



## PRIVACY POLICY

We thank you for your interest in our website. Protecting your personal data is very important to us. Your personal data is processed and used in observance of the applicable statutory provisions, particularly the General Data Protection Regulation and the Data Protection Act, and exclusively for the relevant purpose. Below we inform you in detail about the nature, scope and purpose of the data processing:

### 1. Data controller

The data controller is TANNPAPIER GmbH. You can contact us by mail to Fabrikstrasse 48a, 4050 Traun or by email to [privacy@tanngroup.com](mailto:privacy@tanngroup.com).

### 2. Collection, processing and use of Personal Data

You can visit our site without providing any personal information. However, data is automatically stored in our log files which we receive from your browser (e.g. Chrome, Firefox, Safari, etc.) during your visit. This specifically means that the IP address is known, and a cookie is created on your computer. This cookie is used to analyse the use of our website (please see further details under Point 4).

We only collect, store and process your data to abide by our contractual and legal obligations and, if need be, to respond to legal claims resulting therefrom as well as for advertising purposes. We only process personal data that you voluntarily provide within the scope of a contractual relationship with us or when registering for our newsletter.

If you signed up for the newsletter separately, your email address will be used for internal advertising purposes until you unsubscribe from the newsletter. You can unsubscribe at any time without incurring costs other than the transmission costs according to the basic rates applied by your access provider.

We do not disclose any personal information to third parties unless this is permitted or required by law or expressly requested by you, for example in the course of service providers being used to fulfil your order (e.g. transport companies, logistics specialists, banks).

Conscious of the sensitivity of personal data, we take all legally prescribed measures to protect the personal data that is entrusted to us.

If you believe that the processing of your data violates the Data Protection Act or that your data protection rights were violated in some other way, you may lodge a complaint with the competent supervisory authority.





### 3. Access, rectification, erasure

In accordance with the Data Protection Act, you have the right to access information concerning your stored data as well as the right to the rectification, restriction or erasure of this data free of charge. Upon request made in writing, we are happy to provide you with information concerning stored data pertaining to you. Please make your request by mail to Fabrikstrasse 48a, 4050 Traun or by email to [privacy@tanngroup.com](mailto:privacy@tanngroup.com).

If your data which is processed by us is incorrect, please let us know so that we can rectify this without delay.

In the event that you no longer wish for your data to be processed or for it to no longer be processed to the previous extent, we kindly ask you to inform us of this by mail to Fabrikstrasse 48a, 4050 Traun or by email to [privacy@tanngroup.com](mailto:privacy@tanngroup.com), informally. We will promptly erase your data or restrict the processing of your data accordingly and contact you with this information. Should compelling legal reasons prevent erasure, we will inform you of this.

### 4. Use of cookies

On our website, we use what are referred to as cookies. Cookies are small files that are stored on your data carrier and that store certain settings and data to be exchanged with our system over your browser. This storage helps us design the website for you accordingly and makes it easier for you to use, for example by storing certain entries you have made so that you do not have to keep entering that information repeatedly.

Your local browser settings allow you to restrict the use of cookies, which may result in our services no longer functioning for you or only functioning for you in a restricted manner.

#### 4.1. Session Cookies

Session cookies are erased after you close your browser.

#### 4.2. Long Term Cookies

We also use cookies that remain on your hard drive. The expiration date is set to a date in the future for your convenience. During another visit, it will be recognised that you visited us before and what entries and settings you preferred (referred to as long term cookies).

