

Privacy policy mariem.solution.com

In accordance with the legal requirements of data protection law in particular in accordance with the German Federal Data Protection Act (BDSG) and the European General Data Protection Regulation (GDPR), we inform you below about the nature, scope and purpose of the processing of personal data by our company. This privacy policy also applies to our websites and social media profiles. Regarding the definition of terms such as "personal data" or "processing", we refer to Art. 4 GDPR.

Name and contact details of the person(s) responsible

mariem solutions GmbH Münsterstraße 5 59065, Hamm, Germany

Managing director: Emmerich Reize, Marius Kruse

Commercial register: HRB 10995

Registry court: Amtsgericht Hamm, Germany

E-mail: mail@mariem.solution

Types of data, purposes of processing and categories of data subjects

In the following, we inform you about the type, scope and purpose of the collection, processing and use of personal data. The persons concerned are collectively referred to as "users".

- 1. Types of data we process:
 - Usage data (access times, websites visited, etc.), inventory data (name, address, etc.), contact data (telephone number, e-mail, etc.), payment data (bank data, account data, payment history, etc.), contract data (subject of the contract, term, etc.), content data (text entries, videos, photos, etc.), communication data (IP address, etc.).
- 2. Purposes of the processing according to Art. 13 para. 1 c) GDPR:
 Processing of contracts, Evidence purposes / preservation of evidence, Optimize website technically and economically, Provide easy access to the website, Fulfill contractual obligations, Contact in the event of legal complaints by third parties, Fulfill legal retention obligations, Optimization and statistical analysis of our services, Support commercial use of the website, Improve user experience, Make website user-friendly, Economical operation of advertising and website, Marketing / sales / advertising, Compilation of statistics, Prevention of SPAM and abuse, Customer service and customer care, Handling contact requests, Providing websites with functions and content, Security measures, Uninterrupted, secure operation of our website.
- 3. Categories of data subjects according to Art. 13 para. 1 e GDPR: Visitors/ users of the website, customers, suppliers, interested parties, employees, employees of customers or suppliers.



Legal basis for the processing of personal data

Below we inform you about the legal basis for the processing of personal data. The data subjects are collectively referred to as "Users".

- 1. if we have obtained your consent for the processing of personal data, Art. 6 para. 1 a) GDPR is the legal basis.
- 2. If the processing is necessary for the performance of a contract or for the implementation of pre-contractual measures, which are carried out upon your request, Art. 6 para. 1 b) GDPR is the legal basis.
- 3. If the processing is necessary for the fulfillment of a legal obligation to which we are subject (e.g. legal retention obligations), then Art. 6 para. 1 c) GDPR is the legal basis.
- 4. If the processing is necessary to protect the vital interests of the data subject or another natural person, the legal basis is Art. 6 para. 1 d) GDPR.
- 5. If the processing is necessary to protect our legitimate interests or the legitimate interests of a third party and your interests or fundamental rights and freedoms are not overridden in this respect, Art. 6 para. 1 f) GDPR is the legal basis.

Disclosure of personal data to third parties and processors

As a matter of principle, we do not pass on any data to third parties without your consent. If this should nevertheless be the case, then the disclosure is made on the basis of the previously mentioned legal grounds, e.g. in the case of the disclosure of data to online payment providers for the fulfillment of the contract or due to a court order or because of a legal obligation to hand over the data for the purpose of criminal prosecution, to avert danger or to enforce intellectual property rights. We also use processors (external service providers, e.g. for web hosting of our websites and databases) to process your data. If data is passed on to the processors as part of a contract processing agreement, this is always done in accordance with Art. 28 of the GDPR. In doing so, we carefully select our processors, regularly monitor them and have been granted a right to issue instructions regarding the data. In addition, the processors must have taken appropriate technical and organizational measures and comply with the data protection regulations according to BDSG and GDPR.

Transfer of data to third countries

The adoption of the European General Data Protection Regulation (GDPR) has created a uniform basis for data protection in Europe. Your data is therefore predominantly processed by companies to which the GDPR applies. If, however, processing is carried out by services of third parties outside the European Union or the European Economic Area, these must meet the special requirements of Art. 44 et seqq. GDPR. This means that the processing takes place on the basis of special guarantees, such as the officially recognized determination by the EU Commission of a level of data protection corresponding to the EU or the observance of officially recognized special contractual obligations, the so-called "standard contractual clauses".



