

Thank you for visiting our website [www.sure-system.org](http://www.sure-system.org) and for your interest in our company. We attach great importance to protecting your personal data. Personal data is information about personal or factual circumstances of an identified or identifiable natural person. This includes, for example, the civil name, address, telephone number and date of birth, but also all other data that can be traced to an identifiable person.

Since personal data enjoys special legal protection, it is only collected by us to the extent necessary for the provision of our website and services. Below we describe which personal information we collect during your visit to our website and how we use it.

Our data privacy practices comply with legal regulations, in particular those of the Federal Data Protection Act (Bundesdatenschutzgesetz - BDSG), the Telemedia Act (Telemediengesetz - TMG) and the General Data Protection Regulation of the EU (GDPR). We only collect, process and store your personal data to the extent necessary to make this website and our content and services available for use, to process enquiries and, if applicable, to handle orders/contracts, but only to the extent that there is a legitimate interest in this regard pursuant to Art. 6(1) p.1 lit. f of the GDPR or any other legal basis for permission. Only if you have given your prior consent separately is your data used further for purposes specifically identified in the consent, e.g. sending advertising information by newsletter.

### **1. Person responsible (controller) pursuant to Art. 4(7) of the GDPR**

Controller as defined in the GDPR and other national data privacy laws of the member states as well as other data privacy regulations:

Sustainable Resources Verification Scheme GmbH i.G.

Schwertberger Str. 16

DE-53177 Bonn

E-Mail: [info@sure-system.org](mailto:info@sure-system.org)

Internet: [www.sure-system.org](http://www.sure-system.org)

Telefon: +49 (0) 228 35 06 200

Telefax: +49 (0) 228 35 06 109

### **2. Anonymous / Pseudonymous use of the website**

You can visit our website in principle without giving any personal data.

Anonymous usage data either does not refer to an identified or identifiable person from the beginning or is subsequently anonymised in such a way that no or no further identification of the person can take place.

Pseudonymised usage data are not merged with the data of the bearer of the pseudonym. A creation of pseudonymous usage profiles does not take place.

### 3. Special features of the website

Our site offers you various functions that we use to collect, process and store personal data. Below we explain what happens to this data:

- **Contact form(s):**

The data collected via our contact form or via our contact forms will only be used to process inquiries received through the contact form or contact forms. After the inquiries have been processed, the data collected will be deleted immediately, unless there are legal storage periods.

- **Login area:**

You have the opportunity to use a separate login area on our website. If you have forgotten your password or your username for this area, you may re-send this data after you have entered your contact details (e-mail address). The usage data resulting from the use of the login area will only be collected, stored and processed by us for the purpose of preventing and correcting malfunctions or maintaining the functionality. A use for other purposes or a data transfer to third parties does not take place. The data, which are collected within the scope of the function 'Forgotten user name or password', will only be used for the re-sending of forgotten access data.

- **Newsletter:**

The data included in the registration form of our newsletter will be used by us exclusively for the distribution of our newsletter, in which we inform about all our services. After signing up, we will send you a confirmation e-mail containing a link that you must click to complete the registration for our newsletter (Double-Opt-In). The newsletter can be unsubscribed at any time by clicking on the unsubscribe link. Your data will be deleted within six months after the cancellation. Likewise, if your application is not completed, your information will be deleted within six months.

### 4. Data transfer / appropriation

We only disclose personal data to third parties, insofar as this is necessary for us to fulfill our contractual obligations, in particular for the execution of a concluded contract. A transfer of personal data to third parties does not take place except for the purposes of contract and payment processing.

If you provide us with personal information in the context of express consent, this data will only be used for the purpose for which the consent is based and to which you have given your prior consent. We will only store your personal data for as long as necessary or required by law for the intended purpose of the data collection. You can revoke your consent at any time.

Your concerns will be considered in accordance with the statutory provisions. You can obtain information from the responsible office about the stored data concerning you

### 5. Statistical evaluation of visits to this website

We collect, process and store the invocation of the website or individual files with the following data: IP address, web page from which the file was retrieved, name of the file, date and time of retrieval, amount of data transmitted and message about the success of the file Retrieval (so-called web log). We use this access data exclusively in non-personalized form for the continuous improvement of our website and for statistical purposes.

## 6. Information about the use of cookies

We use cookies on various pages in order to make visiting our website attractive and to enable the use of certain functions. The so-called 'cookies' are small text files that your browser can store on your computer. The process of filing a cookie file is also called 'setting a cookie'. You can set your own browser according to your wishes so that you are informed about the setting of cookies, decide on a case-by-case basis about the acceptance or accept the acceptance of cookies in principle or exclude them in principle. Cookies can be used for different purposes, e.g. to recognize that your PC has ever had a connection to a web site (persistent cookies) or to save recently viewed offers (session cookies). We use cookies to provide you with enhanced user experience. To take advantage of our convenience features, we encourage you to accept cookies for our web site.

## 7. Data security and data protection, communication by e-mail

Your personal data will be protected by technical and organizational measures such as the collection, storage and processing that they are not accessible to third parties. When communicating via e-mail, we can not guarantee complete data security, so we recommend that you send us information by post with high confidentiality requirements.

## 8. Automatic e-mail archiving

We expressly point out that our mail system has an automated archiving process. In this case, basically all incoming and outgoing e-mails for reasons of tax law (GoBD Art. 146, 147 AO) and commercial law are archived digitally and audit-proof. The storage period can be up to 10 years. Excluded from archiving are the e-mails addressed to [bewerbung@sure-system.de](mailto:bewerbung@sure-system.de). For further questions regarding this digital archiving, please contact our Privacy Officer. We also point out that you should only send us application documents in the PDF file format. Zipped (WinZip, WinRAR, 7Zip, etc.) files are not allowed through our security systems. Please be aware that your application documents will not be encrypted. We assume that we may also answer your application mails unencrypted. If you do not want this, please give us a note in your application mail. We are not liable for any unauthorized access to third-party application documents during the transmission of unencrypted e-mails.

## 9. Contact for questions of data protection – Manager for Data Protection

For questions of data protection our manager for data protection is at your disposal:

René Fetkenhauer

Address: ARCHE Consulting GmbH, Friedrich-Breuer-Str. 34, DE-53225 Bonn

E-Mail: [fetkenhauer@arche-it.de](mailto:fetkenhauer@arche-it.de)

## 10. Revocation of consent – data information and change requests – deletion and locking of data

According to the GDPR you have a right to free information about your stored data as well as a right to correct, block or delete this data. Your data will be deleted, if not contrary to legal regulations. You may revoke any permission given to us to use your personal information at any time. Information, deletion and correction requests for your data and any suggestions you may send at any time to the following address:

Sustainable Resources Verification Scheme GmbH i.G.  
Schwertberger Str. 16  
DE-53177 Bonn  
E-Mail: [info@sure-system.org](mailto:info@sure-system.org)  
Internet: [www.sure-system.org](http://www.sure-system.org)  
Telefon: +49 (0) 228 35 06 200  
Telefax: +49 (0) 228 35 06 109

© IT-Recht-Kanzlei DURY - [www.dury.de](http://www.dury.de)  
© Website-Check GmbH - [www.website-check.de](http://www.website-check.de)