

Data Protection Declaration

Declaration of consent for processing personal data on the websites of **top itservices AG**

This Data Protection Declaration explains how top itservices AG uses your personal data to comply with the data protection regulations.

The document is meant to inform persons concerned about how their personal data are being processed within the meaning of Section 13 GDPR.

This GDPR Privacy Notice applies to the websites of top itservices AG:

www.top-itservices.com

www.expertenportal.top-itservices.com

www.timerec.top-itservices.com

www.derkarrierenavigator.com

www.topteecs.de

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1 Preamble

We consider the protection of personal data by our company, in particular the protection of the confidentiality, integrity and availability of your data, as being our duty which is regularly monitored by the executive board, the data protection officer and other persons at top itservices AG.

The executive board is aware of the utmost importance of data security and its personal responsibility. By introducing, implementing and continuously improving our data protection management system we want to highlight the importance which the processing of personal data has for us.

2 Data Protection Management

To enable us to securely process your personal data we have closely integrated our data protection policy with our company policy. That is why you will also find information about our data protection concept and our technical and organisational measures in this data protection declaration.

You will find these and other documents in the subject area "Data Protection" at our Website. [-here-](#)

The responsible authority within the meaning of data protection legislation is:

top – itservices AG, Leiter Marketing, Inselkammerstraße 1, 82008 Unterhaching

3 Recording General Information

When you access our website, information of a general nature will be automatically recorded. This information (Server-Logfiles) consists of the type of web browser being used, the operating system, the domain name of your Internet service provider and the like. This is exclusively information which does not contain any personal reference to yourself. This information is required for technical reasons to accurately provide you with the content from websites and is compulsory when using the Internet. We evaluate such anonymous information statistically to enable us to optimise our Internet presence in the background.

We have selected a provider who exclusively operates servers on the territory of the Federal Republic of Germany and concluded an agreement with this provider to process the order pursuant to Section 28 GDPR to also ensure that your data are secured against the operator of the server of our website.

4 Cookies

As is the case with many other sites, we also use so-called "Cookies". These are small files which are transferred to your terminal by a website server. This file automatically provides us with certain data which allows us to provide functions or perform certain analyses.

Cookies cannot be used to start programs or to transmit viruses to a computer. The information contained in the Cookies allows us to facilitate your navigation and enables us to display our websites correctly.

In no case will the data we have recorded be transmitted to third parties or a link to personal data be made without your consent.

You can of course also view our site without Cookies. Internet browsers are adjusted so that they will accept Cookies. You can however deactivate the use of Cookies at any time through the setting of your browser. Please refer to the help function of your Internet browser to find out how you can change this setting. Please note that individual functions of our website might not function when you have deactivated the use of Cookies.

5 SSL Coding

To protect the security of your data during the transmission we use the latest technology in coding procedures (e. g. SSL) via HTTPS.

6 Comment Function

When users leave comments in the Blog, along with this information also the time that they were created and the previously selected user name of the visitor to our site is stored. This is being done for security reasons since we could otherwise be accused of displaying unlawful content on our site, which also includes content created by visitors to our site.

7 Newsletter

When you register to subscribe to our newsletter, the data provided by you will be exclusively used for this purpose. Subscribers may also be informed about circumstances by E-Mail which are relevant for the service or for the registration (for example changes to the newsletter service or technical information).

To effectively register we require your valid E-Mail address. To check if a registration was actually carried out by the owner of an E-Mail address we use the "Double-opt-in" procedure. For this purpose we will record the subscription to the newsletter, the transmission of a confirmation mail and the receipt of the requested answer. Additional data will not be collected. The data will be exclusively used to send the newsletter and not passed on to third parties.

To handle the forwarding of the newsletter we will also be using a mail service. Currently this is "MailChimp" of the "The Rocket Science Group LLC d/b/a" (hereinafter: "The Rocket Science Group") based in Atlanta, USA.

To ensure the security of your data we have entered into an agreement with The Rocket Science Group for the processing of orders pursuant to Section 28 GDPR while at the same time "The Rocket Science Group" has subordinated and certified itself to the US-EU Privacy Shield, with a protection level corresponding to the European data protection level having also been reached in the USA.

You can check the privacy notice of The Rocket Science Group LLC for MailChimp [-here-](#).

Please note that the use of MailChimp means that your personal data (name, E-Mail address) will be processed in a third country outside of the European Economic Area, in this case in the USA.

