

Data Protection and Privacy Statement

Data protection is a major concern of afb Application Services AG, Landsberger Strasse 300, 80687 Munich. The processing of the data of our customers takes place exclusively in compliance with the applicable data protection regulations (e.g. DSGVO, BDSG-neu).

We collect and process personal data when you provide us with this information (e.g. by registering on the website, contact inquiries, surveys, etc.) and we are authorized to use and process it on the basis of your consent or on the basis of a legal provision collection.

If we receive personal data from other companies, you will be informed as soon as possible, at the very first contact. Also these data are stored and processed only on the basis of the legal regulations.

1 YOUR PERSONAL DATA

“Personal data“ means any information concerning the personal or material circumstances of an identified or identifiable individual (the data subject). This includes for example: your name, telephone number, postal and e-mail address.

2 WHAT DATA DO WE COLLECT WHEN YOU VISIT OUR WEBSITE?

The processing of personal data is necessary to achieve the above-mentioned purposes, including the execution of the (contractual) business relationship with you. Legal basis for the data processing is – as far as not anomalous indicated – article 6 (1) (b) and (f) of the General Data Protection Regulation or your expressly granted consent acc. Article 6 (1) (a) of the General Data Protection Regulation.

Insofar as the above data are to be further processed for an other purpose than the original data collection purpose, you will be informed of it before further processing. In this way, you have the opportunity to object to the processing of your data for another purpose.

Data of business customers:

We process the following data from our business partners:

- first and last name, business address, business telephone number, business mobile number, business fax number and business e-mail address;
- payment information required to process payment or fraud prevention, including credit card information and card verification numbers;
- other information required to be processed by us as part of a project or to execute a contractual relationship with us or voluntarily provided by our business partners, such as orders placed, requests made or project details;

- information collected from publicly available sources, information databases or credit bureaus.

When you visit this website, the web server captures and stores your IP-address. The collection and storage of this data is for technical reasons only, such as to eliminate malfunctions. No further use or analysis of this data takes place.

Beyond that we collect and store your personal data only if you have given us your express consent.

3 COOKIES

We use an analysis cookie when you visit this website. Cookies are small text files that are stored in your browser's cache. The stored cookie may for example contain information about your chosen language. Cookies further allow us to anonymously analyse your web surfing behavior by storing information such as the date and time of access, URL (address) of the referring site, which pages you visit, the type of browser and browser version, and your operating system.

Matching this data to a specific person is not possible. The data does not contain any information that could enable the identification of individual users.

You can choose to completely deactivate the use of cookies in the settings of your web browser. However, we would like to point out that as a result some areas of this site may no longer function or may not function to their full extent.

4 GOOGLE ANALYTICS

This website uses Google Analytics, a web analytics service provided by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States.

Google will use this information on behalf of the site operator (afb Application Services AG) for the purpose of evaluating your use of the website, compiling reports on website activity for the site operator and providing him other services relating to website activity and internet usage.

In addition, Google may transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. The IP-address that your Browser conveys within the scope of Google Analytics will not be associated with any other data held by Google. You may prevent the use of cookies by selecting the appropriate settings in your browser. If you do this you may not be able to use the full functionality of this website.

We point out that we use Google Analytics with the "_anonymizeIp ()" function, so that only a shortened IP address is processed in order to exclude the possibility of matching to a specific user.

You can opt-out from being tracked by Google Analytics with effect for the future by downloading and installing Google Analytics Opt-out Browser Add-on for your current web browser.

5 USING GOOGLE ADWORDS CONVERSION TRACKING

We use the online advertising program "Google AdWords" including Google AdWords Conversion Tracking, a tool used to analyze website traffic. When you click an ad delivered by a Google ad, a conversion tracking cookie is stored on your computer. These cookies expire after 30 days, do not contain personal data and cannot be used for personal identification.

If you visit certain pages of our website and the cookie has not yet expired, both Google and we recognize that you clicked the ad and proceeded to the selected page. Every Google AdWords advertiser is assigned a different cookie. This prevents tracking of cookies through the websites of different AdWords customers.

