

Data protection

Introduction and overview

We have written this data protection declaration (version 31.10.2021-311866812) to explain to you, in accordance with the provisions of the General Data Protection Regulation (EU) 2016/679 and applicable national laws, which personal data (data for short) we as the person responsible - and that of Processors commissioned by us (e.g. provider) - process, will process in the future and what legitimate options you have. The terms used are to be understood as gender-neutral.

In short: We provide you with comprehensive information about the data that we process about you.

Data protection declarations usually sound very technical and use legal technical terms. However, this data protection declaration is intended to describe the most important things to you as simply and transparently as possible. As far as transparency is beneficial, technical terms are explained in a reader-friendly manner, links to further information are provided and graphics are used. We are thus informing in clear and simple language that we only process personal data in the context of our business activities if there is a corresponding legal basis. This is certainly not possible if you make as brief, unclear and legal-technical explanations as possible, as they are often standard on the Internet when it comes to data protection. I hope you find the following explanations interesting and informative and maybe there is one or the other piece of information that you were not familiar with.

If you still have questions, we would like to ask you to contact the responsible body named below or in the imprint, to follow the links provided and to look at further information on third-party sites. You can of course also find our contact details in the imprint.

scope of application

This data protection declaration applies to all personal data processed by us in the company and to all personal data processed by companies commissioned by us (contract processors). By personal data we mean information within the meaning of Art. 4 No. 1 GDPR such as the name, email address and postal address of a person. The processing of personal data ensures that we can offer and invoice our services and products, be it online or offline. The scope of this data protection declaration includes:

- all online presences (websites, online shops) that we operate
- Social media appearances and email communication
- mobile apps for smartphones and other devices

In short: The data protection declaration applies to all areas in which personal data is processed in a structured manner in the company via the channels mentioned. If we enter into legal relationships with you outside of these channels, we will inform you separately if necessary.

Legal bases

In the following data protection declaration, we provide you with transparent information on the legal principles and regulations, i.e. the legal bases of the General Data Protection Regulation, which enable us to process personal data. As far as EU law is concerned, we refer to REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of April 27, 2016. You can of course access this EU General Data Protection Regulation online on EUR-Lex, the gateway to the EU -Recht, read at <https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=celex%3A32016R0679>.

We only process your data if at least one of the following conditions applies:

1. **Consent** (Article 6 (1) (a) GDPR): You have given us your consent to process data for a specific purpose. An example would be the storage of the data you entered in a contact form.
2. **Contract** (Article 6 Paragraph 1 lit.b GDPR): We process your data in order to fulfill a contract or pre-contractual obligations with you. For example, if we conclude a sales contract with you, we need personal information in advance.
3. **Legal obligation** (Article 6 Paragraph 1 lit. c GDPR): If we are subject to a legal obligation, we will process your data. For example, we are legally required to keep invoices for bookkeeping. These usually contain personal data.
4. **Legitimate interests** (Article 6 Paragraph 1 lit.f GDPR): In the case of legitimate interests that do not restrict your basic rights, we reserve the right to process personal data. For example, we have to process certain data in order to be able to operate our website securely and economically efficiently. This processing is therefore a legitimate interest.

Other conditions such as the taking of recordings in the public interest and the exercise of official authority as well as the protection of vital interests do not usually apply to us. If such a legal basis should be relevant, it will be shown at the appropriate point.

In addition to the EU regulation, national laws also apply:

- In **Austria** this is the federal law for the protection of natural persons when processing personal data (data protection law), DSG for short.
- In **Germany**, the Federal Data Protection Act, or BDSG for short, applies.

If other regional or national laws apply, we will inform you about them in the following sections.

Contact details of the person responsible

If you have any questions about data protection, you will find the contact details of the responsible person or office below:

On-lang language school
Bonnerstrasse 39, 54634 Bitburg
Authorized to represent: Jakub Wozniak
Email: office@onlang.eu
Phone: +49 162 404 61 55
Imprint: www.onlang.eu

Storage period

The fact that we only store personal data for as long as is absolutely necessary for the provision of our services and products is a general criterion for us. This means that we delete personal data as soon as the reason for the data processing no longer exists. In some cases, we are legally obliged to store certain data even after the original purpose no longer exists, for example for accounting purposes.

If you want your data to be deleted or if you revoke your consent to data processing, the data will be deleted as soon as possible and unless there is an obligation to store it.

We will inform you below about the specific duration of the respective data processing, provided we have further information.

