

## Privacy Policy

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[April 2016]

As operator and responsible entity for this website Dr. Notghi Research GmbH, Beuthstraße 7, 10117 Berlin, (hereafter referred to as Dr. Notghi or we) takes your privacy very seriously and is committed to protect your right to privacy as a user of our sites. This privacy policy describes how your personal data is handled in connection with the usage of the following websites:

[www.notghi.com](http://www.notghi.com)

[www.notghiacademy.com](http://www.notghiacademy.com)

[www.notghiacademy.com/ilias](http://www.notghiacademy.com/ilias)

### 1 Personal Data

Personal data according to this privacy policy shall mean any information concerning the personal or material circumstances of an identified or identifiable individual, including your name, e-mail address, mailing address, and your credit card or bank account information.

We protect your privacy and your personal data. We collect, process and use your personal data in accordance with the content of this privacy policy and the applicable German data protection laws, in particular the Federal Data Protection Act (BDSG) and the Telemedia Act (TMG).

#### 1.1 Usage of Data

You can visit our websites without disclosing any personal information or the need to register. However, in some areas of our website you have to enter personal data in order to be able to use specific functions. But you are the one who decides what data you want to disclose.

#### 1.2 Contact Form

To contact us you can use our contact form. Here you can enter your name, your e-mail address, your phone number as well as a free text. The sole purpose of saving and using the entered data is to be responsive to your wishes, questions and critique.

#### 1.3 Career

In our „Career“ section you have the opportunity to apply for interesting jobs at Dr. Notghi by using an online form or through our e-mail address [jobs@notghi.com](mailto:jobs@notghi.com). The data and documents you submit are only being saved and used for the selection of applicants. In case of a future employment, we will save the data in your personnel file; otherwise the data will be deleted permanently at the end of the statutory retention period.

#### 1.4 Application form Dr. Notghi Academy

In order to apply for further education programs offered on our website [www.notghiacademy.com](http://www.notghiacademy.com), you have to fill in certain personal data on the application form. Besides your name, surname, mailing address, phone number and e-mail address as well as a free text, you have the option to upload specific documents (cover letter, CV and reference letters) that might reveal even more personal data.

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The data and documents you are transmitting will be saved and used by us during the application process. When you start one of our further education programs, your data will be saved in your personnel file and will be kept twelve more months after ending the program for quality assurance purposes. In case of the cancellation of your attendance your data will be permanently deleted after 6 months.

### 1.5 User Account at ILIAS (E-Learning)

If you want to participate in one of the trainings offered on our website [www.notghiacademy.com/ilias](http://www.notghiacademy.com/ilias), you need to register by creating a user account. For this purpose you have to provide us with personal data, such as your name, company name, e-mail address, phone number and mailing address.

By entering this data you give us permission to register you for the participation in our courses, to use the data for the proceeding of the courses and to provide other related services such as giving you further news and information about other courses you could be interested in. We also use the data to keep you informed about your progress and to support you within your training.

After the participation in one of our courses, we will ask you for an evaluation of the training. If you provide us with your explicit consent, we may share your evaluation on our website.

The data stored in your user account will be saved for 6 months in order to give you the chance to purchase another training within this period. Afterwards the data will be permanently deleted.

If you want to modify your ILIAS account or if you want to delete it prematurely, please contact [elearning@notghi.com](mailto:elearning@notghi.com).

### 1.6 Purchase

If you order our services or choose a training, you have to make an online payment. Therefore you will be asked to tell us your name, e-mail address, phone number as well as credit card information. For the purpose of processing your payment the information will be saved in our order system. Your credit card information will be submitted to our payment service provider, who will encrypt them by using SSL. Our payment service provider is PayPal (Europe) S.à r.l. et Cie, S.C.A., 22-24 Boulevard Royal, L-2449 Luxembourg.

