## Privacy Policy Christoph Piotrowski - PM Consulting

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## 1 Name and address of the person responsible

The person in charge within the meaning of the data protection regulation and other national data protection laws of the Member States, as well as other data protection regulations is

Christoph Piotrowski - PM Consulting c/o IP-Management #4710 Ludwig-Erhard-Str. 18 20459 Hamburg

Email: piotrowski@mirrorlake.eu

Phone: +49 151 12458089 Website: www.mirrorlake.eu

## 2 General information about personal data processing

#### 2.1 Scope

In principle, we process personal data only to the extent necessary to provide a functioning website, our products and services. This is done in compliance with data protection regulations and only if a legal requirement allows us to do so or if you have given your consent.

#### 2.2 Legal basis

Insofar as we obtain the **consent of the data subject for processing of personal data**, Art. 6 (1) (a) of the EU General Data Protection Regulation (GDPR) serves as the legal basis.

The processing of personal data necessary for the performance of a contract to which the data subject is a party serves as the legal basis for Article 6 (1) (b) of the GDPR. This also applies to processing operations required to carry out pre-contractual actions.

Insofar as the processing of personal data is necessary to **fulfill a legal obligation** that our company is subject to, Art. 6 (1) (c) GDPR serves as the legal basis.

In the event that **vital interests** of the data subject or any other natural person require the processing of personal data, Article 6 (1) (d) of the GDPR serves as the legal basis.

If processing is necessary to safeguard the legitimate interests of our company or a third party and if the interests, fundamental rights and freedoms of the data subject do not outweigh the former interest, then Article 6 (1) (f) GDPR serves as the legal basis for the processing.

#### 2.3 Data deletion and storing duration

The personal data of the data subject will be deleted or blocked as soon as the purpose of the storage is obsolete. In addition, such storage may be provided for by the European or national

legislator in EU regulations, laws or other regulations to which the responsible is subject. Blocking or deletion of the data also takes place when a storage period prescribed by the standards mentioned expires, unless there is a need for further storage of the data for conclusion of a contract or fulfillment of the contract.

## 3 Personal data processing

#### 3.1 Visiting our Web site www.mirrorlake.eu

Each time our website is accessed, the system of our Internet service provider automatically collects data and information from the computer system of the calling computer, which can be stored in log files. Log information includes the IP address of the device used to access the website or service, the type of browser you access, the website you have previously visited, your system configuration, and the date and time information. IP addresses are stored only to the extent necessary to provide the services. Otherwise, the IP addresses are deleted or anonymized.

Our internet service provider is STRATO AG. Their privacy policy can be viewed here: https://www.strato.de/datenschutz/

The legal basis for the temporary storage of data and log files is Article 6 (1) (f) GDPR.

The temporary storage of the IP address by the system is necessary to allow delivery of the website to the computer of the user. To do this, the user's IP address must be kept for the duration of the session. In addition, users' IP addresses for detecting and blocking attacks in log files are stored for a maximum of seven days

The data will be deleted as soon as it is no longer necessary for the purpose of its collection. In the case of collecting the data for providing the website, this is the case when the respective session is completed.

The collection of data for the provision of the website and the storage of the data in log files is essential for the operation of the website. There is consequently no contradiction possible.

#### 3.2 E-Mail contact

It is possible to contact is via the E-Mail address provided. In this case, personally identifiable information (PII) with the email of the user are stored. In this context, there is no transfer of data to third parties. The data are used solely for the processing of the conversation.

Legal basis for the processing of the data transferred in the course of sending e-mail is Article 6 (1) (f) GDPR. The mail contact aimed at the conclusion of a contract, additional legal basis for the processing is Article 6 (1) (b) GDPR.

The of personal data processing is done only to process you contact request.

The data will be deleted when they are no longer necessary for the achievement of the purpose of their collection.

The user has the possibility to withdraw their consent for the processing of personal data at any time. For the revocation, a short email to <a href="mailto:piotrowski@mirrorlake.eu">piotrowski@mirrorlake.eu</a> with the request to delete the personal data ranges including a the contradiction of the storage is sufficient.

