

## **Data Protection Agreement**

The client acknowledges, in accordance with the German Federal Data Protection Act: Section 33, Paragraph 1, that Clevoo.com, subject to the current legal regulations, may collect, handle, process and impart the personal data of the client to third parties, to the extent that this is permitted by law for the grounding of the contractual relationship and the lawful execution of the necessary services and billing.

In the context of data collection, processing and use, cookies will be applied. With cookies, a data record is generated by our web server and sent to the computer which is currently communicating with our web server i.e. that of the client. The data record is then filed in the cookie folder of the web browser. Clevoo applies cookies when a user attempts to log into the website. Cookies make it easier to ascertain the frequency of use and the number of users for the website. Online users can customize their web browser so that all cookies are allowed or rejected, or that a notification message is displayed when a cookie is created. As the utilization of Clevoo's online service requires client registration, the Clevoo website cannot be used when cookies are blocked by the client's web browser.

If you have supplied Clevoo with personal data, you are able to delete this data at any time. In this case it is sufficient to send an e-mail to [contact@clevoo.com](mailto:contact@clevoo.com). Data for billing or bookkeeping purposes is exempt from deletion.

## **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.

You may refuse the placement of Google Analytics cookies by selecting the appropriate settings on your browser. In doing this, you will safeguard your right to disagree with any future collection, processing and use of data by Google Analytics. For this purpose, you may install the Google Analytics deactivating add-on for browsers to prevent Google Analytics from storing any information on web sites you visited.