

Privacy Policy

I. Name and address of the person responsible

The person responsible according to the Basic Data Protection Regulation and other national data protection laws of the Member States as well as other provisions of data protection law is the:

German-Baltic Chamber of Commerce in Estonia, Latvia, Lithuania
Breite Str. 29
D-10178 Berlin
Germany
Phone: 00371 6732 0718
Email: info@ahk-balt.org
Website: www.ahk-balt.org

II. General information on data processing

1. Scope of processing of personal data

We process the personal data of our users only to the extent necessary to provide a functioning website as well as our content and services. The processing of personal data of our users regularly takes place only with the consent of the user. An exception applies in those cases in which it is not possible to obtain prior consent for actual reasons and the processing of the data is permitted by statutory provisions.

2. Legal basis for the processing of personal data

Insofar as we obtain the consent of the data subject for the processing of personal data, Art. 6 para. 1 lit. a EU Data Protection Basic Regulation (DSGVO) serves as the legal basis for the processing of personal data. Art. 6 para. 1 lit. b DSGVO serves as the legal basis for the processing of personal data required for the performance of a contract to which the data subject is a party. This also applies to processing operations that are necessary for the implementation of pre-contractual measures. If the processing is necessary to safeguard a legitimate interest of our company or a third party and if the interests, fundamental rights and fundamental freedoms of the data subject do not outweigh the first-mentioned interest, Art. 6 para. 1 lit. f DSGVO serves as the legal basis for the processing.

3. Data deletion and storage duration

The personal data of the data subject will be deleted or blocked as soon as the purpose of the storage no longer applies. In addition, the data may be stored if the European or national legislator has provided for this in EU ordinances, laws or other regulations to which the person responsible is subject. The data shall also be blocked or deleted if a storage period prescribed by the aforementioned standards expires, unless further storage of the data is necessary for the conclusion or performance of a contract.

III. Provision of the website and creation of log files

1. Description and scope of data processing

Each time our website is accessed, our system automatically collects data and information from the computer system of the accessing computer. The following data is collected:

- (1) Information about the browser type and the version used
- (2) The user's operating system
- (3) The user's Internet Service Provider
- (4) The user's IP address
- (5) Date and time of access
- (6) Websites accessed by the user's system through our website

2. Legal basis for the data processing

The legal basis for the temporary storage of data and log files is Art. 6 para. 1 lit. f DSGVO.

3. Purposes of data processing

The temporary storage of the IP address by the system is necessary to enable delivery of the website to the user's computer. For this purpose, the IP address of the user must remain stored for the duration of the session.

The data is stored in log files in order to ensure the functionality of the website. Moreover, the data is used to optimise the website and to ensure the security of our information technology systems. An evaluation of the data for marketing purposes does not take place in this context.

4. Storage duration

The data are deleted as soon as they are no longer required for the purpose of their collection. In the case of the collection of data for the purpose of providing the website, this is the case when the session in question has ended.

If the data is stored in log files, this is the case after seven days at the latest. A storage going beyond this is possible. In this case the IP addresses of the users are deleted or alienated, so that an assignment of the calling client is no longer possible.

5. Possibility of opposition and removal

The collection of data for the provision of the website and the storage of data in log files is mandatory for the operation of the website. Consequently, there is no possibility for the user to object.

IV. Use of Cookies

a) Description and scope of data processing

We use cookies to make our website more user-friendly. Some elements of our website require that the calling browser can be identified even after a page change. In this process no personal data is collected.

The following data is stored and transmitted in the cookies:

(1) fonts = Standard Cookie Variable which is used by us to reload the fonts into the browser when updating.

(2) fullcss = Standard Cookie Variable which is used by us to reload the CSS file in the browser during an update.

Maximum lifetime of cookies: 730 days

We also use cookies on our website, which enable us to analyse the surfing behaviour of our users.

In this way, the following data can be transmitted:

_ga = Unique identifier of Google Analytics to identify a user (composed of client_ID + time stamp) | Standard expiration time 2 years

_gat = Parameter which causes Google Analytics to reduce the query rate

_gid = Unique identifier from Google Analytics for identifying a user (composed of client_ID + time stamp) | Standard expiration time 24 hours. The user data collected in this way is pseudonymised by technical precautions.

