

## Data protection policy of subreport Verlag Schawe GmbH

subreport Verlag Schawe GmbH, Buchforststr. 1-15, 51101 Cologne, (hereinafter "subreport" or "we"), considers the protection of the personal and other confidential data of the users of its website and services (hereinafter collectively referred to as "services") to be of great importance. subreport is obliged to strictly observe all data protection law provisions, in particular those of the EU Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG).

Below, we wish to inform you about the type, scope and purpose of the gathering and processing of personal data of users of the website and the services that are provided online (in detail under: [www.subreport.de](http://www.subreport.de), [www.subreport.com](http://www.subreport.com), [demo.subreportCAMPUS.de](http://demo.subreportCAMPUS.de), [demo.subreport-ELViS.de](http://demo.subreport-ELViS.de), [www.subreportCAMPUS.de](http://www.subreportCAMPUS.de), [www.subreport-ELViS.de](http://www.subreport-ELViS.de)) at the push services "subreport", "subreport select" of subreport and the rights to which the user is entitled.

### I. General information

#### 1.1 Data processing controller

The controller as defined in the EU General Data Protection Regulation (GDPR) for all data collection and processing that takes place within the framework of the use of the subreport website is:

subreport Verlag Schawe GmbH  
Buchforststraße 1-15  
51103 Cologne  
Telephone: +49 (0) 221/98578-0  
E-mail: [info@subreport.de](mailto:info@subreport.de)

### 2. Hosting

We urge hosting the content of our website ([www.subreport.de](http://www.subreport.de), [www.subreport.com](http://www.subreport.com)) at the following providers:

#### IONOS

The provider is the IONOS SE, Elgendorfer Str. 57, 56410 Montabaur, Germany (hereinafter referred to as: IONOS). Whenever you visit our website, IONOS records various logfiles along with your IP addresses. For details, please consult the data privacy policy of IONOS: <https://www.ionos.de/terms-gtc/terms-privacy>.

We use IONOS on the basis of Art. 6 (1)(f) GDPR. Our company has a legitimate interest in presenting a website that is as dependable as possible. If appropriate consent has been obtained, the processing is carried out exclusively on the basis of Art. 6(1)(a) GDPR and § 25 (1) TDDG, insofar the consent

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includes the storage of cookies or the access to information in the user's end device (e.g., device fingerprinting) within the meaning of the TDDDG. This consent can be revoked at any time.

### **centron GmbH**

The websites ([demo.subreportCAMPUS.de](http://demo.subreportCAMPUS.de), [demo.subreport-ELViS.de](http://demo.subreport-ELViS.de), [www.subreportCAMPUS.de](http://www.subreportCAMPUS.de), [www.subreport-ELViS.de](http://www.subreport-ELViS.de)) are hosted externally by centron GmbH. Personal data collected on these websites is stored on the servers of the hosting provider. This includes, in particular, IP addresses, contact inquiries, metadata and communication data, contract data, contact details, names, website access logs, and other data generated via the websites.

The hosting is carried out in compliance with the requirements of the TDDDG and serves to provide a secure and efficient online offering. The processing of personal data is carried out either for the purpose of fulfilling contractual obligations to our potential and existing customers (Art. 6 (1) lit. b GDPR), in the legitimate interest of professional service provision (Art. 6 (1) lit. f GDPR), or – if explicit consent has been obtained – based on Art. 6 (1) lit. a GDPR in conjunction with § 25 (1) TDDDG. This includes, in particular, the storage of cookies or access to information on the user's device (e.g., device fingerprinting). Consent can be revoked at any time.

Our hosting provider processes your data exclusively within the scope of the contractually agreed services and in accordance with our instructions.

We use the following hosting provider:

centron GmbH  
Heganger 29  
96103 Hallstadt Germany

### Data Processing Agreement

We have entered into a Data Processing Agreement (DPA) with centron GmbH. This agreement ensures that centron GmbH processes the personal data of our website visitors exclusively in accordance with our instructions and in compliance with the TDDDG and GDPR.

### **3. Data protection officer**

You can contact our data protection officer via the following channels:

subreport Verlag Schawe GmbH  
FAO the data protection officer  
Buchforststraße 1-15  
51103 Cologne  
Telephone: +49 (0) 221/98578-85  
E-mail: [datenschutz@subreport.de](mailto:datenschutz@subreport.de)

**4. What data do we process and from what sources?**

We process the personal data that you provide us or personal data that is gathered with for the purpose of using our services within the framework of the use of our website. Further information in this respect can be found in Section II - processing of personal data.