The information gathered using the conversion cookie is used to create conversion statistics for AdWords customers, who have decided to activate conversion tracking. Google provides customers with information about the total number of users who clicked on the ad and proceeded to a page marked by a conversion tracking tag. Customers do not receive any information that can personally identify users.

You can disable conversion tracking by setting your browser to block cookies from the following domain: "Googleadservices.com."

For more information on "Privacy" in the context of Google AdWords, follow this Link:
www.google.de/privacy_ads.html

6 SOCIAL PLUGINS

On our website so-called social plugins ("plugins") of the social networks Facebook, Google+, LinkedIn, the microblogging services Twitter are used. These services are offered by the companies Facebook Inc., Google Inc., Twitter Inc. and LinkedIn Inc. ("providers").

Facebook is operated by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA ("Facebook"). An overview of Facebook's plugins and their appearance can be found here:
<https://developers.facebook.com/docs/plugins>

Google+ is operated by Google Inc., 1600 Amphitheater Parkway, Mountain View, CA 94043, USA ("Google"). An overview of Google+'s plugins and their looks can be found here:
<https://developers.google.com/+web/>

Twitter is operated by Twitter Inc., 1355 Market St, Suite 900, San Francisco, CA 94103, USA ("Twitter"). An overview of the Twitter buttons and their appearance can be found here:
<https://twitter.com/about/resources/buttons>

LinkedIn is operated by LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA (hereafter "LinkedIn"). The LinkedIn plugins are identified by the LinkedIn logo or the "Recommend" button on our site.

When you visit a page of our website that contains such a plugin, your browser connects directly to the servers of Facebook, Google+, Twitter or LinkedIn. The content of the plugin is transmitted by the respective provider directly to your browser and integrated into the page. By integrating the plugins, the providers receive the information that your browser has accessed the corresponding page of our website, even if you do not have a profile or are currently not logged

in. This information (including your IP address) is transmitted by your browser directly to a server of the respective provider in the USA and stored there.

If you are logged in to one of the services, the providers can directly assign the visit to our website to your profile on Facebook, Google+, Twitter or LinkedIn. When you interact with the plugins, for example you press the like, the +1s, the tweet, comment button, the corresponding information is also transmitted directly to a server of the provider and stored there. The information will also be posted on these social networks and displayed to your contacts.

For the purpose and scope of data collection and further processing and use of the data by the providers as well as your related rights and setting options for the protection of your privacy, please refer to the privacy policy of the provider.

Privacy Policy of Facebook: <http://www.facebook.com/policy.php>

Privacy policy of Google+: <http://www.google.com/intl/de+/policy/+1button.html>

Privacy Policy of Twitter: <https://twitter.com/privacy>

Privacy notices of LinkedIn: http://www.linkedin.com/static?key=privacy_policy

If you do not want Google+, Facebook, Twitter or LinkedIn to directly associate the data collected through our website with your profile, you must log out of that service before visiting our website. You can also completely prevent loading the plugins with add-ons for your browser, for example with the script blocker "NoScript" (<http://noscript.net/>).

7 CONTACT FORMS

You can contact us directly by using the contact forms on this website. We collect, process, and use the data you provide via a contact form solely for the purpose of responding to your query.

8 NEWSLETTER REGISTRATION

We regularly provide registered users with a general newsletter and/or information concerning afb's specific topics (for example press releases, product information, updates on legal and regulatory issues).

If you have subscribed to our newsletter, we shall collect and use your personal data exclusively for the purpose of distributing information and our newsletter. If you wish to receive our information and newsletter, please follow the provided link "Register". You may choose your preferred method of communication: e-mail only or in addition also phone, fax and/or mail.

We apply the so-called double opt-in method. This means that you have to confirm your registration by clicking on a link in our confirmation email, before we add your contact details to our information and newsletter distribution list. To update your personal information, please follow the link "Update" on this website.

We will delete your data immediately, should you cancel your registration and withdraw your consent to receive our promotional information and newsletter (with effect for the future).

