

data protection declaration of BDLI

(November 2010)

We take protecting your data seriously	<p>Thank you for visiting our website. We are delighted that you are interested in our association and our services. We take protecting your personal data very seriously, and we want you to feel secure with regard to the information you give us when you visit our website. For us, complying with German data security law is a matter of course.</p> <p>We want you to know what data we collect at BDLI while you are visiting our website, when we collect it and how we use this information. We have taken technical and organisational measures that ensure that data protection regulations are observed by us and by any service providers we work together with.</p>
Personal data	<p>Personal data is information about your identity. This includes your name, your address and telephone number, and your email address. You don't have to divulge personal information in order to be able to use our internet site. But in some cases we need your name and address, and further information so that we can provide you with the services you require.</p> <p>The same applies when we want to give you information material you have ordered, or when we need to answer your questions. We will always tell you when this is necessary. We only store or process data you have provided us voluntarily.</p>
Using your personal data	<p>As a rule, we only use the personal data you have provided us with to answer your queries or to provide you with access to specific information. We, or one of the service providers we work with, may also want to use this information to provide you with information about our services, or about products that may interest you. We never give personal information to third parties or use it for other purposes.</p>
Using your personal information for specific purposes	<p>The personal information you provided us with will only be used for the specific purpose requested by you. We will not give your details to third parties without your permission.</p> <p>Personal data is only shared with public authorities and government institutions when this is stipulated by law, or when we are forced to do so by a court of law. Our staff and any service providers we work with are bound to confidentiality and to observing the regulations of the Federal German Data Protection laws.</p>
Automatically collected non-personal data	<p>When you visit our website, we store certain information for administration and technical reasons. These are: the name of the site visited, the browser and operation system used, the date and time of access, the search engine used, the name and IP address of downloaded files.</p> <p>This data remains anonymous and it is used solely for statistical purposes and to improve our website and online services. This anonymous data is stored separately from personal data on</p>

	secure systems and allows no inference on individual persons. This means that your personal details are protected at all times.
Cookies	<p>If you visit our website, we might store information on your computer in the form of cookies. Cookies are small files that are sent from an internet server to your browser and stored on your computer's hard drive. Only the internet protocol address is stored in this process, and no personal data is involved. The information stored on cookies means you will be automatically recognised next time you use our website, so you will find our site easier to navigate.</p> <p>You can, of course, visit our website without using cookies. If you don't want us to recognise your computer next time you visit us, you can prevent cookies from being stored simply by setting your browser to "do not accept cookies." Find out how to do this in your browser's operating instructions. If you do choose not to accept cookies, you may have difficulty in accessing certain parts of our site.</p>
Children	Children under the age of 18 should not pass any information on to us without the permission of their parents or guardians. We never request personal data from children or under-aged persons.
Safety	We have put technical and administrative safety measures in place in order to protect your personal data against loss, destruction, manipulation and unauthorised access. All our employees and service providers are bound by the Federal Data Protection regulations.
Links	Links from our website to other websites are not covered by this data protection declaration. We do our best to ensure that any links on our site meet up to our standards. However, we have no control over the content of these sites and cannot guarantee that they comply with our data protection standards. We therefore advise you to check the data protection declarations on the sites you visit.
Changes to our data protection regulations	We reserve the right to alter our data safety and protection regulations if and when this becomes necessary as a result of new technology. In these cases, we will alter the data protection advice. Please make sure that you always use the current version of the data protection regulations.
Right to information	Please contact us at any time if you want to know what kind of personal data we have stored about you. To receive this information, please write to BDLI Data Protection Friedrichstrasse 60, 10117 Berlin Deutschland or send an email to datenschutz@bdli.de .
Right of objection	In addition, you may at any time withdraw your permission for us to collect and store your personal data. If you want to do this, please write to BDLI Data Protection Friedrichstrasse 60, 10117 Berlin Deutschland or send an email to datenschutz@bdli.de

**Questions, Suggestions,
Complaints**

If you have any questions about this data protection declaration or about the processing of your personal details, you can contact our data security inspector Mrs. Claudia Schmidt-Nitz BDLI Friedrichstrasse 60, 10117 Berlin Telephone+49 (30) 20 61 40 35 or by email nitz@bdli.de. She will be glad to help you if you need information or have any complaints.