

**TeamOne (Beijing) Engineering and Consulting Co., Ltd.**

Office 115, Building 6, Guomen Wisdom City, Houshayu, Shunyi District, 101300 Beijing

## General information Regarding Data Processing

### 1. Scope of Processing of Personal Data

In principle, we collect and use personal data of our users only to the extent it is required to provide a functioning website as well as for our content and services. The processing of personal data of our users is carried out regularly only after consent is given by our users. An exception applies in cases in which a previous obtaining of a consent is not possible for actual reasons and where the processing of data is permitted on the basis of statutory provisions.

### 2. Lawful Basis for Processing of Personal Data

To the extent that we obtain consent from the data subject for the processing of personal data, Section 6 Subsection 1 lit. an EU General Data Protection Regulation (GDPR) and Article 22 (3), 41 CSL) serves as legal basis for the processing of personal data. For the processing of personal data required to execute a contract whose contractual party is the data subject, Section 6 Subsection 1 lit. b GDPR, Article 22 (3), 41 CSL) serves as legal basis. This also applies to processing that is required for the execution of pre- contractually measures. If such processing is required to maintain a legitimate interest of our company or a third party, and if the interests, basic rights and fundamental freedoms of the data subject do not outweigh the former interest, Section 6 Subsection 1 lit. f GDPR; Article 22 (3), 41 CSL) serves as legal basis for such processing.

### 3. Data Deletion and Duration of Storage

We will only retain your personal data for as long as it is necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the retention period for personal data, we consider the amount, nature, sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## Provision of Website and Creation of Logfiles

### 1. Description and Scope of Data Processing

Any time our web page is visited, our system collects automatically data and information from the computer system of the accessing computer. The following data is collected during this process:

- Information about the browser type and its version
- The user's operating system
- The user's internet service provider
- The user's IP address
- Date and time of access
- Websites accessed by the user's system through our website

### 2. Legal Basis for the Processing of Data

The processing of the data for the provision of our website and storage of data in logfiles is necessary for the operation of the website. Legal basis for the temporary Legal basis for the temporary storage of data and the logfiles is Section 6 Subsection 1 lit. f GDPR.; Article 22 (3), 41 CSL).

### 3. Purpose of Data Processing

The temporary storage of the IP address by the system is necessary to facilitate delivery of the website to the user's computer. To do so, the user's IP address must remain stored for the duration of the session. The logfiles are saved to ensure the functionality of our website. This data enables us to optimise our website and to ensure the security of our information technology systems. An analysis of such data for marketing purposes will not be carried out in this context.

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#### 4. Duration of Data Storage

Data is deleted as soon as it is no longer required to fulfill the purpose of its collection. In the event of collection of data for the provisioning of the website this is the case whenever the respective session ends. When we process data in logfiles, we will generally delete the data within the specific time frame of applicable laws. Extended storage is possible. In this case, the user's IP

address will be deleted or anonymized in order to prevent the identification of the user. In compliance with the Cyber Security Law of the Peoples Republic of China we will fulfill all security protection obligations, to ensure that the network is free from interference, damage or unauthorized access, and prevent network data from being divulged, stolen or falsified. If necessary, we will take measures to monitor and record the status of network operation and cybersecurity incidents within the P.R. China and preserve relevant weblogs for not less than six months (Article 21 (3) CSL).

#### 5. Option for Objection and Deletion of Data

Collection of data for the provisioning of the website and storing of data in logfiles is required for the operation of the web page. Consequently, the user has no possibility to object.

#### Use of Cookies

##### 1. Description and Scope of Data Processing

We use cookies for the purposes of improving the quality of our website and its contents. Some elements of our web page require that the accessing browser can also be identified when the user moves from one page to the next. No personal data is collected in the process. To do so, the following files are stored and transmitted in the cookies:

1. fonts = standard cookie variable used by us to reload the fonts in the browser after a page refresh
2. fullcss = standard cookie variable used by us to reload the CSS file in the browser after a page refresh.