Personal data is all data that can be personally related to the user, for example name, postal address or e-mail address, but also the IP address that is assigned to the user.

**5. Purpose of the data processing and legal basis**

We process your personal data in compliance with the relevant data protection regulations, in particular the GDPR and the German Federal Data Protection Act (BDSG) for various purposes. As a rule, the following can be considered to be purposes of the processing:

**Processing**

- in order to fulfil contractual obligations (Article 6 Paragraph 1 Letter b GDPR)
- in order to safeguard legitimate interests (Article 6 Paragraph 1 Letter f GDPR)
- in accordance with your consent (Article 6 Paragraph 1 Letter a GDPR) and/or
- due to legal regulations (Article 6 Paragraph 1 Letter c GDPR)

**6. Disclosure to third-parties**

Service providers engaged by us which act on our behalf (so-called order processors, see Article 4 Number 8 GDPR) may be provided with personal data. We use the following order processors / categories of order processors:

- IT service providers
- As a rule, we do not pass on personal data to third-parties who process personal data under their own responsibility (so-called controllers, see Article 4 Number 7 GDPR).

**7. Retention of data**

We only process your personal data for the time that is necessary in order to fulfil the respective purpose of the processing.

In addition, we are subject to various storage and documentation obligations under the German Commercial Code (HGB) or the German Tax Code (AO), amongst others. These can last for up to 10 years.

Finally, the storage period is also assessed according to the statutory limitation periods, which can last for up to thirty years, for example in accordance with §§ 195 ff of the German Civil Code (BGB), whereby the regular limitation period is three years.

**II. Processing of personal data****1. Gathering of processing of personal data when using the services of subreport****1.1 Core data**

Users must register with subreport before they can use our services. During the registration process, subreport gathers the following core data:

For customers:

- Name, address of the user and his or her employer/company
- Title, first name, surname, role/function of the contact person of the user
- Telephone number of the user
- Fax number of the user (voluntary)
- E-mail address of the user

For companies:

- Name, address of the user and his or her employer/company
- Branch of the employer/company
- Title, first name, surname, role/function of the contact person of the user
- Telephone number of the user
- Fax number of the user (voluntary)
- E-mail address of the user
- Bank account of the user (only for chargeable services)
- VAT ID number / tax number of the user

**1.2 Username, password, signature**

subreport allows registered users to use the services alternatively by means of a user ID and password that can be freely chosen by the user, by means of a signature card (qualified signature) or by using a software certificate (advanced signature).

In order to enable the user to access the services, subreport gathers and saves the user's user ID / password or certificate information (serial number, name of the issuer, organisation of the issuer) and also the public signature key.

**1.3 General information on the legal basis for the data processing on this website**

If you have consented to data processing, we process your personal data on the basis of Art. 6(1)(a) GDPR or Art. 9 (2)(a) GDPR, if special categories of data are processed according to Art. 9 (1) DSGVO. In the case of explicit consent to the transfer of personal data to third countries, the data processing is also based on Art. 49 (1)(a) GDPR. If you have consented to the storage of cookies or to the access to information in your end device (e.g., via device fingerprinting), the data processing is

additionally based on § 25 (1) TDDDG. The consent can be revoked at any time. If your data is required for the fulfillment of a contract or for the implementation of pre-contractual measures, we process your data on the basis of Art. 6(1)(b) GDPR. Furthermore, if your data is required for the fulfillment of a legal obligation, we process it on the basis of Art. 6(1)(c) GDPR. Furthermore, the data processing may be carried out on the basis of our legitimate interest according to Art. 6(1)(f) GDPR. Information on the relevant legal basis in each individual case is provided in the following paragraphs of this privacy policy.

## **2. Use data, content of the communication**

subreport considers it of great importance that user data sent via the subreport tender platform is guaranteed to be absolutely secure and protected. For this purpose, subreport uses SSL encryption for the transfer of electronic messages via the electronic tender platform in accordance with the latest technological options. The data transfer is currently based on certificate-secured SSL/TLS v1.2 encryption with proof of identity. The transfer takes place with a 2048-bit RSA/SHA 256 key and an encryption depth of 128 bits and meets the standard recommended by the BSI according to IT Basic Protection (TR 02102-2) until 2022 and beyond.