Rights according to the General Data Protection Regulation

According to Article 13 GDPR, you have the following rights to ensure that data is processed fairly and transparently:

- According to Article 15 GDPR, you have a right to information as to whether we are processing your data. If so, you have the right to receive a copy of the data and the following information:
 - o for what purpose we carry out the processing;
 - o the categories, i.e. the types of data that are processed;
 - o who receives this data and, if the data is transferred to third countries, how security can be guaranteed;
 - o how long the data will be stored;
 - o the existence of the right to correction, deletion or restriction of processing and the right to object to processing;
 - o that you can complain to a supervisory authority (links to these authorities can be found below);
 - o the origin of the data, if we have not collected it from you;
 - o whether profiling is carried out, i.e. whether data is automatically evaluated in order to arrive at a personal profile of you.
- According to Article 16 GDPR, you have the right to correct the data, which means that we have to correct the data if you find errors.
- According to Article 17 GDPR, you have the right to deletion ("right to be forgotten"), which specifically means that you can request the deletion of your data.
- According to Article 18 GDPR, you have the right to restriction of processing, which means that we are only allowed to save the data but no longer use it.
- According to Article 19 GDPR, you have the right to data portability, which means that we will provide you with your data in a common format on request.
- According to Article 21 GDPR, you have a right of objection, which will result in a change in processing after enforcement.
 - o If the processing of your data is based on Article 6 (1) (e) (public interest, exercise of official authority) or Article 6 (1) (f) (legitimate interest), you can object to the processing. We will then check as soon as possible whether we can legally comply with this contradiction.
 - o If data is used to operate direct mail, you can object to this type of data processing at any time. We are then no longer allowed to use your data for direct marketing.
 - o If data is used to carry out profiling, you can object to this type of data processing at any time. We are then no longer allowed to use your data for profiling.
- According to Article 22 GDPR, you may have the right not to be subject to a decision based solely on automated processing (e.g. profiling).
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In short: you have rights - do not hesitate to contact the person in charge listed above!

If you believe that the processing of your data violates data protection law or your data protection claims have been violated in any other way, you can complain to the supervisory authority. This is the data protection authority for Austria, whose website you can find at <https://www.dsb.gv.at/>. In Germany there is a data protection officer for each federal state. For more information, please contact the Federal Commissioner for Data Protection and Freedom of Information (BfDI). The following local data protection authority is responsible for our company:

Rhineland-Palatinate data protection authority

State Commissioner for Data Protection: Prof. Dr. Dieter Kugelmann

Address: Hintere Bleiche 34, 55116 Mainz

Telephone number: 061 31/208 22 26


Email address: poststelle@datenschutz.rlp.de


Website: <https://www.datenschutz.rlp.de/de/startseite/>


Communication


Communication summary

 Affected: Anyone who communicates with us by phone, email or online form

 Processed data: e.g. B. Telephone number, name, email address, entered form data. You can find more details on this under the type of contact used

 Purpose: handling communication with customers, business partners, etc.

 Storage duration: duration of the business case and the statutory provisions

 Legal basis: Art. 6 para. 1 lit. a GDPR (consent), Art. 6 para. 1 lit. b GDPR (contract), Art. 6 para. 1 lit. f GDPR (legitimate interests)

If you contact us and communicate by phone, email or online form, personal data may be processed.

The data will be processed for the handling and processing of your question and the related business transaction. The data is stored for the same time or for as long as the law requires.

Affected people

The above-mentioned processes affect all those who seek contact with us via the communication channels provided by us.

Phone

When you call us, the call data is stored in pseudonymized form on the respective end device and by the telecommunications provider used. In addition, data such as name and telephone number can then be sent by e-mail and saved for answering inquiries. The data will be deleted as soon as the business case has ended and legal requirements allow.

E-mail

If you communicate with us by e-mail, data may be stored on the respective end device (computer, laptop, smartphone, ...) and data is saved on the e-mail server. The data will be deleted as soon as the business case has ended and legal requirements allow.

Online forms

If you communicate with us using an online form, data will be stored on our web server and, if necessary, forwarded to an email address from us. The data will be deleted as soon as the business case has ended and legal requirements allow.

Legal bases


The processing of the data is based on the following legal bases:


- Article 6 (1) (a) GDPR (consent): You give us your consent to save your data and continue to use it for the purposes of the business case;


- Art. 6 para. 1 lit. b GDPR (contract): There is a need to fulfill a contract with you or a processor such as B. the telephone provider or we have to provide the data for pre-contractual activities, such as B. the preparation of an offer, process;
- Art. 6 Para. 1 lit. f GDPR (legitimate interests): We want to conduct customer inquiries and business communication in a professional manner. For this purpose, certain technical facilities such as B. e-mail programs, Exchange servers and mobile network operators are necessary to operate communication efficiently.


