



# Global contents

Legal



# Table of contents

<b>Legal</b>	<b>3</b>
Disclaimer of liability	3
Legal notice	4
ELO Docs online privacy policy	5

# Legal

## Disclaimer of liability

ELO Digital Office GmbH, Tübinger Strasse 43, 70178 Stuttgart, Germany

ELO Digital Office AT GmbH, Leonfeldner Strasse 2-4, 4040 Linz, Austria

ELO Digital Office CH AG, Industriestrasse 50b, 8304 Wallisellen, Switzerland

The ELO homepage is available at: [www.elo.com](http://www.elo.com)

ELO Digital Office, the ELO logo, [elo.com](http://elo.com), ELOoffice, ELOprofessional, and ELOenterprise are trademarks of ELO Digital Office GmbH in Germany and/or other countries. Microsoft®, MS®, Windows®, Word® and Excel®, PowerPoint®, SharePoint®, and Navision® are registered trademarks of Microsoft Corporation in the USA and/or other countries. Other company, product, or service names may be trademarks of other companies.

This publication serves only as non-binding general information and is not a substitute for detailed individual consultation. The information contained in this publication can be changed at any time without prior notice. Technical characteristics and functions may vary, particularly from country to country.

You can obtain the latest information to ELO products, contract terms, and prices from the ELO companies, ELO Business Partners, and/or from the ELO Channel Partners. The product information shows the current product status. The subject and extent of the services are exclusively defined in the respective contracts.

ELO does not guarantee that its products or other services ensure compliance of specific laws or regulations. The customer is responsible for compliance with security regulations and other regulations defined by national and international law.

We reserve the right to make changes and assume no liability for errors and misprints.

Reproducing, copying, editing, modifying, transferring, exhibiting, distributing, publishing and use by third parties, even in part, is only allowed with written consent from ELO Digital Office GmbH.

© Copyright ELO Digital Office GmbH 2021. All rights reserved.

## Legal notice

### **ELO Digital Office GmbH**

Chief executive officers:

Karl Heinz Mosbach

Matthias Thiele

Nils Mosbach

### **Address**

ELO Digital Office GmbH

Tübinger Strasse 43

70178 Stuttgart

Germany

Phone: +49 711 806089-0

Fax: +49 711 806089-19

info[at]elo.com

Commercial register entry: Register court Stuttgart HRB 15059

VAT identification number according to § 27a Value Added Tax Act: DE 812471516

# ELO Docs online privacy policy

## I. Information about ELO Docs and about collecting personal data

ELO Docs, the ELO documentation portal available at <https://docs.elo.com/en-us/> ("ELO Docs"), which is operated exclusively by ELO Digital Office GmbH, Tübinger Str. 43, 70178 Stuttgart, Germany, provides documentation related to ELO. ELO Docs also redirects users to the ELO Partner Portal. Access to the ELO Partner Portal is conditional upon the user registering for the portal and agreeing to the privacy policy; this also applies to these platforms, hereinafter referred to as "portals" or "website(s)".

The following section contains information on how your personal data are processed:

What are personal data?

Personal data are all information referring to an identified or identifiable natural person (see Art. 4 no. 1 General Data Protection Regulation, "GDPR" in the following). This includes information such as your name, e-mail address, usage behavior, or postal address. Information that cannot be directly linked to your identity, for example, the number of users of a website, is not considered personal information.

## II. Name and address of the controller

### a) The controller as per Art. 4 Sec. 7 GDPR is:

*ELO Digital Office GmbH*

*Tübinger Str. 43*

*70178 Stuttgart*

*Germany*

*Tel.: +49 711 80 60 89 0*

*dsb[at]elo.com*

*www.elo.com*

### b) Name and address of the data protection officer

You can contact our data protection officer at the e-mail address above or at our mailing address to the attention of the "Data protection officer".

### III. General information on processing data

#### a) Scope of processing of personal data

We process your personal data only to the extent necessary to provide a functional website and for our content and services, and only data that are needed to carry out the stated purpose (principle of data minimization). Your personal data will only be processed if it constitutes a justified interest pursuant to Art. 6 GDPR or it is expressly allowed by law.

#### b) Data deletion and storage periods

Your personal data will be deleted or blocked as soon as the purpose for which they were collected and saved and the reason for the storage no longer applies, or if you request us to delete or block it.

### IV. Processing of personal data for a purpose

#### a) Processing of personal data when visiting our websites

When using our websites for information purposes only, i.e. if you do not register or otherwise provide us with information by entering data, we only collect the personal data your browser automatically transmits to our server via log files. The log files contain

- User IP address
- Date and time of access/request
- Time zone difference to Greenwich Mean Time (GMT)
- Access status/HTTP status code
- Website from which the request originates
- Language and version of the browser software.

#### b) Legal basis for processing data

The legal basis for temporary storage of data and log files is Art. 6 para. 1 lit. f GDPR.

#### c) Purpose of processing data

Temporary storage of the IP address by the system is necessary for delivery of the website to your computer. The IP address must remain stored for the duration of the session. It is stored in log files in order to ensure the functionality of the website. This data also helps us to optimize the website and to ensure the security of our information technology systems. In this context, the data is not analyzed for marketing purposes.

#### d) Duration of storage

The data are stored in log files for seven days. Data can also be stored beyond this period. In this case, user IP addresses are deleted or disguised so that it is no longer possible to associate them with the respective client.

### **e) Right to object and right to erasure**

We are required to collect and store specific data in log files to ensure that the website can function properly. While the user does not have the right to object to this, the user is granted other rights as the data subject.

### **f) Rights as a data subject**

In accordance with Art. 15 GDPR, you have the right to receive information about which personal data are stored, including any recipients and how long it will be stored for. If inaccurate personal data are processed, you have a right to rectification pursuant to Art. 16 GDPR. If the legal requirements are met, you are entitled to have personal data erased or to restrict its processing as well as to object to processing (Art. 17, 18, and 21 GDPR).

## **V. Processing data when using ELO Docs**

### **Description and scope of data processing**

ELO Docs does not process any further personal data. This is not the case if the user visits the ELO Partner Portal. You will find detailed information on how data are processed when using the ELO Partner Portal, the ELO Community, and the ELO Online Academy here: <https://partner.elo.com/en-us/online-privacy-policy.html>.

## **VI. Contact**

If you have any questions, requests, or complaints regarding data privacy, please contact us at the address provided (section II).

We reserve the right to change the policy at any time in accordance with data privacy regulations.

As at: August 2021