Therefore, it is no longer possible to assign the data to the calling user. The data are not stored together with other personal data of the users.

When calling up our website, users are informed by an information banner about the use of cookies for analysis purposes and it is referred to this data protection declaration. In this context, there is also an indication as to how the storage of cookies in the browser settings can be prevented.

If you do not want tracking, you can deactivate it in the Google Analytics section of this privacy statement.

b) Legal basis for the data processing

The legal basis for the processing of personal data using technically necessary cookies is Art. 6 Abs. 1 lit. f DSGVO.

The legal basis for the processing of personal data using cookies for analysis purposes is Art. 6 Abs. 1 lit. a DSGVO if the user has given his consent.

c) Purposes of data processing

The purpose of using technically necessary cookies is to simplify the use of websites for users. Some functions of our website cannot be offered without the use of cookies. For these it is necessary that the browser is recognised also after a page change.

We require cookies for the following applications:

(1) fonts = Standard Cookie Variable which is used by us to reload the fonts into the browser when updating.

(2) fullcss = Standard Cookie Variable which is used by us to reload the CSS file in the browser during an update.

Maximum lifetime of cookies: 730 days

The user data collected by technically necessary cookies are not used to create user profiles.

The analysis cookies are used for the purpose of improving the quality of our website and its contents. The analysis cookies tell us how the website is used and enable us to continually optimise our services.

In this way, the following data can be transmitted:

_ga = Unique identifier of Google Analytics to identify a user (composed of client_ID + time stamp) | Standard expiration time 2 years

_gat = Parameter which causes Google Analytics to reduce the query rate

_gid = Unique identifier from Google Analytics for identifying a user (composed of client_ID + time stamp) | Standard expiration time 24 hours.

e) Storage duration, possibility of opposition and removal

Cookies are stored on the user's computer and transmitted to our site. Therefore, you as a user have full control over the use of cookies. You can deactivate or restrict the transmission of cookies by changing the settings in your Internet browser. Cookies that have already been saved can be deleted at any time. This can also be done automatically. If cookies are deactivated for our website, it is possible that not all functions of the website can be used to their full extent.

V. Newsletter

1. Description and scope of data processing

You can subscribe to a free newsletter on our website. When registering for the newsletter, the data from an input mask maintained with iFrame is transferred to the service provider for email marketing software providers commissioned by us.

The following data is collected:

- Title

- First name
- Last name
- Email address

In addition, the following data is collected during registration:

- Date and time of registration

Consent will be obtained for the processing of the personal data during the registration process and reference will be made to this data protection declaration. In connection with the data processing for the dispatch of newsletters, with the exception of the provider of the email marketing software, the data will not be passed on to third parties. The data will be used exclusively for the dispatch of the newsletter.

2. Legal basis for the data processing

The legal basis for the processing of the data by the user after registration for the newsletter is Art. 6 para. 1 lit. a DSGVO if the user has given his consent.

If the newsletter is sent as part of membership to the data registered with us in our database, the legal basis is Art. 6 para. 1 lit. b DSGVO.

3. Purposes of data processing

The collection of the user's email address serves to deliver the newsletter.

4. Storage duration

The data will be deleted as soon as it is no longer required for the purpose for which it was collected. The user's e-mail address will therefore be stored as long as the newsletter subscription is active.

5. Newsletter-Tracking

We use personalised newsletter tracking to optimise our newsletter offering. In addition to the email address, we also record the activities associated with the newsletter dispatch (click behaviour). See also point VI. Sub-point 6. MailChimp dispatch service provider.

6. Possibility of opposition and removal

The subscription of the newsletter can be cancelled by the affected user at any time. For this purpose, there is a corresponding link in every newsletter. Alternatively, you can also send us an email info@ahk-balt.org.

VI. Registration

(Application for membership, event registration, order of publications, contact)

1. Description and scope of data processing

On our website, we offer users the opportunity to register by providing personal data. The data is entered into an input mask, transmitted to us, and stored. The data will not be passed on to third parties.

