

Privacy Policy of menzio GmbH **translated according to the specifications of the German DSGVO**

menzio GmbH

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1 Name and address of the controller

The controller within the meaning of the General Data Protection Regulation and other national data protection laws of the Member States as well as other data protection provisions is:

menzio GmbH
Managing Directors: Dipl.-Ing. Jörg Fangmann
Zum Nordkai 16
26725 Emden
Germany
Phone: +49 4921 8018717
Email: info@menzio.de
Website: www.menzio.de

2 General information on data processing

2.1 Scope of processing of personal data

We generally process personal data of our users only to the extent necessary to provide a functional website and our content and services. As a rule, the processing of our users' personal data takes place only with the user's consent. An exception applies in cases where obtaining consent in advance is not possible for factual reasons and processing is permitted by statutory provisions.

2.2 Legal basis for processing personal data

Where we obtain the consent of the data subject for processing operations of personal data, Article 6(1)(a) of the General Data Protection Regulation (GDPR) serves as the legal basis.

Where the processing of personal data is necessary for the performance of a contract to which the data subject is party, Article 6(1)(b) GDPR serves as the legal basis. This also applies to processing operations that are necessary to carry out pre-contractual measures.

Where processing of personal data is necessary for compliance with a legal obligation to which our company is subject, Article 6(1)(c) GDPR serves as the legal basis.

If processing is necessary for the purposes of the legitimate interests pursued by our company or a third party and these interests are not overridden by the interests or fundamental rights and freedoms of the data subject, Article 6(1)(f) GDPR serves as the legal basis for processing.

2.3 Erasure of data and storage duration

The personal data of the data subject are erased or blocked as soon as the purpose of storage ceases to apply. Storage may take place beyond this if provided for by European or national legislators in EU regulations, laws or other provisions to which the controller is subject. Data are also blocked or erased when a storage period prescribed by these provisions expires, unless further storage is necessary for the conclusion or performance of a contract.

Data are stored in server log files in a form that allows identification of the data subjects for a maximum of 30 days, unless a security-relevant event occurs, such as a DDoS attack.

3 Preparing offers / order processing

3.1 Description and scope of data processing

We process and store our customers' personal data only where this is necessary to perform our services in the context of preparing offers and/or processing orders.

The following data are collected:

- (1) Company
- (2) Name
- (3) Address
- (4) Email address
- (5) Telephone number

4 Provision of the website and creation of log files

4.1 Description and scope of data processing

Every time our website is accessed, our system automatically records data and information from the computer system of the accessing device.

The following data are collected:

- (1) Information about the browser type and version used
- (2) The user's operating system
- (3) The user's IP address
- (4) Date and time of access

The data are also stored in the log files of our system. These data are not stored together with other personal data of the user.

4.2 Legal basis for data processing

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

4.3 Purpose of data processing

Temporary storage of the IP address by the system is necessary to deliver the website to the user's device. For this purpose the user's IP address must remain stored for the duration of the session.

Storage in log files is carried out to ensure the functionality of the website. The data also help us to technically optimize the website and to ensure the security of our information technology systems. The data are not evaluated for marketing purposes in this context.

These purposes also constitute our legitimate interest in data processing pursuant to Article 6(1)(f) GDPR.

4.4 Duration of storage

The data will be deleted as soon as it is no longer required for the purpose for which it was collected. In the case of data collection for the provision of the website, this is the case when the respective session has ended.

In the case of data storage in log files, this is the case after seven days at the latest. No further storage takes place.

4.5 Right to object and possibility of removal

Collecting data to provide the website and storing them in log files is strictly necessary for operating the website. Consequently, the user has no possibility to object.

5 Use of cookies

5.1 Description and scope of data processing

Our website uses cookies. Cookies are text files that are stored in the internet browser or by the internet browser on the user's computer system. When a user visits a website, a cookie may be stored on the user's

operating system or on another data carrier. This cookie contains a unique string that enables the browser to be identified when the website is accessed again.

We use cookies to make our website functional. Some elements of our website require the accessing internet browser to be recognized even after a page change.

The following data are stored and transmitted in the cookies:

(6) Language settings

5.2 Legal basis for data processing

The legal basis for processing personal data using technically necessary cookies within the meaning of Section 25(2) TTDSG is Article 6(1)(f) GDPR.

5.3 Purpose of data processing

The purpose of using technically necessary cookies is to enable users to use websites. Some functions of our website cannot be offered without the use of cookies. For these, it is necessary for the internet browser to be recognized even after a page change.

We require cookies for the following purposes:

(1) Applying language settings

User data collected by technically necessary cookies are not used to create user profiles.

These purposes also constitute our legitimate interest in the subsequent processing of personal data pursuant to Article 6(1)(f) GDPR.

5.4 Duration of storage, right to object and possibility of removal

Cookies are stored on the user's computer (end device) and transmitted from it to our site. You therefore have full control over the use of cookies. By changing the settings in your internet browser, you can disable or restrict the storage of cookies. Cookies that have already been stored can be deleted at any time. This can also take place automatically. If cookies are disabled for our website, some functions of the website may no longer be fully usable.

