

When you visit our website, the following data is stored:

- Browser type and version
- Date and time of retrieval
- IP address
- retrieved file
- Amount of data sent

It is not possible for us to assign this data to a specific person.

All of this information is evaluated by us exclusively for statistical purposes. The data will not be passed on to third parties. We do not link this data with other data.

The data will be automatically deleted after 7 days at the latest.

Cookies

Some of the websites use so-called cookies. Cookies set up on your computer do not cause any damage and do not contain any viruses. Cookies are used to make our website more user-friendly, effective and secure. Cookies are small text files that are stored on your computer and stored by your browser.

Most of the cookies we use are so-called "session cookies". They are automatically deleted at the end of your visit. Other cookies remain stored on your device until you delete them. These cookies allow us to recognise your browser the next time you visit.

You can set your browser to inform you about the setting of cookies and to allow cookies only in individual cases, to accept cookies in certain cases or in general

Exclude and enable the automatic deletion of cookies when the browser is closed. If cookies are disabled, the functionality of this website may be limited.

Cookies that are necessary to carry out the electronic communication process or to provide certain functions that you have requested are processed on the basis of Art. 6 para. 1 lit. f GDPR. The website operator has a legitimate interest in storing cookies for the technically error-free and optimized provision of its services. To the extent that other cookies (e.g. Cookies for the analysis of your surfing behaviour), these are dealt with separately in this privacy policy.

Chargebee

We use the Chargebee platform for contract management and invoicing.

The provider is Chargebee Inc. ("Chargebee"), 44 Montgomery Street, San Francisco, CA, 94104, USA.

Chargebee is a service that collects and manages customer data online for automated invoicing, among other things.

You have the option of initiating booking transactions via our FP Sign service (click on the "Subscribe now" button in the user profile).
Insofar as necessary for the fulfilment of the contract, data will also be passed on to our payment service providers or the credit institution commissioned with payment processing. The scope of the data is limited to the minimum necessary for the purpose of contract processing.

When the contract is concluded, your customer, contract and payment data will be forwarded via an encrypted interface. The data you enter will be stored on Chargebee's servers. Billing is done automatically at the contractually stipulated times.

The legal basis for data processing is Art. 6 para. 1 sentence 1 b GDPR.

Storage period:

The data you provide will be stored by us until you terminate the contract and will be deleted from Chargebee after termination. Data that has been stored by us for other purposes remains unaffected by this.

Order processing:

In order to ensure data protection-compliant processing, we have concluded a contract with Chargebee for order processing.

HubSpot

We use HubSpot for our online marketing activities. This is an integrated software solution that we use to cover various aspects of our online marketing.

These include, but are not limited to:

- Content Management (Website and Blog)
- E-mail marketing (newsletters and automated mailings, e.g. to provide downloads)
- Social Media Publishing & Reporting
- Reporting (e.g. traffic sources, accesses, etc. ...)
- Contact management (e.g. user segmentation & CRM)
- Landing Pages and Contact Forms

Our sign-up service allows visitors to our website to learn more about our company, download content, and provide their contact information and other demographic information. This information, as well as the content of our website, is stored on servers of our software partner HubSpot. They may be used by us to get in touch with visitors to our website and to determine which services of our company are of interest to them.

All information we collect is subject to this Privacy Policy. We use all the information we collect exclusively to optimize our marketing.

HubSpot is a software company from the United States with an office in Ireland.

Contact:

HubSpot

2nd Floor 30 North Wall Quay Dublin 1, Ireland, Phone: +353 1 5187500.

HubSpot is certified under the terms of the "[EU - U.S. Privacy Shield Framework](#)" and is subject to the TRUSTe's Privacy Seal and the "U.S. - Swiss Safe Harbor" Framework.

- [Learn more about HubSpot's privacy policy »](#)
- [Learn more from HubSpot regarding EU data protection regulations »](#)
- **You can find more information about the cookies used by HubSpot [here](#)»**

If you do not want HubSpot to collect cookies in general, you can prevent the storage of cookies at any time by changing your browser settings.

seven communications GmbH & Co. KG

The provider seven communications GmbH & Co. KG is used to send SMS and calls. Your mobile phone number and the content of the SMS or call will be transmitted to them. These can be notifications about new signature requests as well as TANs for authenticating the signature.

Contact:

**seven communications GmbH & Co. KG
Willestr. 4-6
24103 Kiel
+49 431 3014927 – 0**

Data transfer when concluding a contract for services and digital content

We only transmit personal data to third parties if this is necessary in the context of the execution of the contract, for example to the credit institution commissioned with payment processing.

Any further transmission of the data will not take place or will only take place if you have expressly consented to the transfer. Your data will not be passed on to third parties without explicit consent, for example for advertising purposes.

The basis for data processing is Art. 6 (1) (b) GDPR, which permits the processing of data for the performance of a contract or pre-contractual measures.

