

Privacy policy

In the following, we inform you about the type, scope and purpose of processing your personal data in accordance with the General Data Protection Regulation (GDPR) when using our website <https://www.balticbusinessquarterly.de>.

I. Name and address of personal data operator

Responsible within the meaning of the GDPR and other national data protection laws of the Member States and other provisions of data protection law is:

Deutsch-Baltische Handelskammer in Estland, Lettland, Litauen e.V. (AHK
Baltic States)
Breite Str. 29
10178 Berlin
Germany
Website: www.ahk-balt.org

Responsible for data protection issues: Joachim Veh
E-mail: info@ahk-balt.org

II. General information on data processing

1. Scope of processing of personal data

As a matter of principle, we process personal data of our users only to the extent necessary to provide a functional website and app, content and services.

Processing our users' personal data is only done with their consent. The only exception is when it is not possible to gather prior consent for practical reasons and when processing data is permitted by law. An exception is made in cases where the processing of data is permitted by legal regulations.

2. Legal basis for the processing of personal data

In case we obtain the consent of the data subject for the processing of personal data, Article 6 (1) a GDPR serves as the legal basis for the processing of personal data. Article 6 (1) b GDPR serves as the legal basis for processing of personal data which is necessary for the performance of a contract to which the data subject is a party. This also applies to processing operations which are necessary to carry out pre-contractual measures. Article 6 (1) f GDPR serves as the legal basis for the processing if it is necessary to safeguard a legitimate interest of our company or of a third party and if the interests, fundamental rights and freedoms of the data subject do not outweigh the former interest.

3. Data erasure and storage period

Data will be deleted as soon as it is no longer necessary for the purpose for which it was collected. Data may be stored if this is provided for in Union regulations by European or national legislators, laws or other legislation with

which the data controller must comply. Data will also be blocked or deleted when a storage period prescribed by the above-mentioned standards expires, unless there is a need to continue storing the data for the purpose of concluding or fulfilling a contract.

III. Visiting the website

1. Scope of processing of personal data

Every time our website is viewed, our system automatically gathers data and information from the accessing computer's system. This includes the following data:

- (1) The type and version of the browser used
- (2) The user's operating system
- (3) The user's internet service provider
- (4) The user's IP address
- (5) Date and time of access
- (6) Websites from which the user's system reaches our website

This data is also stored in our system's log files. This does not include the user's IP address or other data that would enable data to be matched to a user. This and other personal data relating to the user is not stored.

2. Legal basis for the processing of personal data

The legal basis for the temporary storage of data is Article 6(1) f GDPR.

3. Purpose of data processing

The temporary storage of the IP address by the system is necessary in order for the user's computer to access the website. For this purpose, the user's IP address must remain stored for the duration of the session.

It is stored in log files to ensure the functionality of the website. In addition, the data serves us to optimize the website and to ensure the security of our information technology systems.

4. Data erasure and storage period

Data will be deleted at the end of the session if it is no longer necessary to set up the website.

Log file data is usually deleted after seven days at the latest. A storage of log file data for a longer period due to technical requirements or security aspects is possible. In this case users' IP addresses are deleted or modified to prevent their identification.

5. Possibility of objection and removal

The collection and storage of data for the provision of the website and the storage of the data in log files is essential and cannot be objected to by the user.

IV. Transfer of personal data to third parties

1. Cookies

Our website uses cookies. A cookie is a message that, subject to the user settings, is sent to its device when the user navigates on a website. The aim is to collect data regarding the internet navigation of the user to send tailor-made services to its device (computer, mobile phone or tablet).

The User's consent is requested through a banner at the bottom of the Platform homepage. In case of consent, the User's internet navigator shall automatically transmit to the Company the data collected and detailed under Article III.

The cookies that are sent to the user's device and the respective purpose of processing are listed below

Service	Cookies name	Purpose	Retention period
Google analytics	_ga	For tracking the traffic	2 years
	_gid		1 year
	_gat		1 min

The User may at all times configure its navigator in order to prevent the creation of cookie files.

However, certain functionalities of the services proposed by the Platform may not function properly without cookies. In addition, even if most navigators are configured by default and accept the creation of cookie files, the User has the possibility to choose to accept the creation of all cookies other than the functional cookies or to systematically decline them or to choose the cookies it accepts depending on the issuer by configuring the following settings:

- Internet Explorer
 - Click on the settings menu, followed by "Internet Options";
 - Under the "General" tab on the upper-left hand side, scroll down to "Browsing history";
 - Check the "Temporary Internet files and website files," "Cookies and website data," "History," and "Download History" boxes;
 - Click on "Delete";
 - Close out of Internet Explorer and reopen it for changes to take effect.
- Firefox
 - Click on your Tools bar;
 - Click on "Preferences";
 - On the menu to the right, select "Privacy";
 - Under the "history option", there is a shortcut titled "clear your recent history", click on that;
 - Select only the top four options and hit clear now.

