



## Privacy

### **Privacy Policy Statement for the arvato digital services website**

Protecting our users' personal data is an important concern for our company. All of arvato digital services web activities comply with European legislation and the GBDe Recommendations issued in September 2001. This privacy policy governs the treatment of the information arvato digital services gathers on you when you visit this website.

#### **Collection and Processing of Personal Data**

Personal data is information that identifies you, e.g. your name, your address, e-mail or postal addresses. arvato digital services does not collect personal data from you except when you specifically provide it, e.g. when ordering information material.

#### **Use and Divulgence of Personal Data**

arvato digital services will use your personal data exclusively for purposes of technical Web site administration, to give you access to special information, or for general communication with you. arvato digital services will neither sell your personal data to third parties nor market it elsewhere. The employees of arvato digital services are duty-bound to respect the confidentiality of your data and abide by Bertelsmann's Codes of Conduct.

#### **Freedom of Choice**

You control the information you provide arvato digital services about yourself. However, if you choose not to share your information with arvato digital services, please be aware that you may be unable to access some of the areas of the Web site. If your personal information changes (e.g. zip code, e-mail, postal address), please e-mail the changes to arvato digital services in order to correct or update your personal data.

#### **Automatically recorded information (non-personal data)**

When you access the arvato digital services Web site, general non-personal information (Internet browser used, number of visits, average time spent on site, pages viewed) is recorded automatically (not as part of registration). This information is used to gauge our Web site's appeal and to improve its content and functionality. Your data is not processed any further nor is it transmitted to third parties.

#### **Cookies**

Cookies are tiny files that are temporarily stored on your hard disk, enabling our site to recognize your computer the next time you visit the arvato digital services Web site. arvato digital services uses Cookies exclusively to collect information concerning the use of our Web site. Cookies contain no personally identifiable data, so the protection of your

privacy is ensured. Depending on your settings, your Internet browser will automatically accept Cookies. However, you may change your browser settings at any time and choose to access arvato digital services Web site without accepting Cookies.

### **Security**

arvato digital services takes great care to ensure the security of personal data. Your data is conscientiously protected from loss, destruction, distortion/falsification, manipulation and unauthorized access or unauthorized disclosure.

### **Minors**

arvato digital services strongly advises all parents and guardians to teach their children safe and responsible handling of personal data on the Internet. Minors should not transmit any personal data to arvato digital services Web sites without the permission of their parents or guardians. arvato digital services will never knowingly collect personal data from minors, or use it in any way, or disclose it to third parties without permission.

### **Links to other websites**

This statement on privacy protection applies for the [www.arvatodigitalservices.com](http://www.arvatodigitalservices.com) website hosted by arvato digital services. The Web pages in this homepage may contain links to other providers within and outside the arvato AG, to which this privacy protection statement does not extend. When you leave arvato digital services Web site, please be aware of and read the privacy statements of each and every Web site that collects personally identifiable information.

### **Right to information**

If you have questions concerning our privacy protection policy or how your personal data is processed, please feel free to contact our Privacy Protection representative.

Bertelsmann AG  
Data Protection Department  
Norbert Brinkschneider  
Carl-Bertelsmann-Str. 270  
33311 Gutersloh  
Germany  
E-Mail: [norbert.brinkschneider@bertelsmann.de](mailto:norbert.brinkschneider@bertelsmann.de)

Upon request, you will promptly be informed - in writing and pursuant to applicable legislation - which of your personal data, if any, was collected during your visits to arvato digital services websites.

### **Notification of changes**

Any changes to our privacy policy will be posted to this privacy statement, the homepage, and any other places we deem appropriate.