SSL or TLS encryption

For security reasons and to protect the transmission of confidential content, this site uses an SSL or TLS encryption. You can recognize an encrypted connection by the fact that the address bar of the browser changes from "http://" to "https://" and by the lock symbol in your browser line.

If the SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

Personal data

Insofar as FP Digital Business Solutions GmbH collects, processes or uses personal data of users on a limited liability basis, this is done within the framework of the statutory provisions. These are - currently - the EU General Data Protection Regulation (EU GDPR), the Telecommunications-Telemédia Data Protection Act (TTDSG), the Telemédia Act (TMG) and the Telecommunications Act (TKG). We are fulfilling this obligation immediately:

a) Purposes of data collection, processing or use

The main purpose of the processing of personal data is to establish a trustworthy and legally binding electronic communication for digital transaction management.

Ancillary purposes of the processing of personal data are the distribution (incl. advertising), the management and support of interested parties and customer orders, the management of personnel, suppliers and customers.

The legal basis for data processing is Article 6(1).

b) Description of the categories of data subjects and the categories of personal data

In order to fulfil the above-mentioned purposes, personal data is collected, processed and used for the following groups of persons: Customer data (users) (address data including certificates, contract data, transaction data) Data of communication partners (address data, transaction data)

c) Categories of recipients to whom the personal data are disclosed

Communication partners of the user, public bodies that may request data on the basis of legal regulations. Internal departments involved in the execution of the respective business processes (human resources, accounting, accounting, marketing, sales, telecommunications and IT). External bodies involved in the handling of business processes (e.g. Francotyp-Postalia Holding and its subsidiaries). External contractors in accordance with Article 28 of the EU GDPR. Credit institutions to the extent necessary for the processing of payments. Insurance companies, credit protection associations in the context of credit security. Third parties who receive signed documents under the signature power of attorney granted to us. Personal data will not be passed on to third parties in any other way without explicit consent.

(d) transfers of personal data to a third country or to an international Organization

A transfer of data to countries outside the EU does not take place when using this website. The above-mentioned service provider Chargebee is used for account and subscription management. Data will only be transmitted with consent (Art. 6 (1) (a) GDPR).

e) Deadlines for the deletion of the different categories of data

The deletion of the data takes place after the end of the purpose limitation or in accordance with the legal basis (usually after 10 years).

Contact

If you send us enquiries via the contact form, your details from the enquiry form, including the contact details you provide there, will be stored by us for the purpose of processing the enquiry and in the event of follow-up questions. We will not pass on this data without your consent.

The processing of the data entered in the contact form is therefore carried out exclusively on the basis of your consent (Art. 6 para. 1 lit. a GDPR). You can revoke this consent at any time. All you need to do is send us an informal message by e-mail. The lawfulness of the data processing operations carried out until the revocation remains unaffected by the revocation.

The data you enter in the contact form will remain with us until you request us to delete it, revoke your consent to storage or the purpose for which the data is stored no longer applies (e.g. after your request has been processed). Mandatory legal provisions – in particular retention periods – remain unaffected.

Information Obligations / Rights of Data Subjects

We hereby inform you about the exercise of your rights as a data subject.

a) *Right of access*

You have the right to request confirmation as to whether personal data concerning you is being processed.

b) *Right to rectification:*

You have the right to request the rectification of inaccurate personal data concerning you without undue delay.

c) *Right to erasure*

You have the right to request that personal data concerning you be erased without undue delay.

d) *Right to restriction of processing*

You have the right to request the restriction of processing.

FP

Digital Business Solutions GmbH notifies all recipients to whom personal data have been disclosed of any correction or deletion of the personal data or restriction of processing, unless this proves impossible or involves disproportionate effort. FP Digital Business Solutions GmbH will inform you about these recipients if you request it.

f) Right to data portability

You have the right to receive your personal data from FP Digital Business Solutions GmbH in a structured, commonly used and machine-readable format. Further, we have
You have the right to have this data transmitted to another controller.

g) Right to object

You have the right to withdraw your consent at any time and to object to any further use of your data.

Furthermore, you have the right to lodge a complaint with the data protection supervisory authorities.

https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.htm

Protection of minors

Children and persons under the age of 18 should not submit any personal data to FP Digital Business Solutions GmbH without the consent of their parents or guardians.

Links to other websites

The online offer of FP Digital Business Solutions GmbH contains links to other websites. FP Digital Business Solutions GmbH has no influence on whether its operators comply with the data protection regulations.

Note on the responsible body

The person responsible for data processing on this website is:

FP Digital Business Solutions GmbH
Trebuser Str. 47, Haus 1
15517 Fürstenwalde

Phone: +49 (0)30 220 660 735
E-Mail: datenschutz(at)mentana.de

The controller is the natural or legal person who, alone or jointly with others, determines the purposes and means of the processing of personal data.