- Safari
 - Click on "Safari" in the top left corner of the finer bar;
 - Click on "Preferences";
 - Click on the "Privacy" tab;
 - Click on "Manage Website Data";
 - Click on "Remove All";
 - Click "Remove Now".
- Google Chrome
 - Click the Tools menu;
 - Click on "More tools";
 - Clear browsing data;
 - At the top, choose a time range.
 - To delete everything, select "All time";
 - Next to "Cookies and other site data" and "Cached images and files", check the boxes;
 - Click on "Clear data".

4. Google Analytics

This website uses the "Google Analytics" service, which is provided by Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA) to analyse the use of the website by users. The service uses "cookies" - text files which are stored on your end device as described above. The information collected by the cookies is usually sent to a Google server in the USA and stored there.

You have the option of preventing the cookie from being stored on your device by making appropriate settings in your browser. If your browser does not allow cookies, there is no guarantee that you will be able to access all functions of this website without restrictions.

Furthermore, you can use a browser plugin to prevent the information collected by cookies (including your IP address) from being sent to Google Inc. and used by Google Inc. The following link will take you to the corresponding plugin:
<https://tools.google.com/dlpage/gaoptout?hl=en>

Here you will find further information on data use by Google Inc.:
<https://support.google.com/analytics/answer/6004245?hl=en>

V. Data users provide to us

A) Subscription and Contact Form

1. Scope of processing of personal data

When subscribing or using the contact form on the website, the user is requested to provide its mandatory and optional personal data.

The User commits to only provide accurate, exhaustive, and regularly updated data regarding its identity, its content and any information in general. Under no

circumstances shall the AHK Baltic States be liable for any data that is illegal contrary to public order provisions.

The data entered is collected by us and can be synchronized with the internal CRM of the respective Foreign Chamber of Commerce (AHK) where the user is registered as a member or member representative.

In the event the User does not consent to the collection of the above-mentioned data, it shall be informed that it cannot subscribe or use the contact form.

a) Subscription

You can subscribe. When registering for the Baltic Business Quarterly, the data from an input mask maintained with iFrame is transferred to the service provider for email marketing software providers commissioned by us.

The following data is collected:

- First name
- Last name
- Email address
- Shipping Address
- Product

b) Contact form

If you contact us, the following data will be collected:

- First name
- Last name
- Email address

In addition, the following data is collected during registration:

- Date and time of registration

Consent will be obtained for the processing of the personal data during the registration process and reference will be made to this data protection declaration.

2. Legal basis for the processing of personal data

In case we obtain the consent of the data subject for the processing of personal data, Article 6 (1) a GDPR serves as the legal basis for the processing of personal data. Article 6 (1) b GDPR serves as additional legal basis for the processing of data if purpose of the registration is the fulfilment of a contract to which the user is a party or the implementation of pre-contractual measures.

3. Purpose of data processing

Data is collected to identify the user as a representative of an AHK member company, to communicate with the user, to invite the user to AHK events, to conduct surveys and to offer, provide and invoice other services of the website and app.

4. Data erasure and storage period

Data will be deleted as soon as it is no longer necessary for the purpose for which it was collected. This is the case for the data collected during the subscription process for the fulfilment of a contract or for the implementation of pre-contractual measures if the data are no longer required for the execution of the contract. After conclusion of the contract, it may still be necessary to store personal data of the contractual partner in order to comply with contractual or legal obligations.

5. Data processors

As support service for the order process of the Baltic Business Quarterly we contracted the publisher Žurnālu izdevniecība Lilita, Brīvības iela 85-4, Rīga, LV-1001 as data processors according to Article 28 GDPR.

Rights of the data subject

According to the EU basic data protection regulation, you have the following rights:

Delete data: You can ask us to erase or delete all or some of your personal data (e.g., if you're no longer representative of an AHK member).

Change or correct data: you can edit some of your personal data through your account. You can also ask us to change, update or fix your data in certain cases, particularly if it's not correct.

Object to, or limit or restrict, use of data: you can ask us to stop using all or some of your personal data or to limit our use of it.

Right to access and/or take your data: you can ask us for a copy of your personal data and can ask for a copy of personal data you provided in machine readable form.

Should you make use of your above-mentioned rights, we will check whether the legal requirements for this are fulfilled.

If you have any complaints regarding data protection, you can contact the responsible supervisory authority:

Der Bundesbeauftragte für den Datenschutz und die Informationsfreiheit

Husarenstraße 30,

D-53117 Bonn

Germany

Phone: +49 228 997799 - 0

Fax: +49 228 997799 - 550

E-mail: poststelle@bfdi.bund.de
Internet: <http://www.datenschutz.bund.de>

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