

Data protection notices

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Preliminary Remark

Protecting information relating to you, such as your name, your telephone number and your e-mail or IP address (known as “personal data”) is very important to us. Therefore, we operate this website and services we provide therein in accordance with the applicable data protection laws, in particular the EU General Data Protection Regulation (DS-GVO) and the Federal Data Protection Act (BDSG).

Below, we explain how we handle your personal information in this context.

A. General information

I Person in charge for data handling through this website

Hueber Verlag GmbH & Co. KG, represented by the managing director Michaela Hueber
Baubergerstraße 30
D-80992 Munich

Telephone +49 (0)89 / 9602-0

Fax +49 (0)89 / 9602-286

II Data Protection officer

Susanne Hohnke
Hueber Verlag GmbH & Co. KG
Baubergerstraße 30
D-80992 Munich

E-Mail: datenschutz@hueber.de

III Processing purposes and respective legal basis

1. Informational use of the website

If you use the website for purely informational purposes, i.e. if you do not register or otherwise provide us with information, we only process the personal data that your browser transmits to our servers.

The legal basis for this is our legitimate interest. As part of the required consideration of interests, we have weighed in each case your interest in confidentiality of your personal information and our interests in the provision of this website. Your interest in confidentiality is in this case abdicated. Otherwise we would not be able to provide this website to you.

If you wish to view our website, we process the following data that are technically necessary for us to display our website to you and to ensure stability and security:

- IP address
- Date and time of the request
- Time Zone Difference from Greenwich Mean Time (GMT)
- Content of the request (specific page or file)
- Access status/HTTP status code
- transmitted amount of data in each case
- Website, where the request comes from
- Browser
- Operating system and its interface
- Language and version of browser software

In addition to the aforementioned data, cookies are stored on your end device when you use our website. Cookies are small text files that are stored on your hard drive assigned to the browser you use and through which the body that sets the cookie (through us in this case) receives certain information. Cookies cannot run programs or transmit viruses to your end device. They serve to make the Internet offer as a whole more user-friendly and effective.

2. Use of cookies

Below you will find information on the use of cookies. Under "B. Contracted service providers and web analytics" you will find information on the use of analysis tools on this website.

a) This website uses the following types of cookies, the scope and functionality of which are explained below:

- Transient cookies (see b)
- Persistent cookies (see c)

b) Transient cookies are automatically deleted when you close the browser. These include in particular session cookies. These store a so-called session ID, with which various requests from your browser can be assigned to the common session. This will allow your end device to be recognised when you return to our website. Session cookies are deleted when you log out or close the browser.

c) Persistent cookies are automatically deleted after a specified period, which may vary depending on the cookie. You can delete the cookies in the security settings of your browser at any time.

d) You can configure your browser setting according to your wishes and, for example, refuse to accept third-party cookies or all cookies. Please note that you may not be able to use all features of this site.

e) We use cookies so we can identify you for follow-up visits, if you have an account with us. Otherwise you would have to log in again each time you visit the website

3. Use of etracker

The provider of this website uses services of etracker GmbH from Hamburg, Germany (<https://www.etracker.com/en/home-en/>) to analyse usage data. We do not use cookies for web analysis by default. If we use analysis and optimisation cookies, we will obtain your explicit consent separately in advance. If this is the case and you agree, cookies are used to enable a statistical range analysis of this website, a measurement of the success of our online marketing measures and test procedures, e.g. to test and optimise different versions of our online offer or its components. Cookies are small text files that are stored by the Internet browser on the user's device. etracker cookies do not contain any information that could identify a user.

The data generated by etracker on behalf of the provider of this website is processed and stored by etracker solely in Germany by commission of the provider of this website and is thus subject to the strict German and European data protection laws and standards. In this regard, etracker was independently checked, certified and awarded with the ePrivacyseal data protection seal of approval.

The data processing is based on Art. 6 Section 1 lit f (legitimate interest) of the General Data Protection Regulation (GDPR). Our legitimate interest is the optimisation of our online offer and our website. As the privacy of our visitors is very important to us, the data that may possibly allow a reference to an individual person, such as IP address, registration or device IDs, will be anonymised or pseudonymised as soon as possible. etracker does not use the data for any other purpose, combine it with other data or pass it on to third parties.

You can object to the outlined data processing at any time. Your objection has no disadvantageous consequences.

<https://www.hueber.de/service/website-tracking>

Further information on data protection with etracker can be found here:

<https://www.etracker.com/en/data-privacy>

4. How to contact us

When you contact us by e-mail or through a contact form, the information you provide us with (your e-mail address, name and, where necessary, your telephone number) will be stored by us to answer your questions.

The legal basis for this is our legitimate interest. As part of the required consideration of interests, we have weighed in each case your interest in confidentiality of your personal information and our interests in establishing contact. Your interest in confidentiality is in this case abdicated. We would otherwise not be able to respond to your contacting.

5. Use of our web shop

a) If you want to order in our web shop, it is necessary, in order to conclude the contract, to provide your personal data, which we require to process your order. Mandatory information necessary for the processing of the contracts is highlighted, while further details are optional. We process the data provided by you to process your order.