Offers in response to tenders are provided with a qualified or advanced signature on the provider side where necessary and these are encrypted with at least 2048 bits. Only the message recipient can decrypt it again on the client side.

Neither subreport nor other unauthorised third-parties obtain knowledge of the content of such communication. This content is also not saved by subreport.

## **3. Cookies, provision of the website**

### **3.1 Cookies**

Cookies Our websites and pages use what the industry refers to as “cookies.” Cookies are small data packages that do not cause any damage to your device. They are either stored temporarily for the duration of a session (session cookies) or they are permanently archived on your device (permanent cookies). Session cookies are automatically deleted once you terminate your visit. Permanent cookies remain archived on your device until you actively delete them, or they are automatically eradicated by your web browser.

Cookies can be issued by us (first-party cookies) or by third-party companies (so-called third-party cookies). Third-party cookies enable the integration of certain services of third-party companies into websites (e.g., cookies for handling payment services).

Cookies have a variety of functions. Many cookies are technically essential since certain website functions would not work in the absence of these cookies (e.g., the shopping cart function or the display of videos). Other cookies may be used to analyze user behavior or for promotional purposes.

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Cookies, which are required for the performance of electronic communication transactions, for the provision of certain functions you want to use (e.g., for the shopping cart function) or those that are necessary for the optimization (required cookies) of the website (e.g., cookies that provide measurable insights into the web audience), shall be stored on the basis of Art. 6(1)(f) GDPR, unless a different legal basis is cited. The operator of the website has a legitimate interest in the storage of required cookies to ensure the technically error-free and optimized provision of the operator's services. If your consent to the storage of the cookies and similar recognition technologies has been requested, the processing occurs exclusively on the basis of the consent obtained (Art. 6(1)(a) GDPR and § 25 (1) TDDDG); this consent may be revoked at any time.

You have the option to set up your browser in such a manner that you will be notified any time cookies are placed and to permit the acceptance of cookies only in specific cases. You may also exclude the acceptance of cookies in certain cases or in general or activate the delete-function for the automatic eradication of cookies when the browser closes. If cookies are deactivated, the functions of this website may be limited.

Which cookies and services are used on this website can be found in this privacy policy.

### Consent with Borlabs Cookie

Our website uses the Borlabs consent technology to obtain your consent to the storage of certain cookies in your browser or for the use of certain technologies and for their data privacy protection compliant documentation. The provider of this technology is Borlabs GmbH, Rübenkamp 32, 22305 Hamburg, Germany (hereinafter referred to as Borlabs).

Whenever you visit our website, a Borlabs cookie will be stored in your browser, which archives any declarations or revocations of consent you have entered. These data are not shared with the provider of the Borlabs technology.

The recorded data shall remain archived until you ask us to eradicate them, delete the Borlabs cookie on your own or the purpose of storing the data no longer exists. This shall be without prejudice to any retention obligations mandated by law. To review the details of Borlabs' data processing policies, please visit <https://de.borlabs.io/kb/welche-daten-speichert-borlabs-cookie/>

We use the Borlabs cookie consent technology to obtain the declarations of consent mandated by law for the use of cookies. The legal basis for the use of such cookies is Art. 6(1)(c) GDPR.

### 3.2 Automatic gathering of access data / server logfiles

When you visit our website, the following data record is automatically stored during each visit:

- Name of the Internet provider

- Name of the Internet browser used
- Date and time of the respective access
- IP address
- Name of the accessed file
- Referrer URL (the previously visited site)
- Operating system

The personal data in logfiles is processed on the basis of Article 6 Paragraph 1 Letter f GDPR.

The purpose of the data processing and our legitimate interest concern the simplified administration of our websites and the option of being able to recognise and deal with misuse. The data is deleted, once it is no longer necessary in order to attain the purpose for which it was gathered. This is the case once the respective session has come to an end. In case of the saving of the data in the logfiles, this takes place if and to the extent that this is necessary in order to provide the services (subreport online, subreport CAMPUS and subreport ELViS).

### 3.3 CleanTalk

This website uses anti-spam plugins from CleanTalk. The provider is CleanTalk Inc., 711 S Carson Street, Suite 4, Carson City, NV, 89701, USA (hereinafter referred to as "CleanTalk").

