

## Data protection

### Data protection provisions regulating use of 'ContentCube®'

Note: 'ContentCube®' is the trade name of the service under contract of ContentCube GmbH

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#### 1. Personal information and dissemination of information

Every time you visit the ContentCube® Website, your IP address, domain and web browser version is automatically identified by us. This information is not used to identify you personally. Your IP address is used to help us spot possible problems within our internal server and internet connections. This information is not passed on to third parties nor is it employed for commercial purposes. On occasions, this information is recorded internally and used for evaluation purposes to help us improve the performance of our service.

When you register, you communicate personal data to us such as your name, e-mail address etc. This information is used primarily for the login process in order to identify you within our service. The individual user account is based on e-mail addresses. We do not disclose these e-mail addresses to anybody. Users are free to choose not to receive e-mails and other publicity materials; for more details see Point 4 *Optional registration facility*. ContentCube GmbH reserves the right to use the registered information for its own sales and marketing activities unless the User has expressly declined consent to do so.

As soon as you have logged on to the ContentCube® Website you can input your personal details such as name, title, company or organization, postal address, telephone and fax numbers in the 'Settings' field. This information can only be viewed by users that you have selected within a project and may be seen by us in your user account. We do not pass on this information to anybody nor is it sold to third parties or used for marketing purposes.

During the registration process on the ContentCube® Website you transmit personal data such as name, e-mail address, postal address and telephone number etc. This information is used for invoicing and whenever we need to contact you if there are questions regarding your user account. This information may be discreetly passed on by us under the terms of confidentiality agreements to possible partners which carry out invoicing tasks, collect outstanding amounts and carry out credit card payments etc. This information is not sold to third parties nor is it used for marketing purposes and the partners of ContentCube GmbH will under no circumstances contact the users registered in our system for their own ends. The information is merely recorded by ContentCube GmbH and kept in our possession.

It is clear to see on the ContentCube® Website whether the information is provided on a voluntary or obligatory basis. If the User provides optional information, he/she may benefit from prompter telephone, mobile telephone or fax support services.

You can access other websites using the links on the ContentCube® Website. ContentCube GmbH is not responsible for the data protection regulations or the content of such websites. Therefore, your attention is drawn to the disclaimer notice on the ContentCube® Website.

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#### 2. Cookies

We use cookies to store your e-mail address and your language preferences thus sparing you the task of retyping this information every time you visit the ContentCube® Website or use our service. Cookies are also used when you are logged on to store session data. Please note that our offer requires the mandatory use of cookies when logging on; that is to say, you will not be able to use our services if you have not allowed your browser to accept cookies.

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#### 3. Security

We are well aware of the importance our customers attach to security. We ensure that all information that you input or upload when using our services is treated in a secure fashion. You may choose to have all communications between your computer and our servers encoded using SSL encoding technology. In addition, all the passwords for your user account are stored using an encoded format.

This service offer contains security measures designed to protect the information under our control from loss, misuse and modifications. Internally, your personal data is restricted to those employees who strictly require access to this data in order to carry out their tasks. All employees must sign comprehensive confidentiality agreements with us. Employees are not authorized to obtain access to your project data or to content that has been uploaded. Moreover, our comprehensive security processes effectively prevent anyone (including our employees) from gaining access to this information. This information may only be viewed by persons who you have selected within a given project. Backups are regularly made of user and project data and these backups are stored in an encoded form and securely archived.

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#### 4. Optional registration facility

During registration, when the User activates our services and whenever he is logged on to the ContentCube® Website, he may modify the user option and choose not to receive marketing information from us. To change your user option settings, go to personal preferences by clicking on 'My account' and selecting 'Contact settings'.

Registered users who do not use this facility receive regular newsletters with information about our services. We may use such information to contact users to carry out customer surveys or for sales or marketing purposes.

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#### 5. Modification

To modify the information in your user account, log onto the ContentCube® Website with your user name and password. Go to your personal settings by clicking on the link 'My account' and update the fields that are displayed above under the various tabs.

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#### 6. Deactivation

This facility allows users to remove their information stored on our databank, choose not to receive any further information in the future or cease to use our services and close the user account.

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#### 7. Changes to these provisions

ContentCube GmbH reserves the right to modify or supplement these data protection provisions at any time without giving any reason. Users will be notified about changes to the data protection provisions on the ContentCube® Website, through our newsletter or by e-mail.

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#### 8. Displaying data protection provisions

You can recall and print these data protection provisions from any page of the ContentCube® Website by selecting the link 'Data protection'.

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#### 9. Google Analytics

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

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