The following data is collected as part of the registration process:

- Company/Organisation
- VAT-identification number
- Registration number
- Street and house number
- Postal code
- City
- Phone
- Website
- Company managing director
- NACE-Code
- Sector
- Brief company profile
- Number of employees
- Membership contact person
- Position in the company
- Contact person's email address
- Contact person's telephone number
- Billing address

The following data will also be stored at the time of registration:

- Date and time of registration
- Used browser
- Operating system

As part of the registration process, the user's consent to the processing of this data is obtained.

2. Legal basis of the data processing

The legal basis for the processing of the data is Art. 6 para. 1 lit. a DSGVO if the user has given his consent. If the registration serves the fulfilment of a contract to which the user is a party or the implementation of pre-contractual measures, the additional legal basis for the processing of the data is Art. 6 para. 1 lit. b DSGVO.

3. Purposes of data processing

A registration of the user is necessary for the fulfilment of a contract with the user or for the implementation of pre-contractual measures. Your registration can be an *application for membership* or a *registration for an event*.

Further information can be found in our information duties:

Information duty for applications for membership

Information duty for event registration



Information duty for contact form

Information duty for newsletter registration

Information duty for seminar registration

Information duty for publication orders

4. Storage duration

The data will be deleted as soon as they are no longer required to achieve the purpose for which they were collected. During the registration process for the fulfilment of a contract or for the implementation of pre-contractual measures, this is the case if the data are no longer required for the implementation of the contract. Even after the conclusion of the contract, it may be necessary to store personal data of the contractual partner in order to comply with contractual or legal obligations.

5. Possibility of opposition and removal

As a user you have the possibility to cancel the registration at any time. You can change the data stored about you at any time. To change or delete your data, please contact: joachim.veh@ahk-balt.org

If the data are necessary for the fulfillment of a contract or for the execution of pre-contractual measures, an early deletion of the data is only possible as far as contractual or legal obligations do not stand in the way of a deletion.

VII. Contact form and email contact

1. Description and scope of data processing

A contact form is available on our website which can be used for electronic contact. If a user takes this opportunity, the data entered in the input mask will be transmitted to us and stored.

At the time the message is sent, the following data will also be stored:

- Date and time of registration
- Used browser
- Operating system

Your consent will be obtained for the processing of the data as part of the sending process and reference will be made to this data protection declaration.

Alternatively, it is possible to contact us via the email address provided.

In this case, the personal data of the user transmitted with the email will be stored. The data will not be passed on to third parties in this context. The data will be used exclusively for the processing of the conversation.

2. Legal basis of the data processing

The legal basis for the processing of the data is Art. 6 para. 1 lit. a DSGVO if the user has given his consent. The legal basis for the processing of data transmitted in the course of sending an email is Art. 6 para. 1 lit. f DSGVO.

If the purpose of the email contact is to conclude a contract, the additional legal basis for the processing is Art. 6 para. 1 lit. b DSGVO.

3. Purposes of data processing

The processing of the personal data from the input mask serves us exclusively for the processing of the establishment of contact. In the case of contacting us by email, this also constitutes the necessary legitimate interest in the processing of the data. The other personal data processed during the sending process serve to prevent misuse of the contact form and to ensure the security of our information technology systems.

4. Storage duration

The data will be deleted as soon as they are no longer required for the purpose for which they were collected. For the personal data from the input mask of the contact form and those sent by email, this is the case when the respective conversation with the user has ended. The conversation is terminated when it can be inferred from the circumstances that the relevant facts have been conclusively clarified. The additional personal data collected during the sending process will be deleted after a period of three months at the latest.

5. Possibility of opposition and removal

The user has the possibility to revoke his consent to the processing of his personal data at any time. If the user contacts us by email, he can object to the storage of his personal data at any time. In such a case, the conversation cannot be continued. You can inform us in writing by email to info@ahk-balt.org of the revocation of your consent and of your objection to the storage of your personal data.

VIII. Disclosure of personal data to third parties

1. Website operators

Within the framework of order processing, personal data is passed on to the agency commissioned to operate the website and the technical service provider. The order agreement is regulated by a corresponding agreement with the service provider.