Please follow the link "unsubscribe" on this website, in order to discontinue your registration.

9 NEWSLETTER AND INFORMATION DISTRIBUTION

afb Application Services AG captures data from e-mails with the help of a technical service, the so-called List Provider. We use "MailChimp", a trademark of The Rocket Science Group Company LLC., to process and use the data. "MailChimp" is committed to the principles of data reduction and data economy (EU-U.S. Privacy Shield Framework: Active / Original Certification Date: 11/21/2016 Next Certification Due Date: 12/15/2018) and collects required data only. Privacy Shield Agreement is a special data protection agreement between the European Union and the United States. This agreement was concluded also with Switzerland (Swiss-U. S. Privacy Shield Framework: Active, Original Certification Date: 7/21/2017, Next Certification Due Date: 12/15/2018).

When your e-mail address is registered in our distribution list, it is also stored by the Provider ("MailChimp"). The initial purpose for storing this e-mail address is to send a message to the e-mail-address owner asking him/her to confirm the membership in the e-mail list ("double opt-in"). Subject to the owner's confirmation the e-mail address is permanently saved in the Provider's list and remain there until either the e-mail owner or afb Application Services AG (list operator) delete it.

The Provider must be able to demonstrate the e-mail address owner's consent in order to defend himself against a possible accusation of unsolicited e-mail distribution. For this purpose the Provider stores the date of entry in the list as well as the IP-address used to make the entry. The IP address is **not used** for any other purpose.

"MailChimp's" use of Google Analytics is permitted under the applicable law.

You can prevent tracking by Google Analytics by applying the available browser plug-ins (»**Cookies**: Google Analytics).

Storage time

In the case that with the enquiry e.g. during declaration of consent a storage time is not specified, the personal data will be deleted insofar as these are no longer required to fulfill the purpose of the storage, unless statutory retention requirements (e.g. trade and tax retention obligations) are against deletion.

10 HOW CAN YOU ACCESS AND CORRECT YOUR PERSONAL DATA

Affected rights: Right to information, correction, deletion or limitation of the processing of your personal data, right to object and data transferability

Upon request, we will inform you in written form, in accordance with applicable law, whether and which personal data we store in our company. If you are registered as a user, we offer you the opportunity to view your data and to change and delete it if necessary. If wrong information was stored in spite of the efforts of our company for data security and data correctness, we will correct these upon your request.

You are also entitled to demand that our company restrict the processing of personal data. In addition, you may require that you obtain the data you have provided to our company in a

structured, common and machine-readable format. You may also object to the processing of personal data by our company.

Furthermore you are entitled to request the deletion of your personal data, provided that statutory retention periods do not conflict. We will delete the data if we no longer need it for the purpose for which we collected and processed it, or if you revoke your consent and there is no other legal basis for the further processing of your data. In addition, we will delete this data if processing has been unlawful for reasons unknown to us, or you have objected to processing and no legitimate interests exist for processing. A deletion of your data takes place even if we are legally obliged to do it. Our company has also implemented technical measures to notify all recipients of your data about your request for deletion or correction. This only applies in the case that we have disclosed this data or made it public. All links, copies and replications of your personal data should be deleted.

If you have consented to the processing of your personal data, you have the right at any time, with effect for the future, to revoke your consent. The revocation of consent does not make data processing illegal in the past.

The data transfer to our company is voluntary. However, these data are required for the further conclusion of the contract or to answer your inquiries. Unless you want to disclose your information, the contract cannot be concluded or your requests will not be answered. The provision of the data is necessary for the conclusion of the contract.

You can submit your request to our data protection officer at the e-mail address datenschutzbeauftragter@afb.de.

You also have the right to complain to the relevant regulatory authority about the processing of data by our company. The data protection authority responsible for our company is: State Office for Data Protection Supervision, Promenade 27 (Schloss), 91522 Ansbach, Germany, Web: <http://www.lida.bayern.de>

Changes and Modifications

We reserve the right to update this Data Protection and Privacy Statement from time to time.

Date: April 2018