Insofar as we obtain your express consent to the transfer of data to the USA due to the invalidity of the so-called "Privacy Shield", pursuant to Art. 49 para. 1 a) GDPR, we point out in this regard the risk of secret access by US authorities and the use of the data for monitoring purposes, possibly without any legal remedy for EU citizens.

Deletion of data and storage period

Unless expressly stated in this privacy policy, your personal data will be deleted or blocked as soon as you revoke your consent to the processing or the purpose for the storage no longer applies or the data is no longer required for the purpose, unless their continued storage is necessary for evidentiary purposes or is contrary to statutory retention obligations. This includes, for example, retention obligations under commercial law for business letters in accordance with § 257 para. 1 of the German Commercial Code (HGB) 6 years and retention obligations under tax law for documents in accordance with § 147 para. 1 of the German Fiscal Code (AO) 10 years. If the prescribed retention period expires, your data will be blocked or deleted, unless the storage is still necessary for the conclusion or fulfillment of a contract.

Existence of automated decision-making

We do not use automated decision-making or profiling.

Provision of our website and creation of log files

- 1. If you only use our website for informational purposes (i.e. no registration and no other transmission of information), we only collect the personal data that your browser transmits to our server. If you wish to view our website, we collect the following data:
 - IP address,
 - internet service provider of the user,
 - date and time of retrieval,
 - browser type,
 - language and browser version,
 - content of the retrieval,
 - time zone,
 - access status/HTTP status code,
 - amount of data,
 - websites from which the request comes,
 - operating system.

This data is not stored together with other personal data of yours.

- 2. These data serve the purpose of user-friendly, functional and secure delivery of our website to you with functions and content as well as their optimization and statistical evaluation.
- 3. The legal basis for this is our legitimate interest in the processing of data in accordance with Art. 6 para. 1 f) GDPR.



4. For security reasons, we store this data in server log files for a storage period of 5 days. After this period, they are automatically deleted, unless we need to keep them for evidence purposes in the event of attacks on the server infrastructure or other legal violations.

Cookies

We use cookies when you visit our website. Cookies are small text files that your Internet browser places and stores on your computer. When you visit our website again, these cookies provide information to automatically recognize you. Cookies also include the so-called "user IDs", where user information is stored by means of pseudonymized profiles. When you access our website, we will inform you of the use of cookies for the aforementioned purposes and how you can object to them or prevent their storage ("opt-out") by means of a reference to our privacy policy.

- 1. The following types of cookies are classified:
 - a. Necessary, essential cookies are necessary for the operation of the website in to store certain functions of the website such as logins, shopping cart or user input, e.g. regarding the language of the website.
 - b. Session-Cookies are needed to recognize multiple use of an offer by the same user (e.g. if you have logged in to determine your login status). When you visit our site again, these cookies provide information to automatically recognize you. The information obtained in this way is used to optimize our offers and to provide you with easier access to our site. When you close the browser or log out, the session cookies are deleted.
 - c. Persistent Cookies remain stored even after the browser is closed. They are used to store the login, range measurement and for marketing purposes. They are deleted automatically after a specified duration, which may differ depending on the cookie. You can delete the cookies at any time in the security settings of your browser.
 - d. Cookies from 3rd party providers (3rd party cookies especially from advertisers): According to your preferences, you can configure your browser settings and, for example, refuse to accept third party cookies or all cookies. However, we would like to point out at this point that you may then not be able to use all the functions of this website. Read more about these cookies in the respective privacy statements of the third-party providers.
- 2. Data categories:
 - User data, cookie, user ID (the pages visited, device information, access times and IP addresses).
- 3. Purpose of processing:
 - The information obtained in this way is used for the purpose of optimizing our web offerings technically and economically and to provide you with easier and more secure access to our website.