In addition the success of the newsletter mails will be measured for analysis purposes, i.e. the opening and clicking behaviour of such mails will be traced and evaluated.

You may withdraw your consent to having your personal data stored and your subscription to the newsletter cancelled at any time without stating a reason with effect for the future. For this purpose you will find a corresponding link in each newsletter. You can also always notify us of such a request by using the contact option available at the end of the data protection information.

Of course, in addition to the right of withdrawal of your consent, you have all other data subject rights, as described under point 21.

8 Contact Form

If you contact us by E-Mail or through a contact form, we will exclusively use the information you have provided us with to process your enquiry and store it for any possible follow-up questions.

9 Registering on Our Website

When registering to use our personalised services some personal data will be collected such as name, address, contact as well as communication data such as phone number and E-Mail address. If you have registered with us, you may access content and services which we only offer registered users. Registered users may also when required change or delete the data provided when they registered. We will of course at all times inform you about personal data which we have stored. We will gladly correct or delete these at your request as long as this is not opposed by any statutory obligations to preserve business records. To contact us in this regard please use the contact information provided at the end of this data protection declaration.

10 Deleting or Blocking Data

We will be observing the principles of data reduction and data economy. We will only be storing your personal data for as long as this is necessary to accomplish the purpose mentioned here or for as long as this is foreseen by law. After the respective purpose has been achieved or these deadlines have lapsed, the corresponding data will be routinely blocked or deleted in keeping with the statutory regulations.

11 Use of Google Analytics

This website uses Google Analytics, a web analysis service of Google Inc. (hereinafter: Google). Google Analytics uses so-called "Cookies", i.e. text files that are stored on your computer and which enable an analysis of your use of the site. As a rule, the information generated by the Cookie about your use of this site will be transmitted to a server of Google in the USA where

it will be stored. By triggering the IP anonymisation on this site, your IP address will however be shortened by Google within the member countries of the European Union or in other treaty countries of the European Economic Area. Only in exceptional cases will the complete IP address be transmitted to a server of Google in the USA and shortened there. On behalf of the operator of this Website, Google will be using this information to analyse your use of the site and to compile reports on the site activities and to provide other services associated with the use of the website and the Internet towards the site operator. The IP address transmitted from your browser within the limits of Google Analytics will not be combined with other data from Google.

Although you can prevent having Cookies stored by adjusting your browser software accordingly, please note that in this case you will also possibly be unable to completely use all functions of this website. You can also prevent Google from recording the data related to your use of the site (incl. your IP address) produced by the Cookie and from processing this data by downloading and installing the browser plugin available under the following link: [Browser-Add-on zur Deaktivierung von Google Analytics](#).

In addition or as an alternative to the browser add-on you can also prevent the tracking performed by Google Analytics on our pages by [clicking this Link](#). In this case an Opt-Out-Cookie will be installed on your equipment which will prevent the recording by Google Analytics for this site and for this browser in future for as long as the Cookie remains installed on your browser.

12 Use of Script Libraries (Google Webfonts)

To display our content accurately and in a graphically pleasing manner for all browsers, we use script libraries and font libraries such as Google Webfonts (<https://www.google.com/webfonts/>) on this website. Google Webfonts are transferred to the cache of your browser to avoid a repeated loading. If the browser does not support Google Webfonts or if it prevents its access, the content will be displayed in a standard font.

The selection of script libraries or font libraries will automatically trigger a connection to the operator of the library. Although theoretically it could occur here that the operator will be collecting corresponding library data, at the moment it is not clear whether this will occur and for what purposes it could possibly happen.

The data protection guideline of the Google library operator libdata protection can be inspected here: <https://www.google.com/policies/privacy/>

13 Use of Google Maps

This site uses Google Maps API to visually display geographic information. With the use of Google Maps, Google also collects, processes and uses data about the use of the map functions by visitors. Further information about the processing of data by Google is available at [Google data protection information](#). In the data protection centre that is located there you can also change your personal data protection settings.

Additional information about the administration of your own data relating to Google products [is available here](#).

14 Imbedded YouTube-Videos

We will be embedding Youtube videos on some of our websites. The operator of the corresponding plugins is YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA. If you visit a site with the YouTube plugin, a connection will be established to a Youtube server. In this case Youtube will be informed about the sites that you visit. When you have logged into your Youtube account, Youtube can personally ascribe your surf behaviour. You can prevent this by logging out of your Youtube account beforehand.

