

Deutsch Chinesisches Business Center & Unternehmensservice GmbH

Privacy Policy

Introduction

Deutsch Chinesisches Business Center & Unternehmensservice GmbH (hereinafter referred to as "DCBC" or "We") promises to protect the privacy of your personal information when you use www.dcbc.eu (hereinafter referred to as "this site"), and its collection and use will be applied to the following privacy statement. DCBC will handle relevant information in accordance with accepted privacy and data protection practices. Using this site and submitting personal information means that visitors agree that DCBC uses this information in accordance with this privacy statement.

Personal Data Act (523/1999) §10

Date of preparation: 21 May 2018

1. Controller

Deutsch Chinesisches Business Center & Unternehmensservice GmbH

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Tel: +49 0211-97633888

Fax: +49 0211-976338889

Email: info@dcbc.eu

2. Name of data file

DCBC customer register for online services

3. Collection of information

"Personal Information" means information about you and/or third parties that you represent. This includes: direct request for data (if applicable), such as the name, e-mail address, and mailing address used when you use the contact form on the "Contact Us" page of the website; or collecting information indirectly, such as using cookies (see below), by tracking your use of certain pages of the site (such as IP addresses) and using other technical methods to monitor your use of the site, or information provided by us on third parties to us, etc. .

We will only collect, store, process, use, transmit and/or disclose personal information as described in this privacy statement. If you are a middleman or act on behalf of a third party, or provide us with information from a third party (such as a friend or colleague), you must promise that you are authorized by that third party, and you have obtained all necessary consents from the third party's to allow DCBC collecting, processing using and disclosing to their personal information. Since the information of the third-party is provided by you, you must warrant that

third parties should be aware of all the content in this privacy statement. Preferably, you could send the text of this privacy statement to them or introduce them to browse our website.

In general, DCBC only collects information on contact details. The collected personal information is generally used by the users on:

- Searching information
- Making appointment service
- Applying for a job online or submit a resume

Visitors can also send emails via the website. The email will include the user's name, email address, and a phone number, as well as other information that the user voluntarily or requested to provide for inclusion in the email.

DCBC does not seek sensitive information through the website except as required by law. Sensitive information includes the following types of information: race or ethnicity, political opinions, religious beliefs, whether it is a union member, health status, sexual orientation, or criminal record. We advise users not to provide such sensitive information. If the user voluntarily provides sensitive information for any reason, DCBC will treat the user as explicitly agreeing to use the information in accordance with this privacy statement or disclosing it in the manner chosen by the user.

4. Purpose of processing personal data

A customer' s personal data may be processed for the following purposes:

- customer relationship management and development
- customer service implementation
- customer service and business development
- marketing, communications and notification on related information
- market research and customer surveys
- management and development of the relationship between the online service user and the service provider
- maintenance of the online services and any services provided via these
- management of the internal and external activities of DCBC or of its subcontractors in so far as they are related to DCBC' s online services or to the services provided via these online services, or to the management of orders or customer contacts
- the production of information for use in the above-specified manner in marketing by DCBC, in information acquisition, and in related tasks such as customer data profiling
- other similar purposes

Personal data may be processed by all DCBC employees in accordance with the Personal Data Act.

5. Disclosure of Personal Information to Third Parties

DCBC will not disclose personal information to any third party except for the following situations:

- According to legal requirements;
- With your explicit consent;
- We have entrusted third parties to assist our company in certain activities.

In addition, personal information will not be disclosed to any third party. All commissioned third parties will be bound by the contractual obligations to keep all information confidential.

6. Information included in the data file

The customer register may include the following information:

- contact details, such as name, address, phone numbers, email addresses
- information concerning the customer relationship, such as invoicing and payment information, product and order information, customer feedback, enquiries
- information related to implementing communications and marketing, and information related to using services, such as cookies and browser and search information
- areas of interest, requests
- possible permissions and consent
- other information collected with the customer' s consent

7. Regular sources of data

Customer data is regularly obtained:

- from the customer via the internet, over the phone, by email or by some other similar means
- through cookies or other similar technology
- from data collected by logging customer use of online services
- from units providing services, products and supplementary services related to DCBC' s online services
- from units that provide logistic services such as billing, freighting, maintenance etc.

8. File protection principles

Manually processed files

Documents containing manually processed personal data are destroyed appropriately after use or are stored in a locked facility.

Electronically saved data

The controller' s IT system and data files are protected using technical measures that are normally used in business operations. The data is also protected by DCBC' s information security protocols and information processing security systems such as firewalls. Only those employees and subcontractors who have the right to process customer data for their work are entitled to access a system that contains customer data. All users have their own user ID and password to access the system. Databases and back-up copies thereof are located in locked facilities, and only certain pre-appointed persons have access to the data.

9. Cookies

Our website uses cookies technology. Cookies are small text files that are stored on your device, allowing websites to identify past users and understand the user's habit of accessing websites. They are widely used today to improve the user's website experience. If you have concerns about cookies, most browsers now allow users to refuse to use cookies. In most cases, visitors may refuse to use cookies and browse our site in its entirety, but certain features on the site may be affected. After visitors have finished browsing our website, they can completely delete cookies from the system.

10. Link to third-party websites

In order to provide the most comprehensive and resourceful website experience, we may provide you with links to some websites of the third parties. DCBC does not assume any legal responsibility for the information of third-party websites accessed by users through us. When you link to these sites, DCBC's privacy protection no longer applies. We recommend that before disclosing any personal data, visitors should review the privacy protection policies of each site.

11. Access, modification, updating and/or deletion of information

You may access, modify, update and/or delete the personal information you submit to our website. If necessary, please send your request to: info@dcbc.eu

12. Information Security

Submitted information is stored in an email or database. DCBC uses recognized technology and safe operating standards to protect personal data from loss, misuse, tampering, or destruction. DCBC employees abide by the company' s information security regulations. Only authorized DCBC employees can access personal information and they have promised to keep the information confidential. Despite this, DCBC does not guarantee that unauthorized persons will not be able to access your personal information.

13. Revision of DCBC Privacy Statement

DCBC reserves the right to correct or modify this Privacy Statement at any time for any reason. We will ensure that users are aware of the changes by indicating the changes on the website privacy statement page and indicating the effective date of the change at the beginning of the statement.