4. Legal framework:

If we process your personal data using cookies based on your consent ("opt-in"), then Art. 6 para. 1 a) GDPR is the legal basis. Otherwise, we have a legitimate interest in the effective functionality, improvement and economic operation of the website, so that in that case Art. 6 para. 1 f) GDPR is the legal basis. The legal basis is also Art. 6 para. 1 b) GDPR if the cookies are set to initiate a contract, e.g. for orders.

5. Storage period/deletion:

The data is deleted as soon as it is no longer required to achieve the purpose for which it was collected. In the case of the collection of data for the provision of the website, this is the case when the respective session has ended. Cookies are otherwise stored on your computer and transmitted from it to our site. Therefore, you as a user also have full control over the use of cookies. By changing the settings in your Internet browser, you can disable or restrict the transmission of cookies. Cookies that have already been stored can be deleted at any time. This can also be done automatically. If cookies are deactivated for our website, it may no longer be possible to use all functions of the website in full.

6. Objection:

You can generally prevent the storage of cookies on your hard drive, regardless of consent or legal permission, by selecting "do not accept cookies" in your browser settings. However, this may result in a functional restriction of our offers.

Processing of contracts

- 1. We process inventory data (e.g. company, title/academic degree, names and addresses as well as contact data of users, e-mail), contract data (e.g. services used, names of contact persons) and payment data (e.g. bank details, payment history) for the purpose of fulfilling our contractual obligations (knowledge of who is a contractual partner; justification, content and execution of the contract; checking the plausibility of the data) and services (e.g. contacting customer service) in accordance with Art. 6 para. 1 b) GDPR. The entries marked as mandatory in online forms are required for the conclusion of the contract.
- 2. These data will not be passed on to third parties unless it is necessary for the pursuit of our claims (e.g. transfer to a lawyer for collection) or for the fulfillment of the contract (e.g. transfer of data to payment providers) or if there is a legal obligation to do so according to Art. 6 para. 1 c) GDPR.
- 3. We may also process the data you provide to inform you about other interesting products from our portfolio or to send you e-mails with technical information.
- 4. The data will be deleted as soon as they are no longer required to achieve the purpose for which they were collected. This is the case for inventory and contract data when the data is no longer required for the performance of the contract and claims can no longer be asserted under the contract because they are time-barred (warranty: two years / standard limitation period: three years). We are obliged by commercial and tax law to store your address, payment and order data for a period of ten years. However, we restrict processing after three years if the contract is terminated, i.e. your data is only



used to comply with legal obligations. Details in the user account remain until it is deleted.

Online payment provider

- 1. The settlement is made by payment via "Mollie" via Mollie H.Q.. Keizersgracht 126, 1015CW Amsterdam, The Web: https://www.mollie.com/, Netherlands, https://www.mollie.com/privacy hereinafter referred to as "payment provider". The payment provider collects, stores and processes the usage and billing data from you to determine and bill you for the service you have used. The data collected by the payment provider will only be processed by them and stored by them. If the payment provider cannot collect the usage fees or can only collect them in part, or if the payment provider fails to do so due to a complaint from you, the usage data will be forwarded by the payment provider to the responsible party and, if necessary, blocked by the responsible party. The same also applies if, for example, a credit card company reverses a transaction from you to the debit of the responsible party.
- 2. Legal basis is Art. 6 para. 1 b) GDPR, as the processing is necessary for the fulfillment of a contract by the responsible party. In addition, external payment providers are used based on Art. 6 para. 1 f) GDPR for the legitimate interests of the controller to offer you the most secure, simple and diverse payment options possible.
- 3. With regard to the storage period, revocation, information and data subject rights, we refer to the privacy policy, terms and conditions as well the data protection statements of the payment provider mentioned above.