When a Youtube video is started, the provider will use Cookies which will collect information on the user behaviour.

Persons who have deactivated the storage of Cookies for the Google-Ad-program will also not have to consider such Cookies when they view Youtube videos. Youtube however also stores non-personal user information in other Cookies. If you wish to prevent this, you will have to block the browser from storing Cookies.

Additional information about data protection by „Youtube“ is available in the provider's data protection declaration at: <https://www.google.de/intl/de/policies/privacy/>

15 Social Plugins

We are providing you with the use of the following "Social-Media-Buttons" on our website. To protect your data we are implementing this service together with the solution „Shariff“. By this means the buttons on the site are only being incorporated as a graphic display with a link to the corresponding services of the respective provider. By clicking the graphic display you will be transferred to the services of the respective provider. Only then will your data be sent to the respective provider. Insofar as you do not click onto the graphic display, there will be no exchange between you and the providers of the social media buttons. Information about the collection and use of your data in the social networks is available in the respective user conditions of the corresponding provider. Additional information about the Shariff solution is available at: <http://www.heise.de/ct/artikel/Shariff-Social-Media-Buttons-mit-Datenschutz-2467514.html>

On our website we have included the social media buttons of the following companies:

- Facebook Inc. (1601 S. California Ave - Palo Alto - CA 94304 - USA)
- Twitter Inc. (795 Folsom St. - Suite 600 - San Francisco - CA 94107 - USA)
- Google Plus/Google Inc. (1600 Amphitheatre Parkway - Mountain View - CA 94043 - USA)
- XING AG (Gänsemarkt 43 - 20354 Hamburg - Deutschland)
- LinkedIn Corporation (2029 Stierlin Court - Mountain View - CA 94043 - USA)

16 Google AdWords

Our website uses Google conversion tracking. If you have accessed our site through an advertisement placed by Google, Google AdWords will place a Cookie on your computer. The Cookie for the conversion tracking is set when a user clicks onto an advertisement placed by Google. These Cookies become invalid after 30 days and are not used to identify people. If a user visits specific pages on our website and the Cookie has not lost its validity, we as well as Google can

see that the user has clicked onto the advertisement and that he was transferred to this page. Each Google AdWords customer will receive a different Cookie. Cookies can therefore not be traced through the websites of AdWords customers. The information obtained with the help of conversion Cookies are used to produce conversion statistics for AdWords customers who have chosen to use conversion tracking. The customers are informed about the total number of users who have clicked on their advertisement and have been transferred to a page containing a conversion tracking tag. However, they will not be receiving any information with which they can identify a user personally.

- *If you do not want to participate in this tracking, you can refuse the placement of a Cookie required for this purpose – i.e. the browser setting which will generally deactivate the automatic placement of Cookies, or else you can adjust your Browser so that Cookies will be blocked by the domain "googleleadservices.com".*
- Please note that you may not delete the opt-out Cookies as long as you do not want any recording of measurement data. If you have deleted all your Cookies in the browser, you will have to reset the respective opt-out Cookie.

17 Use of Google Remarketing

This site uses the remarketing function of Google Inc. This function is used to present targeted advertisements to site visitors within the Google promotional network. A so-called "Cookie" is stored on the browser of the site visitor which enables the visitor to be recognised again when he selects websites which belong to Google's advertising network. Advertisements can be presented to the visitor on these pages which relate to content which the visitor has already selected on websites which use Google's remarketing function. According to its own information, Google will not be collecting any personal data during this process. If you nevertheless do not wish to use Google's remarketing function, you can deactivate it at any time by carrying out the corresponding adjustments at <http://www.google.com/settings/ads>. Alternatively you can deactivate the use of Cookies for targeted advertising through the advertising network initiative by following the instructions at http://www.networkadvertising.org/managing/opt_out.asp.

