

## PRIVACY POLICY ECKHARD SCHÖLZEL & PARTNER GBR

This privacy policy explains how, for what purpose, and to what extent we collect, store, and use personal data.

This policy has been created to the best of our knowledge and belief. **We provide all our services to support a dignified working life. This includes protecting your individual personality and your right to self-determination, as well as your right to use knowledge-oriented websites on the internet without being monitored and the authenticity of the information we provide. We do not use artificial intelligence in any way to manipulate, spread false information, or explore data. Therefore, we refrain from collecting and analyzing client and user data that could be collected behind the backs of our guests and clients.**

Below, we explain how we generally handle the personal data of our customers, clients, and interested parties, whether electronically or non-electronically. We then explain how we use the Internet and how we protect our customers, clients, and interested parties.

We comply with the legal provisions of the Federal Republic of Germany whenever we collect and use your personal data. Definitions of the terms used (e.g., "personal data" or "processing") can be found in Art. 4 GDPR.

### Inventory data / customer data

The use of our website does not require you to enter any personal data, unless you use the contact form. If you enter into a business relationship with us, conclude a contract with us, or establish business relations, we will store your details electronically. This also applies to changes to existing contracts.

Personal data will not be passed on to third parties without your express consent. We will only pass on data to authorities if we are obliged to do so by law (Germany, EU).

### Unauthorized access to data by third parties

Any storage of data in electronic storage systems involves the risk that unauthorized persons may gain access to your data or information, for example, the content of emails.

Our systems are secured by:

- Access control [No unauthorized access to data processing equipment]
  - Keys/controlled key assignment
- Access control [No unauthorized system use]
  - Access control to all applications via authentication with a secure password
  - Regulated password procedure (including special characters, minimum length, regular password changes)
- Access control [No unauthorized reading, copying, modification, or removal within the system]
- We send our emails in encrypted form (SSL/TLS).
- We send personal test results and other confidential documents in paper form marked "Personal, Confidential," by registered mail if necessary.

Our IT hardware is protected against unauthorized access in physical spaces and via the Internet with professional security software from ESET. ESET privacy policy:

<https://www.eset.com/de/datenschutzerklarung/>

All electronically stored data and documents that we generate from, with, and for our customers are secured multiple times by creating encrypted backups daily in our own business premises. We use software from Acronis for this purpose.

### **Privacy policy for the creation of a TMS profile (TMS = Team Management Systems Development International™)**

Team Management Services GmbH, Ernst-Ludwig-Ring 2, 61231 Bad Nauheim, supports the management consultant (accredited trainer) in conducting training and coaching that includes the creation of Margerison-McCann Team Management Profiles ("TMS"). Team Management Profiles are written feedback reports based on a questionnaire completed by a client either electronically or by hand.

Team Management Services GmbH declares its obligations regarding data protection here: <https://team.energy/meta/datenschutz/>

We ourselves protect our clients' personal data (personal details and questionnaire results (TMS, VMI)) in addition to the general provisions in a special manner, which we will send to you in advance during the personal consultation.

### **Privacy policy for the creation of a VMI profile**

Data collection and the creation of VMI profiles are carried out by Values Technology's German contractual partner, Santa Cruz (USA), in Munich. Data protection is covered by the privacy policy provided here, which includes the relationship with the German contractual partner.

### **ZOOM privacy policy for the use of web-based services for audio/video conferencing**

We use the services of ZOOM to provide our services (coaching, seminars, training) remotely. ZOOM respects the legal requirements of the European General Data Protection Regulation. <https://support.zoom.us/hc/en-us/articles/360000126326-Official-Statement-EU-GDPR-Compliance>

ZOOM's privacy policy covers the personal data of our clients when they use ZOOM services with us. <https://zoom.us/privacy>

We do not store communications with our conversation partners, clients, or customers. In exceptional cases, we will obtain express permission at the beginning and end of the relevant meeting directly in the recording.

### **Microsoft's privacy statement for the use of Microsoft software and data storage in Microsoft OneDrive**

We use Microsoft software and storage that is monitored and maintained via the Internet or organized in the "OneDrive" cloud. Microsoft guarantees the protection of its customers' data in its own statement: <https://privacy.microsoft.com/de-DE/privacystatement>

In addition, Microsoft explains how it handles data storage in the cloud: <https://www.microsoft.com/en-us/trustcenter>. We comply with all security measures recommended by Microsoft.

## Our website

...is provided by the provider 1und1 IONOS SE. This provider is subject to European law and publishes its privacy policy here: <https://mein.ionos.de/privacy-overview>

## Website access data

The website provider collects data about access to the website on the basis of our legitimate interest (see Art. 6 para. 1 lit. f. GDPR) and stores this data as "server log files" on the website server. The following data is logged:

- Website visited
- Time of access
- Amount of data sent in bytes
- Source/reference from which you accessed the page
- Browser used
- Operating system used
- IP address used

The server log files are stored for a maximum of 7 days and then deleted. The data is stored for security reasons, e.g. to investigate cases of misuse. If data must be retained for evidence purposes, it will be excluded from deletion until the incident has been finally clarified.

## Cookies

This website uses only functional cookies to ensure optimal functionality and user experience. Below you will find information about the cookies used, including their names, purposes, and expiration times.

| Cookie                  | Purpose                           | Expiration |
|-------------------------|-----------------------------------|------------|
| algoliasearch-client-js | Enable search on the website      | 1 year     |
| wpEmojiSettingsSupports | Support for emoji settings        | 1 year     |
| qtrans_front_language   | Language settings for the website | 1 year     |

## Handling of comments and posts

If you leave a post or comment on this website, your IP address will be stored. This is done on the basis of our legitimate interests within the meaning of Art. 6 para. 1 lit. f. GDPR and serves the security of us as the website operator: If your comment violates applicable law, we may be prosecuted, which is why we have an interest in the identity of the author of the comment or post.