6 Registration

6.1 Description and scope of data processing

On our website, we offer users the opportunity to register by providing personal data. The data are entered into an input mask, transmitted to us and stored. There is no transfer of the data to third parties. The following data are collected as part of the registration process:

At the time of registration, the following data are also stored:

- (1) The user's IP address
- (2) Date and time of registration
- (3) First and last name
- (4) Email address
- (5) Company
- (6) Country (registered office)

6.2 Legal basis for data processing

Where the user has given consent, the legal basis for processing the data is Article 6(1)(a) GDPR.

If registration serves to fulfil a contract to which the user is party or to carry out pre-contractual measures, the additional legal basis for processing the data is Article 6(1)(b) GDPR.

6.3 Purpose of data processing

User registration is required for the performance of a contract with the user or to carry out pre-contractual measures.

After successful registration, trial versions of software products are available to the user for download. By installing the software, the user agrees to the software terms of use. Registration is required to use the software products in order to prevent bots.

The personal data from registration are not further processed.

6.4 Duration of storage

In the case of data collected during the registration process for the performance of a contract or for carrying out pre-contractual measures, this is the case when the data are no longer necessary for performance of the

contract. Even after the contract has been concluded, it may be necessary to store personal data of the contractual partner in order to comply with contractual or legal obligations.

The data are erased as soon as they are no longer necessary to achieve the purpose of their collection. This takes place after the expiry of the free 30-day test phase of the software.

6.5 Right to object and possibility of removal

As a user, you may terminate your registration at any time. You can have the data stored about you changed at any time.

Deletion or amendment of the registration data by the user can be requested by email to cfid@menzio.de.

If the data are required to perform a contract or to carry out pre-contractual measures, premature deletion of the data is possible only insofar as contractual or legal obligations do not prevent deletion.

7 Contact form and email contact

7.1 Description and scope of data processing

Our website does not provide a contact form for electronic communication. Contact is possible via the email address provided (cfid@menzio.de). In this case, the personal data transmitted with the email are stored.

In this context, the data are not passed on to third parties. The data are used exclusively for processing the conversation.

7.2 Legal basis for data processing

Where the user has given consent, the legal basis for processing the data is Article 6(1)(a) GDPR.

The legal basis for processing data transmitted in the course of sending an email is Article 6(1)(f) GDPR. If the email contact is aimed at concluding a contract, the additional legal basis for the processing is Article 6(1)(b) GDPR.

7.3 Purpose of data processing

In the case of contact by email, this also constitutes the necessary legitimate interest in processing the data.

7.4 Duration of storage

The data are erased as soon as they are no longer necessary to achieve the purpose of their collection. For the personal data transmitted by email, this is the case when the respective conversation with the user has ended. The conversation is ended when the circumstances indicate that the matter in question has been conclusively clarified.

Any additional personal data collected during the sending process are deleted at the latest after a period of seven days.

7.5 Right to object and possibility of removal

The user may revoke his or her consent to the processing of personal data at any time. If the user contacts us by email, he or she may object to the storage of personal data at any time. In such a case, the conversation cannot be continued.

Withdrawal of consent and objection to storage may be made informally via the email address cfid@menzio.de or by post (menzio GmbH, Zum Nordkai 16, 26725 Emden).

All personal data stored in the course of making contact will be deleted in this case.

8 Web analytics

8.1 Scope of processing of personal data

We do not use any software tool on our website to analyze our users' browsing behavior.

9 Rights of the data subject

If personal data are processed, you are a data subject within the meaning of the GDPR and you have the following rights vis-à-vis the controller:

9.1 Right of access

You may obtain from the controller confirmation as to whether personal data concerning you are being processed.

Where such processing takes place, you may obtain from the controller access to the following information:

(1) the purposes for which the personal data are processed;

- (2) the categories of personal data concerned;
- (3) the recipients or categories of recipients to whom the personal data concerning you have been disclosed or will be disclosed;
- (4) the envisaged period for which the personal data concerning you will be stored or, if specific information is not possible, the criteria used to determine the storage period;
- (5) the existence of a right to rectification or erasure of the personal data concerning you, a right to restriction of processing by the controller, or a right to object to such processing;
- (6) the existence of a right to lodge a complaint with a supervisory authority;
- (7) all available information about the source of the data where the personal data are not collected from the data subject;
- (8) the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) GDPR and—at least in those cases—meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

You have the right to request information as to whether personal data concerning you are transferred to a third country or to an international organization. In this context, you may request to be informed about the appropriate safeguards pursuant to Article 46 GDPR relating to the transfer.

9.2 Right to rectification

You have the right to obtain from the controller without undue delay the rectification and/or completion of personal data concerning you if they are inaccurate or incomplete.

9.3 Right to restriction of processing

Under the following conditions, you may request the restriction of processing of personal data concerning you:

- (1) if you contest the accuracy of the personal data concerning you for a period enabling the controller to verify the accuracy of the personal data;
- (2) the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;

(3) the controller no longer needs the personal data for the purposes of the processing, but you require them for the establishment, exercise or defense of legal claims; or

(4) you have objected to processing pursuant to Article 21(1) GDPR pending the verification whether the legitimate grounds of the controller override your grounds.