Maximum cookie lifetime: 730 days

In addition, we use on our website cookies that enable an analysis of the surfing behavior of users.

This way, the following data can be transmitted:

`_ga` = unique identifier by Google Analytics to identify a user (composed of Client\_ID + timestamp) | Default expiration time 2 years

`_gat` = parameter which prompts Google Analytics to reduce the query rate

`_gid` = unique identifier by Google Analytics to identify a user (composed of Client\_ID + timestamp) | Default expiration time 24 hours. Data of users collected in such a way are pseudonymized by means of technical measures.

Therefore, an allocation of data to the accessing user is no longer possible. Such data is not stored together with other personal data of the users.

When visiting our website, the users are informed via web banner about the use of cookies for analytical purposes and referred to this data privacy statement. In this context, it is also pointed out how the storing of cookies can be disabled in the browser settings.

You can disable tracking in the Google Analytics section of this privacy policy should you wish to do so.

##### 2. Legal Basis for the Processing of Data

Legal basis for the processing of personal data with cookies which are technically necessary is our legitimate interest (Article 6 (1) (f) GDPR). Legal basis for the processing of personal data with using cookies for the purposes of analysis is the individual's consent (Article 6 (1) (a) GDPR; Article 22 (3), 41 CSL).

### 3. Purpose of data processing

The purpose of using technically required cookies is the simplification of use of websites for the users. Some functions or our web page cannot be provided without the use of cookies. For such it is necessary that the browser is also recognized when the user moves from one page to the next.

We need cookies for the following applications:

1. fonts = standard cookie variable used by us to reload the fonts in the browser after a page refresh.
2. fullcss = standard cookie variable used by us to reload the CSS file in the browser after a page refresh.

Maximum cookie lifetime: 730 days

User data collected via technically required cookies is not used to create user profiles.

The use of analytical cookies also serves to improve the quality of our website and its content. From analytical cookies we gain knowledge of how the website is used; we are then able to constantly optimize our services.

This way, the following data can be transmitted:

`_ga` = unique identifier by Google Analytics to identify a user (composed of Client\_ID + timestamp) | Default expiration time 2 years

`_gat` = parameter which prompts Google Analytics to reduce the query rate

`_gid` = unique identifier by Google Analytics to identify a user (composed of Client\_ID + timestamp) | Default expiration time 24 hours

### 4. Duration of Storage, Option for Objection and Deletion

Cookies are stored on the user's computer and are transmitted from there to our website. Therefore, as a user, you have full control over the use of cookies. By changing the settings in your internet browser, you can disable or restrict the transmission of cookies. Already saved cookies can be deleted at any time. This can also be done automatically. If cookies are disabled for our website, you may not be able to complete all the services or functionality on offer.

#### Newsletters and Order Forms

##### 1. Description and Scope of Data Processing

On our website you are able to subscribe to our Newsletters, register for our training courses, fill in order forms for some of our services or become a TeamOne's deals partner by supplying personal data to us. Your data will be provided in an input form on our website and will then be transmitted to us. We will process your personal data depending on the purpose with which you have provided the data to us.

We will process the following data:

- title
- first name
- surname
- company name (if applicable)
- position title (if applicable)
- (Company) address, industry, products or services offered and other company information (if applicable)
- phone number
- email address

We will further process the following data:

- date and time of the subscription

For the processing of your personal data we will ask for your consent in the subscription process and provide a link to this privacy policy for you.

We will not transfer your personal data that we process for your newsletter and communication subscription to any party other than the service provider for our newsletter mailings. Your personal data will exclusively be used for your newsletter and communication subscription with us.

## **2. Legal Basis for Data Processing**

Legal basis for the processing of your personal data supplied to us through your newsletter and communication subscription is the consent provided by you (Article 6 (1)(a) GDPR; Article 22 (3), 41 CSL).