## Networking

Our website is continuously being developed. In the future, services from well-known Internet service providers may be integrated, whose privacy policies we will make available here if applicable.

## Privacy policy for the use of YouTube

I have embedded YouTube videos on my website. This allows me to present interesting videos directly on my site. YouTube is a video portal that has been a subsidiary of Google since 2006. The video portal is operated by YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA. When you visit a page on my website that has a YouTube video embedded, your browser automatically connects to the YouTube or Google servers. Various data is transferred (depending on your settings). Google Ireland Limited (Gordon House, Barrow Street Dublin 4, Ireland) is responsible for all data processing in Europe.

Below, I will explain in more detail what data is processed, why I have integrated YouTube videos, and how you can manage or delete your data.

### Why do we use YouTube videos on our website?

YouTube is the video platform with the most visitors and the best content. I strive to offer you the best possible user experience on my website. With the help of my embedded videos, I provide you with additional helpful content alongside my text and images.

### What data is stored by YouTube?

As soon as you visit one of my pages that has a YouTube video embedded, YouTube sets at least one cookie that stores your IP address and my URL. If you are logged into your YouTube account, YouTube can usually associate your interactions on my website with your profile using cookies. This includes data such as session duration, bounce rate, approximate location, technical information such as browser type, screen resolution, or your internet service provider. Additional data may include contact information, any ratings, sharing content via social media, or adding content to your favorites on YouTube.

If you are not logged into a Google account or YouTube account, Google stores data with a unique identifier linked to your device, browser, or app. This allows your preferred language setting to be retained, for example. However, much interaction data cannot be stored if fewer cookies are allowed.

### How long and where is the data stored?

The data that YouTube receives from you and processes is stored on Google's servers. Most of these servers are located in the US. Your data is distributed across these servers. This makes the data faster to access and better protected against manipulation.

Google stores the collected data for different lengths of time. You can delete some data at any time, some data is automatically deleted after a limited period of time, and some data is stored by Google for a longer period of time. Some data (such as items from "My Activity," photos or documents, products) stored in your Google account will remain stored until you delete it. Even if you are not logged into a Google account, you can delete some data associated with your device, browser, or app.

### How can you delete your data or prevent data storage?

Regardless of whether you have a Google account, you can configure your browser to delete or disable Google cookies. Depending on which browser you use, this works in different ways. The following instructions show you how to manage cookies in your browser:

- [Chrome: Delete, enable, and manage cookies in Chrome](#)

- Safari: Manage cookies and website data with Safari
- Firefox: Delete cookies to remove data that websites have stored on your computer
- Internet Explorer: Delete and manage cookies
- Microsoft Edge: Delete and manage cookies

If you do not want cookies at all, you can set your browser to notify you whenever a cookie is about to be set. This allows you to decide whether to accept or reject each cookie individually. As YouTube is a subsidiary of Google, there is a joint privacy policy. If you would like to learn more about how your data is handled, we recommend that you read the privacy policy at <https://policies.google.com/privacy?hl=de>.

## **YouTube Subscribe button Privacy Policy**

I have integrated the YouTube Subscribe button on my website. You can usually recognize the button by the classic YouTube logo. The logo shows the words "Subscribe" or "YouTube" in white lettering on a red background, with the white "play icon" to the left. However, the button may also be displayed in a different design.

My YouTube channel offers you interesting and informative videos on a regular basis. With the integrated "Subscribe button," you can subscribe to my channel directly from my website and do not need to visit the YouTube website. I want to make it as easy as possible for you to access my comprehensive content. Please note that YouTube may store and process your data as a result.

If you see a built-in subscription button on my site, YouTube will set at least one cookie, according to Google. This cookie stores your IP address and our URL. YouTube may also obtain information about your browser, your approximate location, and your default language.

## **Trademarks and brand names**

If trademarks and brand names are mentioned on this website, they are subject without restriction to the provisions of the applicable trademark law and, where applicable, the ownership rights of the respective registered owners.

## **Use of contact details**

The use of contact data published in the imprint or elsewhere for commercial advertising is expressly not desired, unless the provider has given its prior written consent or a business relationship already exists. The provider and all persons named on this website hereby object to any commercial use and disclosure of their data.

## **Your rights**

You can request information from us at any time, free of charge, about what data we have stored about you or a pseudonym you have used and what it is used for.

You have the right to correct, delete, or restrict the processing of your data. If your request does not conflict with a legal obligation to retain data (e.g., data retention), you have the right to have your data deleted.

Data stored by us will be deleted if it is no longer necessary for its intended purpose and there are no legal retention periods. If deletion cannot be carried out because the data is

required for permissible legal purposes, data processing will be restricted. In this case, the data will be blocked and not processed for other purposes.

If you have any requests or questions regarding data protection, please contact us at the address given in the footer or in the legal notice on the website.

### Applicable law

The data protection for which we are responsible is governed exclusively by the laws of the Federal Republic of Germany.

\*\*\*\*\*

I have read and understood this privacy policy and accept it as the basis for our cooperation.

First name \_ Last name .....\_.....

Company / Organization .....

Department .....

Function / Role .....

Signature .....