CleanTalk is used to protect our website from spam activities (e.g., preventing unwanted advertisements, messages, or comments). For this purpose, CleanTalk collects various personal data, such as the sender's IP address, e-mail address, nickname, information about the sender's browser JavaScript technology, and the text entered.

Processing within the EU: The collected information is processed and stored exclusively on servers within the European Union. CleanTalk has adjusted its infrastructure to ensure that data processing now takes place entirely within the EU. This guarantees compliance with all data protection regulations under the GDPR.

For security purposes and to protect against spam, your data is processed in the CleanTalk Cloud Service and stored in log files for a maximum of 31 days. After this period, the data is completely deleted.

The use of CleanTalk is based on Art. 6 (1) lit. f GDPR. The website operator has a legitimate interest in ensuring the most effective protection of the website against spam activities. If explicit consent has been obtained, processing is carried out exclusively on the basis of Art. 6 (1) lit. a GDPR in conjunction with § 25 (1) TDDDG, insofar as the consent includes the storage of cookies or access to information on the user's device as defined under the TDDDG. Consent can be revoked at any time.

### 4. Web analysis

#### 4.1 etracker

This website uses the analysis service etracker. The provider of this service is the etracker GmbH, Erste Brunnenstraße 1, 20459 Hamburg, Germany.

etracker allows us to analyze the behavior patterns of our website visitors. For this purpose, etracker, among other things, records your abridged IP-address, geographic information (does not exceed details such as the city level), log files and other information your browser transfers to our webserver when you access the website. As a result, we are able to measure the website interactions, such as the length of the visit, conversions (e.g., registrations, purchase orders), scroll events, clicks and page access by the website visitor. These interactions are allocated to the website visitor for the duration of the current day, so that the data can be recognized during follow-up visits. Once the day has ended, visitor recognition is no longer possible.

No cookies will be stored in your browser in the absence of your consent. Moreover, no information is read in the archive of your device. Using this analysis tools without cookies occurs on the basis of Art. 6(1)(f) GDPR. The website operator has legitimate interest in the analysis of user patterns so that the operator can optimize the web portfolio and the ads. The rights and principal liberties of the data subject are protected. During the analysis with etracker, the IP address is anonymized as soon as possible, and the recognition of visitors is possible only for the duration of the current day.

If your respective consent has been obtained, processing will occur exclusively on the basis of Art. 6(1)(a) GDPR and § 25(1) TDDDG. You may revoke your consent at any time.

#### Data processing

We have concluded a data processing agreement (DPA) for the use of the above-mentioned service. This is a contract mandated by data privacy laws that guarantees that they process personal data of our website visitors only based on our instructions and in compliance with the GDPR.

### 5. Contact form, e-mail contact, newsletter and press distributor

The user has the option of getting in touch with subreport by e-mail or via the contact form provided on the website. During this process, the following data is gathered and transferred to subreport:

In case of contact by e-mail:

- E-mail address
- Message

When using the contact form:

- Title, first name, surname and company

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- Postal address
- Telephone number
- E-mail address
- Message

And optional:

- Position
- Fax number
- Inclusion in the press distributor
- Subscription to the newsletter
- Participation in events

Should a user make use of this option, the transferred data will be processed in order to respond to the contact query.

The legal basis for the processing of the data which is transferred during a contact query is Article 6 Paragraph 1 Letter f GDPR. The legitimate interest of subreport is represented by the provision of support to customers and responding to queries that are sent to us. Should the purpose of the e-mail contact be the conclusion of a contract relating to the services of subreport, the additional legal basis for the processing is Article 6 Paragraph 1 Letter b GDPR.

Should you subscribe to our newsletter or press distributor, the processing of your data is based on the consent that you issued during the sending in accordance with Article 6 Paragraph1 Letter a GDPR.

### Newsletter data

If you would like to receive the newsletter offered on the website, we require an e-mail address from you as well as information that allows us to verify that you are the owner of the e-mail address provided and that you agree to receive the newsletter. No further data is collected, or only on a voluntary basis. We use this data exclusively for sending the requested information and do not pass it on to third parties.