Contact us via contact form, e-mail or mail

- 1. When contacting us via contact form, mail or e-mail, your information will be processed for the purpose of handling the contact request.
- 2. The legal basis for the processing of data is Art. 6 para. 1 a) GDPR if you have given your consent. The legal basis for the processing of data transmitted in the course of a contact request or e-mail, letter is Art. 6 para. 1 f) GDPR. The responsible party has a legitimate interest in processing and storing the data to be able to answer users' inquiries, to preserve evidence for liability reasons and, if necessary, to be able to comply with its statutory retention obligations for business letters. If the contact aims at the conclusion of a contract, the additional legal basis for the processing is Art. 6 para. 1 p. 1 lit. b) GDPR.
- 3. We may store your information and contact request in our customer relationship management system ("CRM System") or similar system.
- 4. The data will be deleted as soon as they are no longer required to achieve the purpose for which they were collected. For the personal data from the input mask of the contact form and those sent by e-mail, this is the case when the respective conversation with you has ended. The conversation is ended when it is clear from the circumstances that the matter in question has been conclusively clarified. We store inquiries from users who have an account or contract with us until two years after termination of the contract. In the case of legal archiving obligations, the deletion takes place after their expiry: end of commercial law (6 years) and tax law (10 years) retention obligation.



5. You have the possibility at any time to revoke the consent according to Art. 6 para. 1 a) GDPR for the processing of personal data. If you contact us by e-mail, you can object to the storage of personal data at any time.

Newsletter

- 1. You can subscribe to our newsletter with your voluntary consent by entering your email address. Only this is mandatory. The provision of further data is voluntary and serves only the purpose of a personal address. We use the so-called "double opt-in procedure" for registration. After your registration with your e-mail, you will receive an e-mail from us with a confirmation link to confirm your registration. If you click on this confirmation link, your e-mail will be added to the newsletter distribution list and stored for the purpose of sending e-mails. If you do not click on the confirmation link within 12 hours, your registration data will be blocked and automatically deleted after 48 hours.
- 2. In addition, we log your IP address used for registration and the date and time of the double opt-in (registration and confirmation). The purpose of this storage is the fulfillment of legal requirements regarding the proof of your registration as well as the prevention of abuse regarding your e-mail.
- 3. In the context of your declaration of consent, the contents (e.g. advertised products/services, offers, advertising and topics) of the newsletter are described in concrete terms.
- 4. When sending the newsletter, we evaluate your user behavior. For this purpose, the newsletters contain so-called "web beacons" or "tracking pixels", which are called up when the newsletter is opened. For the analyses, we link the web beacons with your e-mail address and an individual ID. Links received in the newsletter also contain this ID. The data is collected exclusively pseudonymously, i.e. the IDs are not linked to your other personal data, and direct personal reference is excluded. With this data, we can determine whether and when you have opened the newsletter and which links in the newsletter have been clicked. This serves the purpose of optimizing and statistically evaluating our newsletter.
- 5. The legal basis for sending the newsletter, measuring success and storing the e-mail is your consent pursuant to Art. 6 para. 1a) GDPR in conjunction with § 7 para. 2 No. 3 UWG (German Act against Unfair Competition) and for logging the consent Art. 6 para. 1 f) GDPR, as this serves our legitimate interest of legal provability.
- 6. You can object to the tracking at any time by clicking the unsubscribe link at the end of the newsletter. In this case, however, the receipt of newsletters would also be terminated. If you deactivate the display of images in your e-mail software, tracking is also not possible. However, this may have restrictions regarding the functions of the newsletter and included images will then not be displayed.
- 7. You can revoke your consent to the sending of the newsletter at any time. You can exercise the revocation by pressing the unsubscribe link at the bottom of the newsletter, an email or message to our contact details above. We store your data if you have subscribed to the newsletter. After unsubscribing, your data will only be stored anonymously for statistical purposes.



Social media appearance

We maintain profiles and fan pages in social media. When you use and access our profile in the respective network, the respective data protection information and terms of use of the respective network apply.

1. Data categories and description of data processing:

Usage data, contact data, content data, inventory data. Furthermore, user data is usually processed within social networks for market research and advertising purposes. For example, usage profiles can be created based on the usage behavior and resulting interests of the users. The usage profiles can in turn be used, for example, to place advertisements within and outside the networks that presumably correspond to the interests of the users. For these purposes, cookies are usually stored on the users' computers, in which the usage behavior and interests of the users are stored. Furthermore, data independent of the devices used by the users may also be stored in the usage profiles (especially if the users are members of the respective platforms and are logged in to them). For a detailed presentation of the respective forms of processing and the options to object (opt-out), we refer to the privacy statements and information provided by the operators of the respective networks. In the case of requests for information and the assertion of data subject rights, we also point out that these can be asserted most effectively with the providers. Only the providers have access to the users' data and can take appropriate measures and provide information directly. If you still need help, you can contact us.