Cookies


Cookies summary

 Affected: visitors to the website

 Purpose: depending on the respective cookie. More details can be found below or from the manufacturer of the software that sets the cookie.

 Processed data: Depending on the cookie used. More details can be found below or from the manufacturer of the software that sets the cookie.

 Storage duration: depending on the respective cookie, can vary from hours to years

 Legal basis: Art. 6 Para. 1 lit. a GDPR (consent), Art. 6 Para. 1 lit.f GDPR (legitimate interests)

What are cookies?

Our website uses HTTP cookies to save user-specific data.

In the following we explain what cookies are and why they are used so that you can better understand the following data protection declaration.

Whenever you surf the Internet, you are using a browser. Well-known browsers are, for example, Chrome, Safari, Firefox, Internet Explorer and Microsoft Edge. Most websites save small text files in your browser. These files are called cookies.

One thing cannot be dismissed out of hand: Cookies are really useful little helpers. Almost all websites use cookies. More precisely, they are HTTP cookies, as there are also other cookies for other areas of application. HTTP cookies are small files that our website stores on your computer. These cookie files are automatically placed in the cookie folder, which is the "brain" of your browser. A cookie consists of a name and a value. When defining a cookie, one or more attributes must also be specified.

Cookies save certain user data about you, such as language or personal page settings. When you call up our site again, your browser transmits the "user-related" information back to our site. Thanks to cookies, our website knows who you are and offers you the settings that you are used to. In some browsers, each cookie has its own file, in others, such as Firefox, all cookies are stored in a single file.

There are both first-party cookies and third-party cookies. First-party cookies are created directly from our side, third-party cookies are created by partner websites (e.g. Google Analytics). Each cookie must be evaluated individually, as each cookie stores different data. The expiry time of a cookie also varies from a few minutes to a few years. Cookies are not software programs and do not contain viruses, Trojans or other "pests". Cookies cannot access information on your PC either.

For example, cookie data can look like this:

Name: `_ga`

Value: GA1.2.1326744211.152311866812-9

Purpose: Differentiation of website visitors

Expiry date: after 2 years

A browser should be able to support these minimum sizes:

At least 4096 bytes per cookie

At least 50 cookies per domain

At least 3000 cookies in total

What types of cookies are there?

The question of which cookies we use in particular depends on the services used and is clarified in the following sections of the data protection declaration. At this point we would like to briefly discuss the different types of HTTP cookies.

There are 4 types of cookies:

Essential cookies

These cookies are necessary to ensure the basic functions of the website. For example, these cookies are needed when a user puts a product in the shopping cart, then continues surfing on other pages and only goes to checkout later. These cookies do not delete the shopping cart, even if the user closes his browser window.

Appropriate cookies

These cookies collect information about user behavior and whether the user receives any error messages. In addition, these cookies are used to measure the loading time and the behavior of the website with different browsers.

Goal-oriented cookies

These cookies ensure better user-friendliness. For example, entered locations, font sizes or form data are saved.

Advertising cookies

These cookies are also called targeting cookies. They serve to deliver customized advertising to the user. That can be very practical, but also very annoying.

Usually, when you visit a website for the first time, you will be asked which of these types of cookies you would like to allow. And of course this decision is also saved in a cookie.

If you would like to know more about cookies and are not afraid of technical documentation, we recommend <https://tools.ietf.org/html/rfc6265>, the Request for Comments from the Internet Engineering Task Force (IETF) called "HTTP State Management Mechanism".

Purpose of processing via cookies

The purpose ultimately depends on the respective cookie. You can find more details on this below or from the manufacturer of the software that sets the cookie.

Which data are processed?

Cookies are little helpers for a wide variety of tasks. Unfortunately, it is not possible to generalize which data is stored in cookies, but we will inform you about the processed or stored data in the context of the following data protection declaration.

Storage duration of cookies

The storage duration depends on the respective cookie and is further specified under. Some cookies are deleted after less than an hour, others can remain on a computer for several years.

You also have an influence on the storage duration yourself. You can manually delete all cookies at any time using your browser (see also “Right of objection” below). Furthermore, cookies based on consent will be deleted at the latest after you withdraw your consent, whereby the legality of storage remains unaffected until then.

Right of objection - how can I delete cookies?

You decide for yourself how and whether you want to use cookies. Regardless of which service or website the cookies originate from, you always have the option of deleting, deactivating or only partially accepting cookies. For example, you can block third-party cookies but allow all other cookies.