We use service providers as part of our service provision. For this purpose, we transmit personal data to these service providers. These service providers are contractually obliged by us to handle personal data with the same care as we do.

The legal basis for this is the preparation, implementation and processing of the respective purchase contract.

b) You can voluntarily create a customer account, through which we can save your data for other future purchases. If you create an account under "My account", the data you provide will be stored on a revocable basis. You can at any time delete all other data, including your user account. Please contact us by e-mail at datenschutz@hueber.de.

We handle your personal data in order to prepare, implement and process the respective user agreement.

c) We may also process the information you provide to inform you of other interesting products from our portfolio or to send you e-mail with technical information.

d) Due to commercial and tax regulations, we are obliged to save your address, payment and order data for a period of ten years. However, after two years we restrict the processing, i.e. your data will only be used for compliance with legal obligations.

e) To prevent any unauthorised third parties from accessing your personal data, in particular financial data, the ordering process is encrypted using TLS technology.

6. Use of our job market

a) If you wish to publish job ads or requests to our job market, you must register by entering your e-mail address and name. For registration, we use the so-called double-opt-in procedure. This means that your registration will not be completed until you have confirmed your registration on our website using a single password sent to you for this purpose and until you have chosen your own password, known only to you. If we do not receive your confirmation within 72 hours, your registration will be automatically deleted from our database. It is mandatory to submit the aforementioned data and also the company address and contact details of a contact person for job offers, while you can optionally provide more information.

b) When you use the job market to submit job ads or requests, we will store your data required for the fulfilment of the contract, until you have permanently deleted your account. Furthermore, we will save the data that you have optionally provided for the period that the ad is published (8 weeks), unless you delete them first. You can manage and change all information in the protected customer area.

c) If you use the job market, your data may be made available to other users according to the contractual performance. Your name, your company contact details and all optionally added information are visible for anyone visiting the job market, regardless of whether you have explicitly released them.

d) We handle your personal data in order to prepare, implement and process the respective user agreement.

e) It is basically possible to browse through the job market and view ads without providing personal information. To contact us, you can use our available form where it is mandatory to submit your name, title, e-mail address and telephone number as well as your place of residence, or send an e-mail directly. We only provide this information to the author of the ad; it is not stored on our servers.

The legal basis for this is our legitimate interest in forwarding of personal data. Your interest in confidentiality is in this case abdicated, otherwise we would not be able to provide this service to you.

f) To prevent any unauthorised third parties from accessing your personal data, the connection is encrypted using TLS technology.

7. Newsletters

a) We use Episerver from Episerver GmbH as a newsletter tool. When registering for our newsletter and e-mail service, the data entered by the website visitor will be used exclusively for the purpose of using the newsletter service. Users may be notified by email about situations that are related to the service or registration (such as technical changes).

b) The following data are collected: title, name, e-mail address and customer number, if necessary. The data will be used exclusively for newsletter dispatch and will not be passed on to third parties. We carry out link-tracking for statistical purposes.

c) The legal basis for this is your consent. Your consent to the processing of your personal data for the newsletter dispatch can be revoked at any time via a link in the newsletter for future actions, without incurring any costs other than transmission costs under the basic tariff.

8. Event registrations

If you sign up for an event published in our event calendars, the following data will be collected: title, name, telephone number, e-mail address, institution/company and address as well as your courses taught.

Your data will be transmitted to the specified contact address for the purpose of managing and running the event and will be used exclusively for this purpose.

9. Teaching staff registration for exclusive benefits

If you register to our website as a teacher, the following data will be collected: title, name, telephone number, e-mail address, institution/company and address as well as your courses taught.

Collecting and processing this data is required so that we can classify you as a teacher and thus grant you a test discount on certain items.

The legal basis for this is the preparation, implementation and processing of the respective user agreement.

10. Online placement tests

With our interactive online placement tests you have the option to email your test result to a teacher. In this case, you must fill out the mandatory fields of name, last name and your e-mail address as well as the title, last name and e-mail address of the teacher. We need this information

so that we can submit your test result to your teacher. We send this by e-mail. Data will be deleted when the e-mail is sent.

The legal basis for this is our legitimate interest in forwarding of personal data. Your interest in confidentiality is in this case abdicated, otherwise we would not be able to provide this service to you.

11. Technical support for our electronic products

In addition to the FAQ notes for our products, you can ask us questions by phone, fax, e-mail page 5 of 8, Data protection notices, May 2018 or by web form in case of technical problems. To contact you we need to store your name and e-mail or phone number. Your data will be stored in our support system for the period of time that we would require in order to provide a satisfactory answer. To solve your problem, we may have to forward your request to our technical service providers and they will contact you directly for further clarification or solution. These are the following companies: Fischer, Knoblauch & Co. Medienproduktionsgesellschaft mbH and Schooltas ThiemeMeulenhoff B.V. Smallepad 30 3811 MG Amersfoort. These companies are subject to the same duty to exercise care when dealing with your personal information.