## **3. Purpose of Data Processing**

Collection of the email address of the user is done to deliver the newsletter.

## **4. Duration of Data Storage**

We will process your personal data as long as it is required to fulfill the purposes we collected it for. Your personal data will be deleted in accordance with our data retention rules and/or legal obligations

## **5. Newsletter-Tracking**

To optimise our newsletter and communication services we use personalised newsletter tracking tools. We will not only process your email address but also your activity in connection with our newsletter and communication services (e.g. clicks on articles/events).

## **6. Option for Objection and Deletion of Data**

You can unsubscribe from our newsletter and communication services at any time. A link to unsubscribe will be provided with every newsletter sent by us. You can also send us an email to unsubscribe from our newsletter.

## **Contact by Email**

### **1. Description, Scope and Purpose of Data Processing**

It is also possible to contact us by email. We will then collect and process your personal data provided to us in this email. There will be no transfer of your personal data to third parties. We will only use your personal data in order to communicate with you about your enquiry. Your personal data provided to us in our contact form or by email will only be processed to reply to your enquiry. It is in our legitimate interest to process your personal data accordingly.

### **2. Legal basis for processing**

Legal basis for the processing of your personal data provided to us in our contact form or by email is our legitimate interest (GDPR Article 6 (1) (f); Article 22 (3), 41 CSL). Should your contact with us through our contact form or by email result in a contract another basis for processing is the fulfillment of our contractual obligation with you (GDPR Article 6 (1) (b); Article 22 (3), 41 CSL).

### **3. Duration of Data Storage**

We will process your personal data as long as it is required to fulfill the purposes we collected it for. Your personal data will be deleted in accordance with our data retention rules and/or legal obligations.

### **4. Option for Objection and Deletion of Data**

You can make a request to delete or amend your personal data with us at any time. Please contact us via [legal@teamone.pro](mailto:legal@teamone.pro). If we need your personal data for pre-contractual considerations, to fulfill our contractual obligations with you or to adhere to any other obligation, an early deletion is only possible in accordance with our contractual and/or legal obligations.

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## Transfer of Personal Data to Third Parties

### 1. Website provider

In line with processing, personal data is forwarded to the agency commissioned to run the website as well as to the technical service provider. Such is regulated via a corresponding agreement with the service provider.

### 2. Social Media Sharing Button

General notice: Social media plugins usually lead to the fact that every visitor to a website is immediately captured by such services by means of his IP address and that his subsequent browser behavior is logged. This can also occur if you do not press the button. To prevent this, we use the Shariff method. Here, our social media buttons only establish direct contact between the social network and you only if you click on the respective sharing button.

#### WeChat

Our website uses the WeChat share plugin of the social network WeChat, Tencent Inc., Tencent Building, Kejizhongyi Avenue, Hi-tech Park, Nanshan District, Shenzhen 518057, P.R. China. By clicking the button, your browser connects to WeChat to carry out the functions of the plugin. More information can be found in the data privacy statement of WeChat at [www.https://www.tencent.com/en-us/zc/privacypolicy.shtml](https://www.tencent.com/en-us/zc/privacypolicy.shtml). Regarding the general handling with and the disabling of cookies, we also always refer to our general description in this data privacy statement.

#### Weibo

Our website uses the Weibo share plugin of the social network Weibo, Weibo Corp., No.8 Sina Plaza, Courtyard 10, the West, XiBeiWang E. Road, HaiDian District, Beijing 100080, P.R. China. By clicking the button, your browser connects to Weibo to carry out the functions of the plugin. In this context, no personal data is stored by Weibo, and your use is also not recorded via a cookie. More information can be found in the data privacy statement of Weibo. Regarding the general handling with and the disabling of cookies, we also always refer to our general description in this data privacy statement.

