

PRIVACY POLICY

We welcome you as a visitor to our website and thank you for your interest in our projects. The protection of your privacy rights while using our website is very important to us.

As the responsible legal entity and service provider, Pro NGO! e.V.
Am Mutzbach 20
51069 Koeln
Germany

(hereinafter also referred to as „we“ or „Pro NGO! e.V.“)

wish to inform you about the processing of your personal data and your rights as a user of the website pro-ngo.org (hereinafter referred to as the „Website“).

Processing of your personal data takes place exclusively within the framework of the statutory provisions of the data protection law of the European Union, in particular the EU General Data Protection Regulation (hereinafter „GDPR“) and, additionally, the German Federal Data Protection Act (*Bundesdatenschutzgesetz* hereinafter „BDSG“) as well as other statutory provisions on data protection (together „Privacy Laws“).

Should you be interested in reviewing the GDPR, you can find the full text here: <https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679>

This Privacy Policy pertains only to the Website accessible under the domain „pro-ngo.org“. The following notices do not pertain to other websites belonging to Pro NGO! e.V. or third-party websites linked to from the Website. The terms used, such as „Personal data“ or „processing“ correspond to their definitions in Art. 4 GDPR.

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1. Subject of data protection, legal basis and sources

The subject of data protection is personal data. Personal data is information about the personal and factual circumstances of a specific or identifiable natural person. Your personal data therefore includes all data that could allow someone to identify

you, such as your name, address, telephone number or e-mail address. Personal data also includes information resulting from the use of our website, such as the beginning, end and scope of use, or your IP address. For details on the personal data categories processed by us, see section 2.

We process your data only if an applicable law allows this. The following are the primary legal basis for the processing of your data:

- **Consent** (Article 6 (1) sentence 1 (a) GDPR): we will process certain data only on the basis of your prior explicit and voluntary consent. You have the right to revoke your consent at any time with effect for the future.
- **Contract fulfillment or implementation of pre-contractual measures** (Art. 6 (1) sentence 1 letter b DSGVO): in particular for the initiation or execution of a contract with the Foundation, we require certain data from you.
- **Fulfillment of a legal obligation** (Art. 6 (1) sentence 1 (c) GDPR): in addition, we process your personal data in order to fulfill legal obligations, such as commercial and fiscal document retention requirements.
- **Safeguarding of legitimate interests** (Article 6 (1) (1) (f) GDPR): the Foundation will process certain data in order to safeguard its interests or those of third parties. This, however, only applies in individual cases if your interests do not predominate.

Please note that this is not a complete or exhaustive list of the possible legal basis but is merely a list of examples with the purpose of making the data protection legal basis more transparent. For details on the legal basis of individual data processing cases on our website, please refer to the passages below.

This personal data is derived from the following **sources**:

- Mostly from **yourself**, especially resulting from your contact requests, orders and information granted during the conclusion of a contract,
- From our dealers and distributors in Germany and abroad as far as such information is required to process your orders and inquiries,
- From other business partners of our organisation in Germany and abroad as far as such partners need such information for delivering our products and providing accompanying services,
- From professional service providers and organisations in Germany and abroad who provide us with personal data in the course of the organisation of trade fairs, sales, and similar events – possibly in an unsolicited manner and without an explicit instruction to do so on our behalf.

2. Data categories

We regularly process the following data categories pertaining to individuals:

- **Basic data**, in particular your name, title and, if applicable, your company.

- **Contact details**, in particular your postal address as well as possibly your telephone numbers, fax number and e-mail address.
- **Contract data**, in particular data that you provide us with when opening a distributor or customer account or for the execution of a contract.
- **Invoice and payment data**, in particular details concerning your payment method and other data regarding payments and billing.
- **Content data**, in particular texts, photos and data contained in your correspondence with us.
- **Usage data**, in particular which pages of our website you visit, the access times and your IP address.

3. Server log data

You can access the public part of our website without prior registration and without giving any personal information. By visiting our website, the following information regarding your website access can be stored:

- IP address of the requesting device,
- file retrieved,
- http response code,
- the website from which you accessed our website (referrer URL),
- date, time, and time zone of the server request,
- browser type and version,
- operating system of the requesting device,
- search term with which the website was found, for example, via Google.

We process this access data on the basis of Art. 6 (1) (1) (f) GDPR in order to provide access to the Website and to ensure the technical operation and security of our IT systems. In doing so, we pursue our interest of enabling and sustaining the use of our website and its technical functionality. This data is processed automatically when you access our website. You cannot use our website without this provision. We do not use this data for the purpose of drawing conclusions about your identity.