The legal basis for this is our legitimate interest. As part of the required consideration of interests, we have weighed in each case your interest in confidentiality of your personal information and our interests in establishing contact. Your interest in confidentiality is in this case abdicated. We would otherwise not be able to respond to your contacting.

12. Apps

Our apps only collect and store users' personal information in order to provide the corresponding functions of each app.

If you wish to use our app, we will process the following data, which is technically necessary for us to enable you to use the app and to ensure its stability and security:

- IP address
- Date and time of request
- Time zone difference to Greenwich Mean Time (GMT)
- Content of the request (specific page or file)
- Access status / HTTP status code
- Each amount of data transferred
- App from which the request originates
- Operating system and its interface

Apps may for example access the camera, microphones and speakers of the device used to identify and play available audiovisual content.

No personal user data is stored.

The legal basis for this is the initiation, execution and processing of the respective user agreement.

13. Facebook, Twitter and other social media platforms

a) You have the option of following us on Facebook, Twitter and other social media platforms. We handle all personal data for this purpose—which you provide to us in each case, or which has been provided to us about you by the respective platform operator—as long as it has been made available to us. You can control the privacy settings yourself within the framework of a social media platform.

b) Our handling of your personal data within the framework of our social media offers is made on Page 6 of 8, Data protection notices, April 2022

the basis of our legitimate interests. It is technically necessary for us to process certain personal data for the provision of our social media offers (e.g. the IP address, personal data that you have provided either to the respective platform operator or to us).

c) As part of the required balance of interests, we have taken each other's interests into consideration – the respective confidentiality of your personal data as well as our interests in the provision of our social media offers. Your interests regarding confidentiality were deemed as less important. Otherwise, we would not be able to offer you our social media offers.

IV Recipients or categories of recipients of personal data

1. Providing the website; communication via this website; online service

We use service providers to provide our website. For this purpose, we transmit personal data to these service providers. The respective service providers are listed under “B. Contracted service providers and web analytics”. These companies are contractually obliged by us to handle personal data with the same care as we do.

If we resort to contracted service providers for individual functions of our service or would like to use your data for advertising purposes, we will inform you in detail about the respective processing.

2. Online contracting

We will -if necessary after you have established contact or have registered for an event- transfer personal data to the following third companies and to service providers as part of our provision of services:

- Hueber Verlag & Editorial Idiomas, Representación y distribución España y Portugal: Macmillan Iberia, S.A.U.Education, Edificio Torre Rioja, Calle Rosario Pino 14-16 Planta 4, 28020 Madrid, Spanien
- Ufficio di Rappresentanza Italia, Karsten Lux, Piazza Giacomo Puccini 26/A, I-50144 Firenze (FI) Italia
- Lilian Berloff, Rua Padre Manoel de Paiva, 401, 09070-230 – Santo André – SP, Brasil
- Repräsentantka vydavatelstva Hueber Verlag pre Českú republiku a Slovensko, PhDr. Veronika Hutarová, Vilímovská 19, 160 00 Praha 6
- Andrea Szász, Hueber Verlag - Vertretung Ungarn, H-1036 Budapest, Pacsirtamező u. 7. 4/24.
- Parsla Muceniece, Hueber Verlag Repräsentantin Baltische Staaten, Weißrussland, Kaliningrad, Staatliches Deutsches Gymnasium Riga, Agenskalns Str. 21a, Zimmer 145, LV 1048 Riga, Lettland
- OLF S.A., Case postale 1152, 1701 Fribourg, Schweiz
- Hueber Verlag Austria GmbH, Frau Mag. Claudia Wallner, Frau Monika Wiegele, Sulzengasse 2, 1230 Wien, Österreich
- Mayersche Buchhandlung KG, Matthiashofstr. 28-30, 52064 Aachen

If you unlawfully refuse to pay, we will transfer your personal information to debt collection companies.

3. Facebook and other social media platforms

We use service providers for the delivery of our social media offers (e.g. Facebook and Twitter). We transmit personal data to these service providers for this purpose.

V Criteria for storage duration of personal data

We will delete your personal data, if the purpose of storage ceases to apply and no legal requirements require storage. Statistical evaluations are in anonymous form only.

VI Your rights as an affected person

Please contact data protection officer for the exercise of your rights and to revoke your consent.

1. You have the following rights with respect to us in terms of the personal data relating to you:

- a) You have the right to request information about any personal data that we process from you at any time.
- b) If your personal information is incorrect or incomplete, you have the right to rectification and supplementation.
- c) You can request the deletion of your personal data at any time, unless we are legally obliged or entitled to the further processing of your data.
- d) In case of statutory requirements, you may request a restriction on the processing of your personal data.
- e) **You have the right to object to the processing if the data processing is being carried out for the purpose of direct advertising or profiling. If processing takes place on the basis of a balance of interests, you may object to the processing by stating the reasons that arise from your particular situation.**
- f) If the data processing is carried out based on your consent or within the framework of a contract, you have the right to transfer the data provided by you as long as the rights and freedoms of other persons are not affected thereby.

2. If you have given us your consent, you can revoke it at any time with effect for the future.

3. You also have the right to complain to a data protection supervisory authority about the processing of your personal data by us.