

CHEMIE.DE Information Service GmbH frequently needs to survey, process and/or use personal data in order to process user and customer enquiries, to update entries and advertisements on its portals and to arrange business transactions or contacts. We strive to be seen by our customers and users as a credible and trustworthy partner. Therefore, as a matter of course, we handle all personal data responsibly and with the utmost care. All our customers' and users' data are treated with strict confidentiality. Without their explicit consent, we do not in any way disclose their data to third parties, be it through sale, lease, exchange, barter or any other form of transfer. Our customers and users themselves decide whether to disclose their personal data, whether to permit us to do so or not. Personal data is used only for the purposes mentioned below. All our staff have been obliged to adhere to our data protection and non-disclosure policies.

## **Compliance**

By using this website, you implicitly agree to us recording and using your personal data in accordance with our data protection policy. Changes to our data protection policy will be published here, enabling you to inform yourself about which kind of data we record and how, if at all, we use it.

### **1. Which data do we record and what for?**

#### **1.1 Data storage**

In principle, you may use our portals without disclosing any personal data. By visiting our websites, certain data is stored on our servers for security reasons. This includes the identity of your internet provider, the website from which you have accessed our portal, the web pages of ours that you visit and your IP address. This data may be analysed for statistical purposes. The individual user, however, remains anonymous.

#### **Cookies**

We use cookies to make your visit of our portals more enjoyable and to offer you personalised content. Cookies allow us to provide you with information that is likely to interest you whilst saving you having to enter your key word upon every visit. Some of our advertisers may use cookies of their own.

### **1.2 Recording and processing of personal data**

#### **User registration**

At certain places within our portals users have the opportunity to register themselves. This enables them to store frequently used data in a user profile of their own, thereby personalising and simplifying the use of our websites. For fee-incurring services we require our users' personal data to contact them and to process their orders.

#### **Information and contact enquiries**

Users who would like to receive information about a product of a customer of ours can fill in a contact form which is available, for instance, in the Buyer's Guide sections. This data is

forwarded by us to the respective advertiser who will thereby be able to send the requested product information to the user.

### **E-mail addresses**

If users disclose their e-mail address to us then this will generally be how we will contact them. We will not disclose their e-mail address to anyone outside of our group of companies. At any time, users can decide not to receive any further e-mails from us. More detailed information about this is available in section 3 ("Deletion of data").

### **"Send this to a friend" and "Send message" services**

Users have the opportunity to forward information, a website or a link to a person of their choice by means of our "send this to a friend" e-mail service. All we require is their e-mail address and that of the recipient. This information is used only when transmittance problems occur and to inform the recipient who effectuated the e-mail to be sent. It is not used for any other purposes.

### **Online purchasing**

Our portals contain order forms that you need to fill in to receive information, products or services. These forms may ask you to enter financial data, such as your bank account or credit card number. We hereby assure you that any financial data you send to us is used only for invoicing and payment processing purposes.

### **Newsletter and mailing lists**

If you would like to receive news from the industry on a regular basis you can subscribe to our newsletters, which we then send to you via e-mail. We record only the data required to communicate with you effectively and to offer you the best possible support.

## **2. Links to other websites**

Our portals contain links to sites that are not published by CHEMIE.DE Information Services GmbH. We are not responsible for their contents or data protection standards. To find out which data protection standards or policies are in effect there, please visit those websites.

## **3. Deletion of data**

Should registered users at any time wish to receive no more correspondence from us, they can have their personal details deleted from our records. They can do so either immediately or when prompted to enter particular data upon visiting our websites.

### **Free newsletter subscriptions**

Users who no longer wish to receive our newsletters must terminate their subscription. To do so they must either follow the link at the bottom of every newsletter edition or simply send us an appropriate e-mail message.

### **Deletion from other e-mail lists**

If it is other information or advertising that you no longer want to receive, please send us an e-mail specifying the mailing list from which you would like to be taken.

### **Customer information**

Customers of ours will receive correspondence from us from time to time. We need to check whether the contact data we have is still up-to-date (i.e. the validity of their e-mail address), and we also inform them about new products and services. It is difficult for us to take customers off these mailing lists as we can then no longer contact them.

### **4. Data security**

CHEMIE.DE has adequate organisational and technical procedures in place to prevent user or customer data from being lost, deleted, manipulated or accessed by unauthorised persons. These security procedures are regularly adapted to provide for new technological developments.

### **5. Enquiries and questions**

Should you have any questions or enquiries regarding our data protection policy or your recorded data (e.g. access to or update of your personal data), please contact us at:

CHEMIE.DE Information Service GmbH  
Eichenstraße 3A  
12435 Berlin (Germany)  
Phone: +49 (0)30 204568-0  
Fax: +49 (0)30 204568-70  
E-mail: [datenschutz@chemie.de](mailto:datenschutz@chemie.de)