The data entered in the newsletter registration form is processed exclusively on the basis of your consent (Art. 6 para. 1 lit. a GDPR). You can revoke your consent to the storage of the data, the e-mail address and its use for sending the newsletter at any time, for example via the "unsubscribe" link in the newsletter. The legality of the data processing operations that have already taken place remains unaffected by the revocation.

The data you provide us with for the purpose of subscribing to the newsletter will be stored by us or the newsletter service provider until you unsubscribe from the newsletter and deleted from the news-

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letter distribution list after you unsubscribe from the newsletter or after the purpose no longer applies. We reserve the right to delete or block e-mail addresses from our newsletter distribution list at our own discretion within the scope of our legitimate interest in accordance with Art. 6 para. 1 lit. f GDPR. Data stored by us for other purposes remains unaffected by this.

After you unsubscribe from the newsletter distribution list, your e-mail address may be stored by us or the newsletter service provider in a blacklist if this is necessary to prevent future mailings. The data from the blacklist will only be used for this purpose and will not be merged with other data. This serves both your interest and our interest in complying with the legal requirements when sending newsletters (legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR). Storage in the blacklist is not limited in time. You can object to the storage if your interests outweigh our legitimate interest.

### OpenStreetMap

We use the mapping service OpenStreetMap (OSM) to visually display the locations of our reference customers.

We integrate the map material from OpenStreetMap hosted on the servers of the OpenStreetMap Foundation, St John's Innovation Centre, Cowley Road, Cambridge, CB4 0WS, United Kingdom. The United Kingdom is considered a data protection-safe third country. This means that the United Kingdom maintains a level of data protection equivalent to that of the European Union. When using OpenStreetMap maps, a connection to the servers of the OpenStreetMap Foundation may be established. In this process, your IP address and other information about your behavior on this website may be transmitted to the OSMF. OpenStreetMap may also store cookies in your browser or use comparable recognition technologies.

The use of OpenStreetMap is in the interest of providing an appealing presentation of our online offerings and making the locations mentioned on our website easily accessible. This constitutes a legitimate interest under Art. 6 (1) lit. f GDPR. If explicit consent has been obtained, processing is carried out exclusively on the basis of Art. 6 (1) lit. a GDPR in conjunction with § 25 (1) TDDDG, insofar as the consent includes the storage of cookies or access to information on the user's device (e.g., device fingerprinting) as defined under the TDDDG. Consent can be revoked at any time.

## III. Your rights

### 1. Information, rectification, erasure, restriction of the processing, data portability

Each data subject has the right of information in accordance with Article 15 GDPR, the right of rectification in accordance with Article 16 GDPR, the right of erasure in accordance with Article 17 GDPR, the right to have the processing restricted in accordance with Article 18 GDPR and the right of data

portability in accordance with Article 20 GDPR. In order to exercise the rights referred to above, you can get in touch with the points of contact referred in Section I (general information) under 1 and 2.

## **2. Right of objection in accordance with Article 21 GDPR**

For reasons connected to your specific situation, you have the right to raise an objection to the processing of personal data relating to you at any time which takes place in accordance with Article 6 Paragraph 1 Letter f GDPR (data processing on the basis of a legitimate interest). Should you raise an objection, we will no longer process your personal data, unless we can provide proof of mandatory, protectable reasons for the processing which outweigh your interests, rights and freedoms or if the purpose of the processing is the assertion, exercising or defence of legal claims.

Should we process your personal data in order to carry out direct advertising, you have the right to raise an objection at any time against the processing of personal data relating to you for the purposes of such advertising. Should you object to the processing for the purpose of direct advertising, your personal data will no longer be processed for these purposes.

The objection can take place informally and should be addressed to the points of contact referred to in Section I (general information) under 1 and 2.

## **3. Revocation of consent**

Should you have issued us with your consent to the processing of your personal data, you can revoke this consent at any time. The lawfulness of the processing that took place prior to the revocation is not affected by this.

## **IV. Right to complain to the supervisory authority**

In accordance with Article 77 Paragraph 1 GDPR, you have the right to complain to the supervisory authority, should you be of the opinion that the processing of your personal data is not taking place lawfully and breaches the GDPR in particular.

The address of the supervisory authority with jurisdiction for subreport is as follows: Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Kavalleriestr. 2-4, 40213 Düsseldorf, Telephone: +49 (0) 211/38424-0, Fax: +49 (0) 211/38424-10, E-mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de).