

Privacy Policy of Kobrow Musikverlag GmbH

The protection of your personal data during your visit to our website is important to us. Personal data is only collected and processed if there is a corresponding purpose and a corresponding legal basis. Data processing is carried out on the basis of the following information and in compliance with legal regulations. In the following we will inform you in particular about which personal data is collected during your visit to our website, for what purpose it is stored or processed and whether or to whom data is transmitted. In addition, we will inform you below about the duration and the legal basis for the data processing and the rights to which you are entitled ("Rights of Data Subjects").

§1 General information about the collection and processing of personal data

(1) Personal data are in particular such data and information that identify you or make you identifiable (such as name, address, etc.) or - if they are identified or identifiable - refer to you personally (such as user name, e-mail address, user behaviour, geo data, etc.).

(2) Your personal data will be processed by us in accordance with the applicable data protection regulations and in accordance with this data protection declaration. Insofar as we collect, store or otherwise process personal data on our website, we will inform you in detail below about the respective data processing procedures, in particular about the scope, purpose, the legal basis and the defined criteria of the storage period. We collect, store and process personal data only if and to the extent permitted by law or if you have given your consent.

(3) For security reasons and to protect the transmission of data, our website uses SSL (Secure Socket Layer) encryption. You can tell whether a single page of our website is transmitted encrypted by the closed display of the key or lock symbol in the browser line or the status bar of your browser and by the character string "https://" in your browser line (URL).

§ 2 Name and contact details of the controller

Responsible body according to Article 4 (7), General Data Protection Regulation

Kobrow Musikverlag GmbH
Hauptstrasse 6a
83553 Jakobneuharting (Germany)

Email: [postmaster\[at\]kobrow-musikverlag.de](mailto:postmaster[at]kobrow-musikverlag.de)

§ 3 Collection and processing of personal data when visiting our website (website access data and "log files")

(1) When you access or visit our website, we collect the data that your browser automatically transmits to our server (so-called "server log files") from the provider of the Internet services (website provider or host). For example, the following data is recorded:

- IP address
- Date and time of the request or time of the website visit
- Used browser incl. browser version
- Used operating system incl. operating system version
- Entry level page

(2) This data is technically necessary to provide and display the website and to ensure comfortable use of the website. It is also used for statistical and administrative purposes (e.g. to evaluate system

security and stability), to improve our offer on the website and to ensure its stability and security and, if necessary, to detect errors or to uncover abuses or fraud. In this respect, we reserve the right to check the server log files subsequently if there are concrete indications that illegal use is taking place or has taken place. This data is also used to provide law enforcement authorities with the information necessary for prosecution in the event of a cyber attack.

(3) The legal basis for data processing is Art. 6 (1) subparagraph 1 point f GDPR. Our legitimate interest follows from the above-mentioned purposes. Under no circumstances do we use the data collected for the purpose of drawing conclusions about you personally.

(4) If so-called cookies are also used when visiting our website, you will find more detailed explanations below.

§ 4 Contact by e-mail

(1) We offer you the opportunity to contact us by e-mail. When you contact us via e-mail, the data you provide us with (e.g. your e-mail address, if applicable your name and your telephone number) will be stored by us. Any further information may be voluntarily provided by you.

(2) The processing of the data you provide us with is necessary so that we know who sent the request and so that we can contact you in regard to your enquiry and, if necessary, answer your question. The data will be processed upon your request for the purposes of contacting you, responding to your request, initiating a new contract and for the purposes of software support, and only to the extent necessary for this. The legal basis is, as far as the work for purposes of the contract initiation or contract fulfilment as well as for support purposes the Article 6(1) subparagraph 1 point b GDPR. As far as the processing of the personal data communicated to us by you takes place for the purpose of contacting you to answer your request, it takes place on the basis of a legitimate interest, namely our interest in answering your request. The legal basis is then Article 6 subparagraph 1 point f GDPR. If claims on our part or on your part or liability on our part may arise from your inquiry or the answering of your inquiry, we will store the underlying data for the purpose of asserting or defending legal claims and on the basis of a legitimate interest. The legal basis is then Article 6 (1) point f GDPR.

(3) The personal data transmitted by you to us when you contact us will be deleted once the storage is no longer necessary. This is the case, for example, once the request you have made has been completed. A final settlement shall be deemed to exist in particular if it can be seen from the circumstances that your inquiry and the underlying facts have been finally clarified and the data is not or no longer necessary for further questions, initiating a contract or the contract fulfilment. If (in addition) legal storage obligations exist, we will store the data for the duration of the storage obligation. If we store the data only on the grounds of existing legal storage obligations, we will process the data only for this purpose (restriction of processing).

(4) If claims on our part or on your part or liability on our part may arise from your enquiry or the answering of your enquiry, we shall store the underlying data for the duration of the limitation periods for any legal claims for damages of up to 30 years.

