

## **Privacy policy**

Gema Martínez Méndez owns this website. I have done the design and I am responsible of the contents (see *Site notice* for further details)

### **Overview about privacy policy**

#### **General**

The following gives a simple overview of what happens to your personal information when you visit our website. Personal information is any data with which you could be personally identified. Detailed information on the subject of data protection can be found in our privacy policy found below.

### **Data collection on our website**

#### **Who is responsible for the data collection on this website?**

The data collected on this website are processed by the website operator whose contact details can be found in site notice.

#### **How do we collect your data?**

1. When you provide it to us. This could, for example, be data you enter in a contact form.
2. Automatically by our IT systems as soon as you enter our website. These data are primarily technical data such as the browser and operating system you are using or when you accessed the page.

#### **What do we use your data for?**

Part of the data is collected to ensure the proper functioning of the website. Other data can be used to analyse how visitors use the site.

#### **What rights do you have regarding your data?**

You always have the right to request information about your stored data, its origin, its recipients, and the purpose of its collection at no charge. You also have the right to request that it be corrected or deleted. If you have accepted a consent for sharing your data, you can revoke or withdraw it any time. If needed, you may appeal at the competent regulatory authorities.

You can contact us at any time using the address given in the site notice if you have further questions about privacy policy and data protection.

### **Hosting and content delivery networks (CDN)**

#### **External hosting**

This website is hosted by an external service provider (Host). The personal data that is collected on this website are stored on the servers of the host. This may involve IP addresses, contact requests, meta and communication data, contract data, contact data, names, website accesses and other data generated via a website.

The use of the host is for the purpose of fulfilling the contract with potential and existing customers (Art. 6 para. 1 lit. b DSGVO) and in the interest of safety, speed and provision efficiency of a potential (inexistent yet) online offer by a professional provider (Art. 6 para. 1 lit. f DSGVO).

The host will only process your data to the extent that this is necessary for the fulfilment of its service obligations and in accordance with our instructions.

#### **Conclusion of a contract on order processing**

In order to guarantee processing in accordance with data protection regulations, we have signed a contract about order processing with our host.

### **General notes and compulsory information**

#### **Data protection**

The operators of this page take the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the legal data protection regulations as well as those of this privacy policy.

When you use this website, various personal data is collected. Personal data is data by which you can be personally identified. The present Privacy policy explains what data is collected and the use it is made it for. It also explains how and for what purpose.

We would like to point out that data transmission on the Internet (e.g. when communicating by e-mail) may have security gaps. A complete protection of the data against access by third parties is not possible.

### **Note on the responsible body**

The person responsible for data processing on this website is

Gema Martínez Méndez  
Mainstrasse 5  
28199, Bremen  
Phone: +49 (0) 15773815235  
e-mail: gema@martinez-mendez.com

The responsible body is the natural or legal person who, alone or jointly with others, is responsible for the purposes and means of processing personal data (e.g. names, e-mail addresses, etc.)

### **Revocation of your consent to data processing**

Many data processing operations are only possible with your express consent. You may revoke your consent at any time with future effect. An informal email making this request is sufficient. The data processed before we receive your request may still be legally processed.

### **Right of objection against the collection of data in special cases and against Direct advertising (Art. 21 DSGVO)**

IF THE DATA PROCESSING IS CARRIED OUT ON THE BASIS OF ART. 6 ABS. 1 LIT. E OR F DSGVO FOR REASONS ARISING FROM A PARTICULAR SITUATION YOU HAVE THE RIGHT TO WITHDRAW THE PROCESSING OF YOUR PERSONAL DATA AT ANY TIME. THIS SHALL ALSO APPLY TO AN OBJECTION BASED ON THESE PROVISIONS; THE RELEVANT LEGAL BASIS ON WHICH PROCESSING IS BASED, REVOKE THIS DATA PROTECTION DECLARATION

IF YOU REVOKE YOUR DECLARATION, WE WILL NO LONGER PROCESS YOUR PERSONAL DATA, IT WILL BE DELETED UNLESS WE CAN ESTABLISH COMPELLING REASONS FOR PROCESSING SUCH AS PROTECTION OF YOUR INTERESTS, RIGHTS AND FREEDOMS PREVAIL OR THAT THE PROCESSING SERVES THE PURPOSE OF ASSERTING, EXERCISING OR DEFENDING LEGAL CLAIMS (CONTRADICTION ACCORDING TO ART. 21 PARA. 1 DSGVO).

SHALL YOUR PERSONAL DATA BE PROCESSED FOR THE PURPOSE OF DIRECT ADVERTISING, YOU HAVE THE RIGHT TO OBJECT AT ANY TIME TO THE PROCESSING OF YOUR DATA RELATED TO THE PURPOSE OF SUCH ADVERTISING THE SAME APPLIES TO PROFILING, INSOFAR AS IT IS CONNECTED WITH SUCH DIRECT ADVERTISING OR A CONNECTION IS ESTABLISHED. IF YOU OBJECT, YOUR PERSONAL DATA WILL BE DELETED AND SUBSEQUENTLY NO LONGER USED FOR THE PURPOSE OF DIRECT ADVERTISING (OBJECTION BY TYPE. 21 ABS. 2 DSGVO).

### **Right of appeal to the competent superior authority**

In case of infringements of the DSGVO, those affected have a right of appeal to the competent superior authority, in particular in the Member State of regular residence, work place or the location of the suspected infringement. The right of appeal is without prejudice to any other administrative or judicial remedies.