Where processing of the personal data concerning you has been restricted, such data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

If processing has been restricted in accordance with the above conditions, you will be informed by the controller before the restriction is lifted.

9.4 Right to erasure

9.4.1 Obligation to erase

You may obtain from the controller the erasure of personal data concerning you without undue delay, and the controller is obliged to erase such data without undue delay where one of the following grounds applies:

(1) the personal data concerning you are no longer necessary in relation to the purposes for which they were collected or otherwise processed;

(2) you withdraw consent on which the processing is based according to Article 6(1)(a) or Article 9(2)(a) GDPR, and where there is no other legal ground for the processing;

(3) you object to the processing pursuant to Article 21(1) GDPR and there are no overriding legitimate grounds for the processing, or you object to the processing pursuant to Article 21(2) GDPR;

(4) the personal data concerning you have been unlawfully processed;

(5) the personal data concerning you have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;

(6) the personal data concerning you have been collected in relation to the offer of information society services referred to in Article 8(1) GDPR.

9.4.2 Information to third parties

Where the controller has made the personal data concerning you public and is obliged pursuant to Article 17(1) GDPR to erase the personal data, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that you, as data subject, have requested the erasure by such controllers of any links to, or copy or replication of, those personal data.

9.4.3 Exceptions

The right to erasure does not exist to the extent that processing is necessary

- (1) for exercising the right of freedom of expression and information;
- (2) for compliance with a legal obligation which requires processing by Union or Member State law to which the controller is subject, or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- (3) for reasons of public interest in the area of public health in accordance with Article 9(2)(h) and (i) and Article 9(3) GDPR;
- (4) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) GDPR, insofar as the right referred to under (a) is likely to render impossible or seriously impair the achievement of the objectives of that processing; or
- (5) for the establishment, exercise or defense of legal claims.

9.5 Right to be informed

If you have exercised the right to rectification, erasure or restriction of processing with respect to the controller, the controller is obliged to communicate this rectification or erasure of data or restriction of processing to each recipient to whom the personal data concerning you have been disclosed, unless this proves impossible or involves disproportionate effort.

You have the right to be informed about those recipients by the controller.

9.6 Right to data portability

You have the right to receive the personal data concerning you, which you have provided to the controller, in a structured, commonly used and machine-readable format. You also have the right to transmit those

data to another controller without hindrance from the controller to which the personal data have been provided, where

(1) the processing is based on consent pursuant to Article 6(1)(a) GDPR or Article 9(2)(a) GDPR or on a contract pursuant to Article 6(1)(b) GDPR; and

(2) the processing is carried out by automated means.

In exercising this right, you also have the right to have the personal data concerning you transmitted directly from one controller to another, where technically feasible. This must not adversely affect the rights and freedoms of others.

The right to data portability does not apply to processing of personal data necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

9.7 Right to object

You have the right, on grounds relating to your particular situation, at any time to object to processing of personal data concerning you which is based on Article 6(1)(e) or (f) GDPR, including profiling based on those provisions.

The controller will no longer process your personal data unless he can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defense of legal claims.

Where your personal data are processed for the purpose of direct marketing, you have the right to object at any time to the processing of personal data concerning you for such marketing; this also applies to profiling to the extent that it is related to such direct marketing.

If you object to processing for direct marketing purposes, the personal data concerning you will no longer be processed for these purposes.

In connection with the use of information society services—and notwithstanding Directive 2002/58/EC—you may exercise your right to object by automated means using technical specifications.

9.8 Right to withdraw consent under data protection law

You have the right to withdraw your consent under data protection law at any time. The lawfulness of processing carried out on the basis of the consent up to the time of withdrawal shall not be affected by the withdrawal.

9.9 Automated individual decision-making, including profiling

You have the right not to be subject to a decision based solely on automated processing—including profiling—which produces legal effects concerning you or similarly significantly affects you. This does not apply if the decision

(1) is necessary for entering into, or the performance of, a contract between you and the controller,

(2) is authorized by Union or Member State law to which the controller is subject and which also lays down suitable measures to safeguard your rights and freedoms and legitimate interests, or

(3) is based on your explicit consent.

However, such decisions may not be based on special categories of personal data referred to in Article 9(1) GDPR, unless Article 9(2)(a) or (g) GDPR applies and suitable measures to safeguard your rights and freedoms and legitimate interests have been taken.

In the cases referred to in (1) and (3), the controller shall implement suitable measures to safeguard your rights and freedoms and legitimate interests, at least the right to obtain human intervention on the part of the controller, to express your point of view and to contest the decision.

9.10 Right to lodge a complaint with a supervisory authority

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement, if you consider that the processing of personal data concerning you infringes the GDPR.

The supervisory authority with which the complaint has been lodged shall inform the complainant of the progress and the outcome of the complaint including the possibility of a judicial remedy under Article 78 GDPR.