If you want to find out which cookies have been stored in your browser, if you want to change or delete cookie settings, you can find this in your browser settings:

[Chrome: Delete, activate and manage cookies in Chrome](#)

[Safari: manage cookies and website data with Safari](#)

[Firefox: Delete cookies to remove data that websites have stored on your computer](#)

[Internet Explorer: deleting and managing cookies](#)

[Microsoft Edge: Deleting and managing cookies](#)

If you generally do not want cookies, you can set up your browser so that it always informs you when a cookie is to be set. For each individual cookie, you can decide whether or not to allow the cookie. The procedure is different depending on the browser. The best thing to do is to search for the instructions in Google with the search term “delete cookies Chrome” or “deactivate cookies Chrome” in the case of a Chrome browser.

Legal basis

The so-called "cookie guidelines" have existed since 2009. It states that the storage of cookies requires your consent (Article 6 (1) (a) GDPR). Within the EU countries, however, there are still very different reactions to these guidelines. In Austria, however, this directive was implemented in Section 96 (3) of the Telecommunications Act (TKG). In Germany, the cookie guidelines have not been implemented as national law. Instead, this guideline was largely implemented in Section 15 (3) of the Telemedia Act (TMG).

For absolutely necessary cookies, even if you have not given your consent. there are legitimate interests (Article 6 Paragraph 1 lit.f GDPR), which in most cases are of an economic nature. We want to provide visitors to the website with a pleasant user experience and for this certain cookies are often absolutely necessary.


Unless absolutely necessary cookies are used, this will only be done with your consent. The legal basis for this is Article 6 (1) (a) GDPR.


In the following sections you will be informed in more detail about the use of cookies, provided that the software used uses cookies.


Web hosting


Web hosting summary

 Affected: visitors to the website

 Purpose: professional hosting of the website and security of operation

 Processed data: IP address, time of website visit, browser used and other data. You can find more details on this below or at the respective web hosting provider used.

 Storage period: depending on the respective provider, but usually 2 weeks

 Legal basis: Article 6 (1) (f) GDPR (legitimate interests)

What is web hosting?

When you visit websites these days, certain information - including personal data - is automatically created and stored, including on this website. This data should be processed as sparingly as possible and only with justification. By the way, by website we mean the entirety of all websites on a domain, i.e. everything from the start page (homepage) to the very last subpage (like this one here). By domain we mean example.de or musterbeispiel.com.

When you want to view a website on one screen, you use a program called a web browser. You probably know some web browsers by name: Google Chrome, Microsoft Edge, Mozilla Firefox, and Apple Safari.

This web browser has to connect to another computer where the website's code is stored: the web server. The operation of a web server is a complicated and time-consuming task, which is why this is usually done by professional providers, the providers. These offer web hosting and thus ensure reliable and error-free storage of website data.

When the browser establishes a connection on your computer (desktop, laptop, smartphone) and while data is being transferred to and from the web server, personal data may be processed. On the one hand, your computer stores data, on the other hand, the web server must also store data for a period of time in order to ensure proper operation.

Why do we process personal data?

The purposes of data processing are:

- Professional hosting of the website and security of operation
- to maintain operational and IT security
- Anonymous evaluation of the access behavior to improve our offer and, if necessary, to prosecute or prosecute claims

Which data are processed?

Even while you are visiting our website, our web server, that is the computer on which this website is saved, usually automatically saves data such as

- the complete Internet address (URL) of the website called up (e.g. <https://www.beispielwebsite.de/beispielunterseite.html?tid=311866812>)
- Browser and browser version (e.g. Chrome 87)
- the operating system used (e.g. Windows 10)

- the address (URL) of the previously visited page (referrer URL) (e.g. <https://www.beispielquellsite.de/vondabinichgekommen.html/>)
- the host name and the IP address of the device from which access is made (e.g. COMPUTERNAME and 194.23.43.121)
- Date and Time
- in files, the so-called web server log files

How long will data be stored?

As a rule, the above data is stored for two weeks and then automatically deleted. We do not pass on this data, but we cannot rule out that this data will be viewed by the authorities in the event of illegal behavior.

In short: your visit will be logged by our provider (company that runs our website on special computers (servers)), but we will not pass on your data without your consent!

Legal basis

The legality of the processing of personal data in the context of web hosting results from Art. 6 Para. 1 lit. and to be able to trace attacks and claims from them if necessary.

There is usually a contract between us and the hosting provider for order processing in accordance with Art. 28 f. GDPR, which guarantees compliance with data protection and guarantees data security.

All texts are copyrighted.

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