2. Social Media Sharing Button

General note: Social media plugins normally lead to every visitor of a page being immediately recorded by these services with his IP address and his further browser behaviour being logged. This can happen even if you do not press the button. To prevent this, we use the Shariff method. Our social media buttons only establish direct contact between the social network and you when you click on the respective share button. If you are already registered with a social network, in the cases of Facebook and Google+ this happens without another window. On Twitter, a pop-up window appears in which you can edit the text of the tweet. You can use it to publish



our content in social networks without them being able to create complete surf profiles.

Facebook

Our site uses plugins from the social network of Facebook Inc., 1 Hacker Way, Menlo Park, California 94025, USA. However, through the Shariff method, Facebook only learns about your IP address and your visit to our website after you have clicked the button. If you activate the plugin while logged into Facebook at the same time, Facebook can assign your use to your user account.

We have no knowledge of and no influence on the possible collection and use of your data by Facebook after that. You can find more detailed information in Facebook's privacy statement at de-de.facebook.com/policy.php. In addition, we refer you to our general presentation in this privacy statement for the general handling and deactivation of cookies.

Google+

Our site uses plugins of the social network Google+ Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States. However, using the Shariff method, Google only learns about your IP address and your visit to our website when you click on the button. If you activate the plugin while logged into Google+ at the same time, Google+ can assign your use to your user account.

We have no knowledge of and no influence on the possible collection and use of your data by Google+ after that. You can find more detailed information in Google's data protection declaration at www.google.de/intl/de/policies/privacy/. In addition, we refer to our general presentation in this data protection declaration for the general handling and deactivation of cookies.

Twitter

Our site uses plugins from the social network of Twitter Inc, 795 Folsom Street, Suite 600, San Francisco, CA 94107, USA. However, through the Shariff method, Twitter only learns about your IP address and your visit to our website after you have clicked the Re-Tweet button.

We have no knowledge of and no influence on the possible collection and use of your data by Twitter after that. For more information, please refer to Google's privacy policy at twitter.com/privacy. In addition, we refer you to our general presentation in this privacy statement for the general handling and deactivation of cookies.

Xing

Our site uses the Xing Share Plugin of the social network Xing, XING AG, Dammtorstraße 30, 20354 Hamburg, Germany. When you click this button, your browser connects to Xing to execute the functions of the plugin. However, Xing does not store any personal data about you, nor does it record your use via a cookie. You can find more detailed information in Xing's data protection declaration at www.xing.com/privacy. In addition, we refer you to our general presentation in this data protection declaration for the general handling and deactivation of cookies.

LinkedIn

Our site uses the LinkedIn Share Plugin of the social network LinkedIn LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland. If you press this button, your browser connects to LinkedIn to execute the functions of the plugin. However, LinkedIn does not store any personal data about you, nor does it record your use via a cookie. For more information, please refer to LinkedIn's privacy policy at www.linkedin.com/legal/privacy-policy. In addition, we refer you to our general description in this data protection declaration for the general handling and deactivation of cookies.

3. YouTube videos

We have occasionally included YouTube videos on our website, which are stored on the servers of the provider YouTube and can be played from our website via an embedding. The embedding of the videos takes place with the option for extended data protection settings activated. When you play these videos, YouTube cookies and DoubleClick cookies are stored on your computer and may transfer data to Google Inc., Amphitheater Parkway, Mountain View, CA 94043, USA, as the YouTube operator.

When playing videos stored on YouTube, at least the following data is transmitted to Google Inc. as YouTube operator and operator of the DoubleClick network: IP address and cookie ID, the specific address of the page called up by us, system date and time of call, identification of your browser. This information is transmitted regardless of whether you have a Google Account that you are logged in to or whether you do not have a User Account. If you are so signed in, Google may associate this information directly with your account. If you do not want to be associated with your profile, you must log out before activating the video play button.

YouTube or Google Inc. store this data as usage profiles and use it, if necessary, for the purposes of advertising, market research and/or the demand-oriented design of their websites. Such evaluation is carried out in particular (also for non-registered users) to provide demand-oriented advertising and to inform other users about your activities on our website. You have the right to object to the creation of these user profiles, whereby you must contact Google as the operator of YouTube to exercise this right.