18 Use of Mouseflow

This website uses Mouseflow, a web analytics tool of Mouseflow ApS, Flaesketoerret 68, 1711 Copenhagen, Denmark, to collect and store data for marketing and optimization purposes. From the data, pseudonymised usage profiles can be created. Randomly selected individual visits (only with anonymized IP address) are recorded. Randomly selected individual visits (only with anonymized IP address) are recorded. The result is a log of mouse movements and clicks with the intention of randomly sampling individual website visits and deriving general improvements for the website. The data collected by Mouseflow will not be used to personally identify the visitor to this website and will not be merged with personal data about the bearer of the pseudonym without the specific consent of the data subject. If you do not want a recording, you can globally disable a recording on any of the websites that use Mouseflow for your current browser at the following link:

mouseflow.com/opt-out

19 Changes to Our Data Protection Provisions

We reserve the right to amend this data protection declaration as required so that it will at all times conform to the current legal requirements. We also reserve the right to make changes to our services in the data protection declaration, e. g. by introducing new services. The new data protection declaration will then apply during your next visit.

20 Group of Companies, Group Mergers

Top itservices AG is part of the ABLE Group. As a member of the ABLE Group your personal data, e.g. for fulfilling contractual commitments, can be transmitted to other units of our group of companies or processed by these units. A unified standard of data protection is ensured within the ABLE Group.

If in future top itservices AG merges with other companies or top itservices AG decide to establish subsidiary companies, your consent declaration in this data protection declaration will retain its validity insofar as a data protection level corresponding to this data protection declaration is ensured.

21 Your Rights as a Person Concerned

As the person affected by the processing of your personal data you have the following rights towards us as the processing authority:

- The right to have your personal data being processed by us corrected and, if necessary, amended
- The right to obtain precise information about the handling of your personal data being processed by us
- The right to information concerning your personal data being processed by us
- The right to have your personal data deleted and "forgotten"
- The right to restricting the processing of your personal data
- The right to data transferability
- The right to object to having your personal data processed
- The right to withdraw an already granted consent with effect for the future
- The right to complain to the competent regulatory authority for data protection

You may exercise your rights simply by making a statement by E-Mail to datenschutz@top-itservices.com or via Fax +49 89 95468-199.

In processing your request we have a legal period for giving our opinion of four weeks which in exceptional cases can be extended by a further four weeks. We will attempt to completely answer your request within the first four weeks upon receipt.

Please note that through the statutory storage periods we may still be obliged to store certain personal data of yours even after you have applied to have these deleted or "forgotten".

The regulatory authority for data protection responsible for us is:

Bayerisches Landesamt für Datenschutzaufsicht (BayLDA)

You may contact the regulatory authority by mail:

Postfach 606
91511 Ansbach
Deutschland

or by phone:

+ 49 981 53 1300

22 Data Protection Official

You may contact the top itservices AG data protection officials as follows:

By mail:

Datenschutzbeauftragter der top itservices AG
c/o activeMind AG
Potsdamer Str. 3
80802 München

By phone: +49 - 89 – 91 92 94 900

E-Mail: datenschutz@top-itservices.com

23 Validity

This data protection declaration will take effect for an unlimited time after it has been announced. This data protection declaration will be superseded with the announcement of a successor data protection declaration.

Announced on: 01/24/2019

24 Annex: Overview of the Cookies Being Used

The following Cookies are being used on our pages:

www.top-itservices.com (incl. subdomains)

Cookie Name	Type	Category	Storage Period	Processing Country	Description
CookieConsent	HTTP	Necessary	1 year	Germany	Stores the user's consent status for Cookies on the current domain
fe_typo_user	HTTP	Necessary	Session	Germany	Retains the user's conditions with all page enquiries
CookieConsent-BulkTicket	HHTTP	Preferences	1 year	Ireland	Activates the Cookie-consent for several sites
lang	HTTP	Preferences	Session	Ireland	Stores the language version selected by the user of a web page
@@History/@@scroll #	HTML	Statistics	Session	USA	Used by youtube for tracing the use of embedded services
_ga	HTTP	Statistics	2 years	USA	Registers an unequivocal ID, which is used to generate statistical data on the user's use of the website
_gat	HTTP	Statistics	Session	USA	Used by Google Analytics to limit the request rate
_gid	HTTP	Statistics	Session	USA	Registers an unequivocal ID, which is used to generate statistical data on the user's use of the website
ads/ga-audiences	Pixel	Marketing	Session	USA	Used by Google AdWords to gain visitors likely to turn into customers because of their online behaviour during visits to other websites
bcookie	HTTP	Marketing	2 years	USA	Used by the social networking service LinkedIn to trace the use of embedded services
BizoID	HTTP	Marketing	179 days	Ireland	Used by the social networking service LinkedIn to trace the use of embedded services
bscookie	HTTP	Marketing	2 years	USA	Used by the social networking service LinkedIn to trace the use of embedded services
fr	HTTP	Marketing	3 months	Germany	Used by Facebook to display a series of advertising products, e.g. real