## 2 Data, which we collect automatically and how we use them

### 2.1 Types of Data

Dr. Notghi automatically saves and analyses your user behaviour of the general usage of the websites and the usage of the offered services on the relevant website. Therefore we collect the following data:

- Date and time of access
- Name of requested site
- Website from which the site was requested
- Access status (i.e. file transmitted, file not found)

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- the used web browser and the operating system of your device (including version)
- the IP address of the requesting device
- Statistical information on how you use our services

These data are logged anonymously. For this purpose your IP address will be shortened (last part (byte) is replaced by "x"), so that no conclusions may be drawn to you as an individual. The anonymized protocols will only be used for statistical purposes and to optimize our services; a comparison with other databases or a transmission to third parties will not take place.

### 2.2 Cookies

In order to make the visit on our website more convenient and to track the functionality and activity of our websites, we use cookies. These are small text files that are saved on your computer and allow the identification of you as a user. However, cookies do not tell us who you are. These pseudonymised user profiles will not be connected to any personal data of the bearer of the pseudonym, if an explicit consent is not given in this context. You can adjust your browser in a way that all cookies will be deleted from your hardware, get blocked or that you receive a warning before a cookie will be saved. In some cases though, the deletion of cookies can result in a limited use of the offered services.

On our website <http://www.notghiacademy.com/> we use social plugins ("plugins") from the social network facebook.com, which is owned by Facebook Inc., 471 Emerson St. Palo Alto, CA 94301-160, ("Facebook"). The plugins are identified by one of the Facebook logos (white "f" on blue tile or a "thumbs up" – sign) or are indicated with the additional "Facebook social plugin". The list and the look of the Facebook social plugins can be viewed here: <https://developers.facebook.com/docs/plugins/faqs>. If you visit one of our websites containing a plugin, your browser will establish a direct connection to the servers of Facebook. Facebook sends the plugin's content directly to your browser and from there to the website. Therefore we do not have an influence on the amount of data Facebook is collecting through the plugin and can only inform you according to our information status: Through the integration of the plugin Facebook receives a notification that you did visit one of our websites. If you are logged onto Facebook, Facebook can connect your visit to your Facebook account. If you interact with the plugins by using the Like Button or comment on an action for example; the corresponding information will be transmitted directly from your browser to Facebook and will be saved there. If you are not a Facebook member, there is still the possibility for Facebook to find out and store your IP address. For the purpose and scope of the data collection and the ongoing processing and use of the data by Facebook as well as your relevant rights and the settings available for the protection of your privacy, please refer to Facebook's privacy policy: <http://www.facebook.com/policy.php>.

If you are a Facebook member and you do not want Facebook to collect your data and connect it with the data saved by Facebook, you have to log out before visiting our websites. Furthermore, it is possible to block Facebook social plugins with browser add-ons such as the "Facebook Blocker".

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### 3 Transmission of Data

We will not pass any of your data to third parties except you consent in a data transmission or we are obliged to the transmission due to legislation and/or court or authority rulings. This may be in particular for law enforcement purposes, preserving public order and safety, or the enforcement of intellectual property rights.

### 4 Data Security

Dr. Notghi has implemented technical and organisational measures in order to protect your data. The measures are carefully designed to protect your data from loss, misuse, disclosure, alteration or destruction. We use selected software, SSL encryption technology, password protection, firewalls and internal authorization concepts to protect your data against unauthorized access. However, we cannot guarantee that unauthorized third parties will never gain access and will misuse your data. Dr. Notghi is not responsible for a misuse by such third parties.

### 5 Changes of the Data Protection Regulations

We reserve the right to change this privacy policy at any time with effect for the future. A current version is available on each website.

### 6 Your Rights and Contact

You have access to your personal data at any time and can request their correction and/or deletion and/or blocking. For this purpose, and/or to obtain more information, please contact us:

Dr. Notghi Contract Research GmbH  
Beuthstr. 7  
10117 Berlin  
Tel.: 030-206 225 0  
[[contact@notghi.com](mailto:contact@notghi.com)]

If you have any questions, comments or inquiries regarding the collection, processing or use of your personal data, please contact us under the above given contact information.