### **Right to data portability**

You have the right to access the data collected on the basis of your explicit consent or in fulfilment of an automatic contract and hand it over to a third party in a machine-readable format. If you do not wish the data to be transferred directly to another person responsible this shall only be done to the extent that it is technically feasible.

## **SSL or TLS encryption**

This site uses SSL or TLS encryption for security reasons and for the protection of the transmission of confidential content, such as the inquiries you send to us as the site operator. You can recognize an encrypted connection in your browser's address line when it changes from "http://" to "https://" and the lock icon is displayed in your browser's address bar.

If SSL or TLS encryption is activated, the data you transfer to us cannot be read by third parties.

## **Information, blocking, deletion**

Within the framework of the existing laws, you have the right to be provided at any time with information free of charge about any of your personal data that is stored as well as its origin, the recipient and the purpose for which it has been processed. You also have the right to have this data corrected, blocked or deleted. You can contact us at any time using the address given in our legal notice if you have further questions on the topic of personal data.

## **Right to limit processing**

You have the right to request the restriction of the processing of your personal data. To do so, you can contact us at any time at the address given in the site note. The right of restriction applies in the following cases:

1. If you claim that your personal data stored with us is not correct, we normally need time to proof it. For the duration of the examination period, you have the right to request restriction of the processing of your personal data.
2. If the processing of your personal data was/is carried out unlawfully, you may demand the restriction of data processing instead of deletion.
3. If we no longer need your personal data, but you do need it for exercising defence or assertion of legal claims, you have the right to request the restriction of the processing of your personal data instead the deletion.
4. If you have lodged an objection in accordance with Art. 21 Paragraph 1 DSGVO, a compromise between your interests and ours should be considered. As long as it is not yet clear whose interests overcome you have the right request the restriction of the processing of your personal.

If you have restricted the processing of your personal data, this data may be – except regarding their storage – use only with your explicit consent, or for the exercise or use of your defence in legal claims or to protect the rights of another natural or legal person or for reasons of important public interest of the European Union, or of a Member State.

## **Opposition to promotional e-mails**

We hereby expressly prohibit the use of contact data published in the context of website legal notice requirements with regard to sending promotional and informational materials not expressly requested. The website operator reserves the right to take specific legal action if unsolicited advertising material, such as email spam, is received.

Data collection on our website

## **Cookies**

Our Internet pages may use so-called "cookies". Cookies are small text files and are aimed at your terminal device. You are either temporarily protected for the duration of a session (session cookies) or permanently (permanent cookies) stored on your end device. Session cookies are automatically deleted after the end of your visit. Permanent cookies remain on your end device until you delete it yourself or until it is automatically deleted by your web browser.

In some cases, cookies from third-party companies may also be stored on your end device if you enter our site (third party cookies). These enable us or you to use certain Services of the third-party company (e.g. cookies for the processing of payment services).

Cookies have various functions. Many cookies are technically necessary, since certain website functions would not work without them (e.g. the shopping cart function or the display of videos). Other cookies are used to evaluate user behaviour or display advertisements.

Cookies, which are necessary for the execution of the electronic communication process (necessary cookies) or for Provision of certain functions that you have requested (functional cookies, e.g. for shopping cart function) or to optimize the website (e.g. cookies to measure the web audience) are stored on the basis of Art. 6 para. 1 lit. f DSGVO, provided that no other legal basis is indicated. The website operator has a legitimate interest in the storage of cookies for the technically error-free and optimized provision of its services. If a consent to the storage of cookies has been requested, the storage of the relevant cookies exclusively on the basis of this consent (Art. 6 para. 1 lit. a DSGVO); the consent is can be revoked at any time.

You can set your browser so that you are informed about the setting of cookies and allow cookies only in individual cases, exclude the acceptance of cookies for specific cases or generally and activate the automatic deletion of cookies when the browser is closed. Disabling cookies may limit the functionality of this website.

As far as cookies from third party companies or for analysis purposes are used, we will inform you about this within the scope of this data protection declaration and if necessary, request your consent.

### **Contact form**

If you establish contact via the contact form, your details will be taken from the Inquiry form including the contact data you provide there for processing the inquiry and we for the case of follow-up questions will store them. We do not give further this data without your Consent.

This data is processed in accordance to Art. 6 para. 1 lit. b DSGVO, provided that your request is accompanied by a contract or pre-contractual measures. In all other cases, the processing is based on our legitimate interest in the effective processing of the inquiries addressed to us (Art. 6 para. 1 lit. f DSGVO) or on your Consent (Art. 6 para. 1 lit. a DSGVO) provided this has been requested.

The data entered by you in the contact form will remain with us until you request us to delete it, revoke your consent to storage or the purpose for which the data is stored no longer applies (e.g. after completion of the processing of your request). Mandatory legal provisions - especially storage periods - remain unaffected.

### **Inquiry by e-mail, telephone or fax**

If you establish contact by e-mail, telephone or fax, your inquiry including all resulting personal data (name, inquiry) for the purpose of processing your request stored and processed by us. We will not pass on this data without your consent.

The processing of this data is based on Art. 6 para. 1 lit. b DSGVO, provided that your request is accompanied by a contract or to pre-contractual measures. In all other cases, the processing is based on our legitimate interest in the effective processing of the inquiries addressed to us (Art. 6 para. 1 lit. f DSGVO) or on your Consent (Art. 6 para. 1 lit. a DSGVO) provided this has been requested.

The data sent to us by you via contact enquiries will remain with us until you have notified us of the deletion of the data, revoke your consent to storage or the purpose for which the data is stored no longer applies (e.g. after completion of the processing of your request). Mandatory legal provisions -in particular statutory retention periods - remain unaffected.