					time offers of third advertisers
GPS	HTTP	Marketing	Session	USA	Used by youtube to register unequivocal ID on mobile devices to facilitate tracking based on the geographic GPS location
lidc	HTTP	Marketing	Session	USA	Used by the social networking service LinkedIn to trace the use of embedded services
Mouseflow	Pixel	Marketing	2 years	EEA	Used to track the mosue's movements to optimize the website.
personalization_id	HTTP	Marketing	2 years	USA	Used by the short message service Twitter to trace the use of embedded services
PREF	HTTP	Marketing	8 months	USA	Registers an unequivocal ID used by Google to produce statistics on how the visitor uses YouTube videos on different websites
tr	Pixel	Marketing	Session	Germany	Used by Facebook to display a series of advertising products, e.g. real time offers of third advertisers
UserMatchHistoy	HTTP	Marketing	179 days	Ireland	Used by the social networking service LinkedIn to trace the use of embedded services
VISI-TOR_INFO1_LIVE	HTTP	Marketing	179 days	USA	Attempts to assess the user fluctuation margin on pages with integrated YouTube-videos
YSC	HTTP	Marketing	Session	USA	Registers an unequivocal ID to obtain statistics on which YouTube videos the user has viewed
i/adsct	Pixel	Marketing	Session	USA	Used by the short message service Twitter to trace the use of embedded services

Cookie Name	Type	Category	Storage Period	Processing Country	Description
CookieConsent	HTTP	Necessary	1 year	Germany	Stores the user's consent status for Cookies on the current domain
PHPSESSID	HTTP	Necessary	Session		Retains the user's conditions during all page enquiries
_ga	HTTP	Statistics	2 years	USA	Registers an unequivocal ID, which is used to generate statistical data on the user's use of the website
_gat	HTTP	Statistics	Session	USA	Used by Google Analytics to limit the request rate
_gid	HTTP	Statistics	Session	USA	Registers an unequivocal ID, which is used to generate statistical data on the user's use of the website
collect	Pixel	Marketing	Session	USA	Used to send data to Google Analytics about the visitor's device and behaviour. Tracks the visitor across devices and marketing channels.
_gd#	HTTP	Unclassified	Session		

www.toptecs.de

Cookie Name	Type	Category	Storage Period	Processing Country	Description
CookieConsent	HTTP	Necessary	1 year	Germany	Stores the user's consent status for Cookies on the current domain
fe_typo_user	HTTP	Necessary	Session	Germany	Retains the user's conditions with all page enquiries
lang	HTTP	Preferences	Session	Ireland	Stores the language version selected by the user on a web page
_ga	HTTP	Statistics	2 years	USA	Registers an unequivocal ID, which is used to generate statistical data on the user's use of the website
_gat	HTTP	Statistics	Session	USA	Used by Google Analytics to limit the request rate
_gid	HTTP	Statistics	Session	USA	Registers an unequivocal ID, which is used to generate statistical data on the user's use of the website
fr	HTTP	Marketing	3 months	Germany	Used by Facebook to display a series of advertising products, e.g. real

					time offers of third advertisers
bscookie	HTTP	Marketing	2 years	USA	Used by the social networking service LinkedIn to trace the use of embedded services
lidc	HTTP	Marketing	Session	USA	Used by the social networking service LinkedIn to trace the use of embedded services.
Mouseflow	Pixel	Marketing	2 years	EEA	Used to track the mosue's movements to optimize the website.
ads/ga-audiences	Pixel	Marketing	Session	USA	Used by Google AdWords to gain visitors likely to turn into customers because of their online behaviour during visits to other websites
BizoID	HTTP	Marketing	179 days	Ireland	Used by the social networking service LinkedIn to trace the use of embedded services
UserMatchHistoy	HTTP	Marketing	179 days	Ireland	Used by the social networking service LinkedIn to trace the use of embedded services
tr	Pixel	Marketing	Session	Germany	Used by Facebook to display a series of advertising products, e.g. real time offers of third advertisers
cookieconsent_dismissed	HTTP	Unclassified	1 year	Germany	Stores the user's consent status for Cookies on the current domain