§ 5 Data transmission

(1) Personal data will only be transmitted by us to third parties in exceptional cases if this is necessary within the framework of initiating a contract or for the purpose of processing a contract entered into with you. The legal basis for this is Art. 6 (1) subparagraph 1 point b GDPR.

(2) No further data will be transmitted to third parties unless

- You have given your explicit consent (consent pursuant to Art. 6 (1) subparagraph 1 point a or Art. 9 (2) point a GDPR);
- According to Art. 6 (1) subparagraph 1 point f GDPR, the transfer is not permitted for the assertion, exercise or there is no reason to believe that you have an overwhelming interest in not disclosing your data (example: To enforce our rights, we involve third parties (e.g. lawyers) who are subject to a professional duty of confidentiality); according to Article 6 (1) point c GDPR there is a legal obligation to which we are subject.

§ 6 Your rights (so-called "rights of persons concerned")

(1) Below you will find information about the rights of the persons concerned to which we are entitled. You have the following rights with respect to the person responsible for the processing of personal data concerning you:

- The right to **information** (Art. 15 GDPR). In particular, you may request information about the purposes of processing, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, cancellation, limitation of processing or opposition, the existence of a right of appeal, the origin of your data, if not collected by us, and the existence of automated decision-making including profiling and, if applicable, conclusive information about its details;
- The right to **rectification** (Article 16 GDPR). You have the right to demand the immediate rectification of incorrect data concerning you and/or completion of your incomplete data stored by us;
- The right to **erasure** (Art. 17 GDPR). You have the right to request the erasure of your personal data stored with us if the conditions of Art. 17(1) GDPR are met, insofar as the processing of personal data is not necessary for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation, for reasons of public interest or for the assertion, exercise or defence of legal claims;
- The right to **restrict processing** (Article 18 GDPR). You have the right to demand that the processing of your personal data be restricted if you dispute the accuracy of the data, if the processing is unlawful, but you reject its deletion and we no longer need the data, but if you need it to assert, exercise or defend legal claims or if you have filed an objection against the processing in accordance with Art. 21 DSGVO;
- The right to **data portability** (Art. 20 GDPR). You have the right to receive the personal data you have provided to us in a structured, common and machine-readable format or to have it transmitted to other persons responsible, insofar as this is technically feasible i.e. possible and is not unreasonable;
- The right to **revoke consent** once given (Art. 7 (3) GDPR). You have the right to revoke any consent once granted for the processing of data at any time with effect for the future. As a result, we will no longer be allowed to continue processing data based on this consent in the future.

(2) You also have the **right to complain** to a data protection supervisory authority about our processing of your personal data (Art. 77 GDPR).

(3) If you have any questions about the collection, processing or use of your personal data, for information, for the correction, blocking or deletion of data or for the revocation of any consents given, please send an e-mail to: [postmaster\[at\]kobrow-musikverlag.de](mailto:postmaster[at]kobrow-musikverlag.de)

§ 7 Right of objection

(1) If we process personal data on the basis of prevailing legitimate interests (Article 6 (1) point f GDPR), you have the right to object to this processing in accordance with Art. 21 GDPR, provided that there are reasons for this which arise from your particular situation or the objection is directed against direct advertising. The contradiction has an effect for the future.

(2) If you wish to exercise your right of objection, please send an e-mail to [postmaster\[at\]kobrow-musikverlag.de](mailto:postmaster[at]kobrow-musikverlag.de)

(3) If you exercise your right of objection, we will immediately stop processing the data concerned. However, we reserve the right to further processing insofar as we can prove justifiable grounds for the processing or when such processing serves to assert, exercise or defend legal claims.

§ 8 Duration of storage and deletion of personal data

(1) We store and process personal data - unless otherwise stated above under the respective heading - in principle only for the period required to comply with the purpose of storage (e.g. initiation of a contract, performance of a contract, etc.). In addition, we store and process personal data only for the period for which we need it to fulfil the contract or for a legitimate interest, which may arise, for example, in the enforcement or defence of legal claims. (e.g. warranty claims or claims for damages). In addition, we store and process personal data only for the period for which this is necessary to fulfil a legal obligation to which we are subject (e.g. to comply with legal retention periods). For example, we store data for up to 10 years on the basis of commercial and tax retention periods in accordance with the German fiscal code.

(2) Criteria for determining the duration of the storage of personal data are: the required purpose, the necessity to fulfil the contract, the existence of legal obligations for storage (e.g. the duration of the existence of legal retention periods) and any such legal interest (e.g. for the duration of the limitation periods of any legal claims that are to be enforced or rejected).

(3) If the purpose of storage ceases to apply, which is particularly the case if personal data are no longer required to fulfil the contract or if there is no longer a legal interest in the storage or processing of the data or there are no longer legal obligations to store the data or if the legal retention periods have expired, the personal data will be deleted routinely, if you have not consented to further processing or use. We routinely review the need for storage every two years.