2. Purpose of processing:

Communication with users connected and registered on the social networks; information and advertising for our products, offers and services; external presentation and image cultivation; evaluation and analysis of the users and content of our presences in the social media.

3. Legal basis:

The legal basis for the processing of personal data is our legitimate interest in the above purposes according to Art. 6 para. 1 f) GDPR. Insofar as you have given us or the responsible party of the social network consent to the processing of your personal data, the legal basis is Art. 6 para. 1 a) in conjunction with. Art. 7 GDPR.

4. Data transfer/recipient category:

Social Network.

5. Data protection notices, information options and objection options (opt-out) of the respective networks / service:

LinkedIn – LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Irland

Privacy policy: https://www.linkedin.com/legal/privacy-policy,

Cookie policy and Opt-Out: https://www.linkedin.com/legal/cookie-policy.

Rights of the person (data subject) concerned

Object or revoke to the processing of your data:
 Insofar as the processing is based on your consent pursuant to Art. 6 para. 1 a) and Art.
 7 GDPR, you have the right to revoke your consent at any time. The lawfulness of the



processing carried out based on the consent until the revocation is not affected by this. Insofar as we base the processing of your personal data on the balance of interests pursuant to Art. 6 para. 1 f) GDPR, you may object to the processing. This is the case if the processing is not necessary, in particular, for the performance of a contract with you, which is presented by us in each case in the following description of the functions. When exercising such an objection, we ask you to explain the reasons why we should not process your personal data as we have done. In the event of your justified objection, we will review the merits of the case and either discontinue or adjust the data processing or show you our compelling legitimate grounds based on which we will continue the processing.

You may object to the processing of your personal data for purposes of advertising and data analysis at any time. You can exercise the right to object free of charge. You can inform us about your advertising objection using the following contact details:

mariem solutions GmbH

Münsterstraße 5

59065, Hamm, Germany

Managing director Emmerich Reize, Marius Kruse

Commercial register: HRB 10995

Registry court: Amtsgericht Hamm, Germany

E-mail: mail@mariem.solution

2. Right to disclosure:

You have a right to information about your personal data stored by us.

according to Art. 15 GDPR. This includes, in particular, information about the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the origin of your data if it has not been collected directly from you.

3. Right to rectification:

You have a right to correct inaccurate data or to complete correct data according to Art. 16 GDPR.

4. Right of deletion:

You have a right to have your data stored by us deleted in accordance with Art. 17 GDPR, unless legal or contractual retention periods or other legal obligations or rights to further storage prevent this.

5. Right of restriction:

You have the right to request a restriction in the processing of your personal data if one of the conditions in Art. 18 para. 1 a) to d) GDPR is met. If you dispute the accuracy of the personal data concerning you for a period of time that allows the controller to verify the accuracy of the personal data;

- a) the processing is unlawful and you object to the erasure of the personal data and request instead the restriction of the use of the personal data,
- b) the controller no longer needs the personal data for the purposes of processing, but you need it for the assertion, exercise or defense of legal claims; or
- c) you have objected to the processing pursuant to Art. 21 para. 1 GDPR and it is not yet clear whether the legitimate grounds of the controller outweigh your grounds.



6. Right of data transfer:

You have a right to data portability according to Art. 20 GDPR, which means that you can receive the personal data we have stored about you in a structured, common and machine-readable format or request that it be transferred to another controller.

7. Right to appeal:

You have the right to lodge a complaint with a supervisory authority. As a rule, you can contact the supervisory authority for this purpose, in particular in the member state of your residence, workplace or the location of the alleged violation.

Data security

To protect all personal data transmitted to us and to ensure that the data protection regulations are complied with by us, but also by our external service providers, we have taken appropriate technical and organizational security measures. Therefore, among other things, all data between your browser and our server is transmitted encrypted via a secure SSL connection.

Last updated: 23rd August 2023