#### 3.3 Newsletter

If you license one of our products, we will store your email address and information about your license (license period, product name, license type, email address of a contact person, company name). This information is used to inform you about information and new versions of your product. In addition, direct e-mail could be sent notifying about similar products or services you already use or have bought from us. In connection with the processing of data for the sending of newsletters, there is no disclosure of the data to third parties. The data will be used exclusively for sending the newsletter.

The legal basis for sending the newsletter as a result of the sale of goods or services is section 7 (3) UWG (German "Law against Unfair Competition").

The data will be deleted as soon as it is no longer necessary for the purpose of its collection.

Subscription to the newsletter may be terminated at any time by the user concerned. Just send a short mail to the sender of the newsletter. Other ways to unsubscribe from the newsletter are included in each newsletter.

#### 3.4 YouTube

Our site uses plugins YouTube page powered by Google. Operator of this website is YouTube, LLC, 901 cherry Ave., San Bruno, CA 94066, USA.

We use YouTube plugins, which however have been embedded with the "setting of extended data protection". The sole visit of our website does not send any personal data to YouTube. Only by clicking the videos a connection to the servers of YouTube is made transferring personal data. In this case the YouTube server might be informed about pages you have visited. If you are logged in to your YouTube account you allow YouTube to associate your surfing behaviour directly to your personal profile. You can prevent this by you log out from your YouTube account.

For more information about the handling of user data, in the data protection declaration of YouTube at: <a href="https://www.google.de/intl/de/policies/privacy">https://www.google.de/intl/de/policies/privacy</a>

#### 3.5 Atlassian® marketplace

We offer software products on the Atlassian® marketplace at <a href="https://marketplace.atlassian.com">https://marketplace.atlassian.com</a>. To install the software and later to purchase it, you must send data to Atlassian®. This data transfer is carried out in accordance with the data protection policy of Atlassian®: <a href="https://www.atlassian.com/legal/privacy-policy">https://www.atlassian.com/legal/privacy-policy</a>

We do not send any personal data from you to Atlassian<sup>®</sup>.

#### 3.6 Atlassian services (Jira®, Confluence®, Bitbucket®)

We use SaaS ("software as a service") products from Atlassian®. These are "cloud" hosted solutions such as Jira®, Confluence® or BitBucket®. For example, for the documentation of our products, we use these products. Also, we allow you to communicate products, bug reports, or requests for changes to us through these products.

Using these cloud services is on your own choice and in accordance with the privacy policy of Atlassian®: <a href="https://www.atlassian.com/legal/privacy-policy">https://www.atlassian.com/legal/privacy-policy</a>.

We do not send any personal data from you to Atlassian.

#### 3.7 Profiling and automated decision making

There is no automated decision making based on your personal data. An evaluation of personal aspects (profiling) does not take place.

## 4 Privacy rights

Each person concerned has the right for information under Article 15 of the GDPR, the right of correction under Article 16 GDPR, the right to cancellation under Article 17 GDPR, the right to restriction of processing under Article 18 GDPR, the right to object under Article 21 GDPR and the right to data portability under Article 20 GDPR.

With regard to the right of access and the right of cancellation, the restrictions under sections 34 and 35 BDSG apply. In addition, there is a right of appeal to a competent data protection supervisory authority (Article 77 GDPR in conjunction with section 19 BDSG).

# 5 Information about your right of objection in accordance with Article 21 GDPR

#### 5.1 Law of contradiction in individual cases

You have the right, at any time, to object to the processing of personal data relating to you under Article 6 (1) (e) or (f) of the GDPR for reasons arising from your particular situation.

If you object, we will no longer process your personal information unless we can establish compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is for the purpose of enforcing, pursuing or defending legal claims.

#### 5.2 Right of objection against processing of data for direct marketing purposes

If the personal data relating to you are processed in order to operate direct mail, you have the right to object at any time to the processing of your personal data for the purposes of such advertising.

If you object to processing for direct marketing purposes, your personal information will no longer be processed for these purposes.

### 5.3 Receiver of an objection

The opposition can be done informally via email with the subject "Objection", stating your name and email address to <a href="mailto:piotrowski@mirrorlake.eu">piotrowski@mirrorlake.eu</a>.