You cannot object to the collection and storage of your server access data as this information is essential for the smooth operation of the Website.

4. Cookies

The Website uses cookies and similar technologies (hereinafter collectively referred to as „Cookies“), in order to optimise use of the Website. Use of Cookies facilitates navigation and a higher degree of user-friendliness.

Cookies are small data sets that our web server sends to your browser and which are saved on your device, provided the appropriate default settings of your device have not been changed. These can be used, for example, to determine if your device has

already communicated with us. They thereby serve the purpose of making the use of our website more comfortable and to optimise our services. Processing occurs on the basis of Article 6 (1) (1) (f) GDPR with respect to essential Cookies and on the basis of 6 (1) (1) (a) GDPR, provided that you consented to the use of third-party Cookies. Personal data can be stored in Cookies if this is technically necessary or if you have given your consent.

When using our website, you can give us your consent to the use and storage of third-party Cookies on your device. You may revoke your consent to the use and storage of such Cookies at any time with future effect by deactivating the Cookie settings of this Website described below regarding third-party Cookies (paragraph 7 (c)).

If you are against the use of essential Cookies (paragraph 7 (a)) as well as additional Cookies (paragraph 7 (b)), you can choose „do not accept cookies“ in your browser settings. Please refer to your browser’s help function for instructions on technically managing and deleting Cookies in your browser settings.

In addition, you can technically manage and prevent the storage and use of all Cookies by using free browser plug-ins such as „Adblock Plus“ (adblockplus.org) in combination with the „EasyPrivacy“ list (easylist.to) or „Ghostery“ (ghostery.com).

Please note that if you prevent the storage of any Cookies, this may lead to functional limitations of the Website.

a) Essential Cookies

We use the **essential Cookies** for the operation of our Website, for which we have a legitimate interest in storing and without which we would not be able to offer the use of our Website with certain basic functions (e.g. not requiring you to log in every time you open a new page):

Essential Cookies can only be deactivated technically via your browser settings or browser plug-ins. This can lead to functional limitations of the Website.

b) Non-essential first-party Cookies

Non-essential first-party Cookies, which are not absolutely necessary for Website use, but nevertheless fulfill important tasks. They allow comfortable surfing on our Website, such as browser language detection. Furthermore, we can dynamically generate customised content.

Non-essential first-party Cookies can only be deactivated technically via your browser settings or browser plug-ins. This can lead to functional limitations of the Website.

c) Third-party Cookies

In order to facilitate the integration of content and functions of third-party providers (see also the following paragraphs) we use third-party cookies, which make e.g. possible for them to obtain information that you have accessed this Website. Please visit the third-party website for more information on their use of Cookies.

5. Third-party services and content

On our Website, we use plug-ins from third-party providers to provide their content, such as maps or fonts (hereinafter collectively referred to as „Content“), and other services. The processing of your data takes place on the basis of our legitimate interests (Article 6 (1) (1) (f) GDPR) regarding the economic operation, optimization (especially regarding user-friendliness) and usage analysis of our Website as well as the security of our technical systems.

Third-party Content providers will always be aware of your IP address, as they would not be able to transfer the content to your device without your IP address. The IP address is required for the presentation of the Content. Also, if you have consented to the use and storage of third-party Cookies, third-party Cookies may be stored on your device.

Furthermore, you can prevent the storage and use of cookies technically by appropriately changing the browser settings or using browser plug-ins.

a) Google Fonts

We integrate web-fonts called Google Fonts from Google LLC, 1600 Amphitheater Parkway, Mountain View, CA 94043, USA, into our website. For more information concerning Google’s use of data as well as configuration and consent options, please visit Google’s websites.

b) Google Maps

To display maps, we use the Google Maps service provided by Google LLC, 1600 Amphitheater Parkway, Mountain View, CA 94043, USA. The processed data may include, but is not limited to, IP addresses and location data, however it will not be collected without your consent (usually through appropriate device settings). For more information concerning Google’s use of data as well as configuration and consent options, please visit Google’s websites.

6. Links to social networks and platforms

From our website, we link to social networks and platforms without integrating their plug-ins into our website. As long as you do not click the link of the respective provider on our website, there will be no data transmission to the provider. After clicking one of the links, however, you will leave our website and your data will be sent to the appropriate provider, even if you are not logged in to the provider’s website.