4. Google Maps

This website uses Google Maps map software from Google Inc. By using this website, you consent to the collection, processing and use by Google and its agents of any data that may be collected automatically. Terms of use of Google Maps. Further information on the purpose and scope of data collection and processing by Google can be found on this information page.

5. Website analysis with Google Analytics

This website uses the service "Google Analytics", which is offered by Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA) for the analysis of website usage by users. The service uses "cookies" - text files that are stored on your terminal device. The information collected by the cookies is usually sent to a Google server in the USA and stored there. This website uses IP anonymisation. The IP address of the user is shortened within the member states of the EU and the European Economic Area. This abbreviation means that your IP address does not have to be referred to a specific person. Within the framework of the agreement on

the order data agreement, which the website operators have concluded with Google Inc., the latter uses the information collected to compile an evaluation of website use and website activity and provides services associated with Internet use.

You have the option of preventing the cookie from being stored on your device by making the appropriate settings in your browser. It is not guaranteed that you can access all functions of this website without restrictions if your browser does not allow cookies.

Furthermore, you can use a browser plug-in to prevent the information collected by cookies (including your IP address) from being sent to Google Inc. and used by Google Inc. The following link will lead you to the corresponding plugin:

tools.google.com/dlpage/gaoptout

Here you will find further information on the use of data by Google Inc.:

<https://support.google.com/analytics/answer/6004245?hl=en>

6. Dispatch service provider MailChimp

We use the MailChimp shipping service of Rocket Science Group, LLC, 675 Ponce De Leon Ave NE #5000, Atlanta, GA 30308, USA for sending mass mails and our newsletter.

MailChimp stores first and last name, company name and email address on MailChimp's servers in the USA for the purpose of sending on our behalf. MailChimp can use this data to optimise or improve its services, a passing on to third parties or the use of the data to send own emails by MailChimp does not take place.

MailChimp is certified under the US-EU data protection agreement "Privacy Shield" and undertakes to comply with EU data protection regulations. We have concluded a data processing agreement with MailChimp, under which MailChimp undertakes to protect the data of our users, to process this data on our behalf in accordance with the data protection provisions of MailChimp and not to pass it on to third parties. You can find MailChimp's privacy policy here: <https://mailchimp.com/legal/privacy/>. In addition, we refer to our general presentation in this data protection declaration for the general handling and deactivation of cookies.

The mass mails sent via MailChimp and the newsletter contain a so-called web beacon, which is called up by the MailChimp server when the mail or newsletter is opened. Here technical information, such as IP address and information about the browser, operating system and time of the call are collected. MailChimp uses this information for the technical improvement of its services. The web beacon can also be used to determine whether the mail/newsletter was opened by the recipient, when this happened and which links were clicked. This information can be assigned to the individual recipients. This information is used by us to identify the recipients' reading habits and to adapt the content accordingly.

IX. Rights of the data subject

According to the basic EU data protection regulation, you have the following rights: If your personal data are processed, you have the right to obtain information about the data stored about your person (Art. 15 GDPR).

Should incorrect personal data be processed, you have the right for correction (Art. 16 GDPR).



Deutsch-Baltische Handelskammer
in Estland, Lettland, Litauen

If the legal requirements are met, you can request the deletion or restriction of the processing and lodge an objection against the processing (Art. 17, 18 and 21 GDPR).

If you have consented to data processing or a data processing agreement exists, and data processing is carried out using automated procedures, you may be entitled to data transferability (Art. 20 GDPR).

If you make use of the rights mentioned above, the AHK Baltic States will check whether the legal requirements for this have been fulfilled.

In the case of complaints regarding data protection, you can contact the responsible supervisory authority:

Germany:

The Federal Commissioner for Data Protection and Freedom of Information
Husarenstrasse 30,
D-53117 Bonn, Germany
Phone: 0228 997799 - 0
Fax: 0228 997799 - 550
Email: poststelle@bfdi.bund.de Internet: poststelle@bfdi.bund.de
Internet: <http://www.datenschutz.bund.de>