

Privacy Policy

1. Introduction

- 1.1 We are committed to safeguarding the privacy of our website visitors.
- 1.2 This policy applies where we are acting as a data controller with respect to the personal data of such website visitors; in other words, where we determine the purposes and means of the processing of that personal data.
- 1.3 We use cookies on our website. Insofar as those cookies are not strictly necessary for the provision of **meinke-uebersetzungen.de**, we will ask you to consent to our use of cookies when you first visit our website.

2. Credit

- 2.1 This document was created using a template from SEQ Legal (<https://seqlegal.com>).

3. How we use your personal data

- 3.1 In this Section 3 we have set out:
 - (a) the general categories of personal data that we may process;
 - (b) in the case of personal data that we did not obtain directly from you, the source and specific categories of that data;
- 3.2 We may process information contained in or relating to any communication that you send to us or that we send to you. The communication data may include the communication content and metadata associated with this communication. Our website will generate the metadata associated with communications made using the website contact form. You may also choose to contact us directly via email **info@meinke-uebersetzungen.de**.
- 3.3 We may process data about your use of our website and services. The usage data may include your IP address, geographical location, browser type and version, operating system, length of visit, page views and website navigation paths, as well as information about the timing, frequency, and pattern of your service use. The source of the usage data is our analytics tracking system.

4. Purposes of processing and legal bases

- 4.1 In this section 4, we have set out the purposes for which we may process personal data and the legal bases for processing.
- 4.2 **Operations:** We may process your personal data for the purposes of operating our website, providing our services. The legal basis for this processing is our legitimate interests, namely the proper administration of our website, services and business.
- 4.3 **Research and Analysis:** We may process usage data for the purposes of researching and analysing the use of our website and services, as well as researching and analysing other interactions with our business. The legal basis for this processing is consent.
- 4.4 **Record keeping:** We may process your personal data for the purposes of creating and maintaining our databases, back-up copies of our data bases and our business records generally. The legal basis for this processing is our legitimate interests, namely ensuring that we have access to all the information we need to properly and efficiently run our business in accordance with this policy.
- 4.5 **Security:** We may process your personal data for the purposes of security and the prevention of fraud and other criminal activity. The legal basis for this processing is our legitimate interests, namely the protection of our website, services and business, and the protection of others.
- 4.6 **Legal claims:** We may process your personal data where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is

our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

4.7 Legal compliance and vital interests: We may also process your personal data where such processing is necessary for compliance with legal obligations to which we are subject or in order to protect your vital interests or the vital interests of another natural person.

5. Providing your personal data to others

- 5.1 We may disclose your personal data to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, and/or obtaining professional advice.
- 5.2 We may also disclose your personal data where such disclosure is necessary for compliance with legal obligations to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.
- 5.3 We may also disclose your personal data where such disclosure is necessary for the establishment, exercise, or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

6. International transfers of your personal data

- 6.1 In this section 6, we provide information about the circumstances in which your personal data may be transferred to countries outside the European Economic Area (EEA).
- 6.2 The hosting facilities for our website are situated in the European Economic Area (EEA). The European Commission has made an "adequacy decision" with respect to the data protection laws of each of these countries. Transfers to each of these countries will be protected by appropriate safeguards, namely the use of standard data protection clauses adopted or approved by the European Commission.
- 6.3 You acknowledge that personal data that you submit for publication through our website or services may be available, via the internet, around the world. We cannot prevent the use (or misuse) of such personal data by others.

7. Retaining and deleting personal data

- 7.1 This Section 7 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
- 7.2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 7.3 We will retain your personal data as follows:
 - (a) contact data will be retained for a minimum period of 30 days following the most recent contact date, and for a maximum period of 60 days following that date.
 - (b) communication data will be retained for a minimum period of 30 days following the most recent contact date, and for a maximum period of 60 days following that date.
- 7.4 Notwithstanding the other provisions of this Section 7, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

8. Amendments

- 8.1 We may update this policy from time to time by publishing a new version on our website.
- 8.2 You should check this page occasionally to ensure you are happy with any changes to this policy.

9. Your rights

- 9.1 In this Section 9, we have summarised the rights that you have under data protection law. Some of the rights are complex, and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.
- 9.2 Your principal rights under data protection law are:
- (a) **the right to access:** you can ask for a copy of your personal data
 - (b) **the right to rectification:** you can ask us to rectify inaccurate personal data and to complete incomplete personal data
 - (c) **the right to erasure:** you can ask us to erase your personal data
 - (d) **the right to restrict processing:** you can ask us to restrict the processing of your personal data
 - (e) **the right to object to processing:** you can object to the processing of your personal data
 - (f) **the right to data portability:** you can ask that we transfer your personal data to another organization or to you
 - (g) **the right to complain to a supervisory authority:** you can complain about our processing of your personal data and
 - (h) **the right to withdraw consent:** to the extent that the legal basis of our processing of your personal data is consent
- 9.3 These rights are subject to certain limitations and exceptions. For a copy of the **full text of the GDPR, a PDF version is available at gdpr.eu/tag/gdpr/**
- 9.4 You may exercise any of your rights in relation to your personal data by written notice to us **info@meinke-uebersetzungen.de**

10. About cookies

- 10.1 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.
- 10.2 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
- 10.3 Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies

11. Cookies that we use

- 11.1 We use cookies for the following purposes:
- (a) authentication and status - we use cookies to identify you when you visit our website and as you navigate our website
 - (b) personalisation - we use cookies to store information about your preferences and to personalise the website for you
 - (c) security - we use cookies as an element of the security measures used to protect our website and services generally
 - (d) analysis - we use cookies to help us to analyse the use and performance of our website and services
 - (e) cookie consent - we use cookies to store your preferences in relation to the use of cookies more generally

12. Cookies used by our service providers

- 12.1 Our service providers use cookies and those cookies may be stored on your computer when you visit our website.
- 12.2 We use Google Analytics to analyse the use of our website. Google Analytics gathers information about website use by means of cookies. The information gathered relating to our website is used to create reports about the use of our website. Google's privacy policy is available at:
<https://www.google.com/policies/privacy/>.

13. Managing cookies

- 13.1 Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:
 - (a) <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
 - (b) <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox);
 - (c) <http://www.opera.com/help/tutorials/security/cookies/> (Opera);
 - (d) <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
 - (e) <https://support.apple.com/kb/PH21411> (Safari); and
 - (f) <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).
- 13.2 Blocking all cookies will have a negative impact upon the usability of many websites.
- 13.3 If you block cookies, you will not be able to use all the features on our website.

14. Our details

- 14.1 This website is owned and operated by **Stephan Meinke**
- 14.2 I am registered in Canada under GST/HST 80543 7928 RT0001
- 14.3 You can contact us:
 - (a) using our website contact form
 - (b) by email, using **info@meinke-uebersetzungen.de**