#### Xing

Our website uses the Xing share plugin of the social network Xing, XING AG, Dammtorstraße 30, 20354 Hamburg, Germany. By clicking the button, your browser connects to Xing to carry out the functions of the plugin. In this context, no personal data is stored by Xing, and your use is also not recorded via a cookie. More information can be found in the data privacy statement of Xing at [www.xing.com/privacy](http://www.xing.com/privacy). Regarding the general handling with and the disabling of cookies, we also always refer to our general description in this data privacy statement.

#### LinkedIn

Our website uses the LinkedIn share plugin of the social network LinkedIn, LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland. By clicking the button, your browser connects to LinkedIn to carry out the functions of the plugin. In this context, no personal data is stored by LinkedIn, and your use is also not recorded via a cookie. More information can be found in the data privacy statement of LinkedIn at [www.linkedin.com/legal/privacy-policy](http://www.linkedin.com/legal/privacy-policy). Regarding the general handling with and the disabling of cookies, we also always refer to our general description in this data privacy statement.

### 3. Baidu Maps

This website uses the Baidu Maps software provided by Baidu, Inc. By using this site, you consent to the collection, processing and use by Baidu, Inc. and its agents of any automated data collected.

Terms of Service of Baidu Maps [map.baidu.com/zt/client/service/index.html](http://map.baidu.com/zt/client/service/index.html)

Further information on the purpose and extent of the data collection and its processing as well as Baidu's privacy policy can be found here: [map.baidu.com/zt/client/privacy/index.html](http://map.baidu.com/zt/client/privacy/index.html)

## 4. Website analysis with Google Analytics

This website uses the service “Google Analytics”, provided by Google Inc. (1600 Amphitheater Parkway Mountain View, CA 94043, USA) for the analysis of website usage by users. Google Analytics uses "cookies" which are text files placed on your computer and/or device, to help the website analyse how users use the site. The information generated by the cookie about your use of our website (including your IP address) will be transmitted and stored in the United States. In case of activation of the IP anonymization, Google will truncate / anonymize the last octet of the IP address for Member States of the European Union as well as for other parties to the Agreement on the European Economic Area. The IP address will no longer be retraceable to an individual. Under the terms of the agreement, which website operators have entered into with Google, they use the information collected to compile an evaluation of website usage and website activity, and provide services in relation to website usage.

You may refuse the use of cookies by selecting the appropriate settings in your browser. However, please note that if you do this, you may not be able to use the full functionality of this website.

Furthermore, you can prevent Google’s collection and use of data (cookies and IP address) by downloading and installing the opt- out browser add-on available [here](#).

For more information on Google data usage see [here](#).

### Your Rights as an Individual

You have the right to be informed about, the right of being granted access to, the right of rectification, the right of deletion of and the right to restrict processing of your personal data that we possess with regard to your person within the limits of the current data protection legislation. Please contact us via email, if you would like to obtain a copy of your personal information. You may ask us to correct or remove personal information that you think has been stored inaccurately. Please contact us, should you wish to exercise any of these above-mentioned rights. We will then check the legal requirements for the exercise of this right.

### Cross-Border Data Transfers

In principle, the personal information we collect and generate within the People's Republic of China will be stored in the territory of the People's Republic of China. Since we provide products or services through resources and servers all over the world, this means that, with your consent, your personal information may be transferred to foreign jurisdictions in the countries in which you use the products or services, or Received visits from these jurisdictions. Such jurisdictions may have different data protection laws or even do not have relevant laws in place. In such cases, we will ensure that your personal information is sufficiently protected as in the People's Republic of China. For example, we will ask for your consent to cross-border transfer of personal information or implement data security measures such as de-identification before cross-border data transfer.

### Data Privacy Statement

#### Name and address of the controller

提姆依 (北京) 工程咨询有限公司 | Beijing Office  
Office 115, Building 6, Guomen Wisdom City, Houshayu, Shunyi District, 101300 Beijing, P.R. China

T: +86 (010) 8046 7399  
[contact@teamone.pro](mailto:contact@teamone.pro)

#### The data protection officer of the controller is:

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