch with the data protection officer in our organisation. The address is given below. You can inquire there what data is being stored by us. Furthermore, you can send information, requests for deletion or correction or also suggestions you may have at any time by e-mail or letter to the following address:

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