These social networks and platforms are each offered by the following providers:

- LinkedIn Corporation (<https://www.linkedin.com/legal/privacy-policy>)
- Twitter International Company (<https://twitter.com/en/privacy>)
- Whatsapp (<https://www.whatsapp.com/legal>)
- Facebook (<https://www.facebook.com/terms>)
- YouTube (<https://policies.google.com/privacy>)
- VK (<https://vk.com/privacy>)

For more information concerning the purpose and scope of data collection, its further processing and use of the data by others as well as your rights in this regard and available configuration settings to protect your privacy, please refer to the respective privacy policies of the providers.

7. Recipient of personal data

Your personal data will only be forwarded by us to external recipients if this is necessary for processing or handling your request, or we have your consent, or any other legal provision allows us to do so.

In particular, external recipients can be:

- **Processors:** these are service providers that we ourselves use to provide our services, for example, regarding the technical infrastructure and maintenance of our Website. Such processors are carefully selected and regularly reviewed by us to ensure that your privacy is preserved. These service providers may only use your data for the purposes specified by us and in accordance to our instructions. In compliance with the statutory requirements of Art. 28 GDPR, we are entitled to use such processors.
- **Public bodies:** these are public authorities, state institutions and other public entities, such as supervisory authorities, courts, prosecutors or tax authorities. Personal data will only be relayed to such public authorities for legally binding reasons. Here, the legal basis for relaying such data may be Article 6 (1) (1) (c) GDPR.
- **Private agencies:** service providers and assistants to whom data is relayed on the basis of a legal obligation or for the safeguarding of legitimate interests, such as shipping service providers, payment service providers, tax consultants or event organisers. In this case the legal basis for relaying such data is of Article 6 (1) (1) (b), (c) and/or (f) GDPR.

8. Data processing in third countries

Provided that we transmit your data to third countries outside the EU or the EEA, as described above, we ensure that, notwithstanding legally permitted exceptions, the recipient either has an adequate level of data protection or your consent to the transfer of data. An appropriate level of data protection is ensured, for example, by an EU-US Privacy Shield certification of the recipient, the conclusion of EU standard contractual clauses or the existence of so-called Binding Corporate Rules (BCR).

9. Your rights

As a data subject, you have many rights. Specifically, these are the following:

- **Right to information** (Article 15 GDPR): you have the right to obtain information about the data we have stored about you.
- **Right to rectification and cancellation** (Articles 16 and 17 GDPR): you may request the correction of incorrect data and, insofar as the legal requirements are met, the deletion of your data.
- **Right to restriction of processing** (Article 18 GDPR): you can demand from us – as far as the legal requirements are met – that we limit the processing of your data.

- **Right to data portability** (Article 20 GDPR): if you have provided us with data based on a contract or your consent, you may, if the legal conditions are met, require that you receive the data you provide in a structured and standardized format or that we forward it to another responsible entity.
- **Right to object to data processing based on legitimate interests** (Article 21 GDPR): you have the right, for reasons arising from your particular situation, to object to our data processing at any time, insofar as these are based on legitimate interests within the scope of Article 6 (1) (1) GDPR. If you make use of your right to object, we will stop processing your data, unless we can provide compelling legitimate reasons for further processing, which outweigh your rights.
- **Revocation of consent** (Article 7 GDPR): if you have consented to the processing of your data, you can revoke it at any time with effect for the future. Your revocation does not affect the legality of hitherto completed data processing operations. If you wish to revoke your consent to the use of certain cookies, please refer to the information in section 7.
- **Right to lodge a complaint with a supervisory authority** (Article 77 GDPR): if you believe that the processing of your data violates applicable law, you can also lodge a complaint with the responsible supervisory authority. You may choose to contact either the Data Protection Authority responsible at your place of residence, your place of employment, or the location of the alleged breach, or the Data Protection Authority responsible for us. In our case, the supervisory authority responsible for data protection is the State Representative for Data Protection and Freedom of Information in Baden-Wuerttemberg (LfDI) in Germany, accessible at Königstrasse 10a, 70173 Stuttgart, Germany Tel: +49 711 615 5410, Fax: +49 711 615 54115, e-mail: poststelle@lfdi.bwl.de, website: <http://www.baden-wuerttemberg.datenschutz.de>

If you have any questions regarding the processing of your personal data, your rights or any consent given, we will be pleased to assist you. You can contact us under info@pro-ngo.org.

10. Amendments

From time to time, it may be necessary for us to adjust the content of this Privacy Policy. We reserve the right to make amendments to our Privacy Policy at any time. Should your consent be required for an amendment, we will ask for it. We will also publish the amended version of the Privacy Policy here. If you visit our Website again, you should therefore read the Privacy Policy again.

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