

Privacy policy

Thank you for your interest in our website. The trust of all visitors and customers, the security of your data and the protection of your privacy are of central importance to us.

This privacy policy relates to our websites and our online presence on social media (Instagram, LinkedIn)

I. Contact details of the person responsible

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 regulations is

Next-level administration

Dr Antje Hoffmann
Domblick 15
39175 Gerwisch Germany
Phone: +49 163 1315874
E-mail: support@next-level-administration.com
Website: www.next-level-administration.com

II. General information on data processing

The following information provides a simple overview of what happens to your personal data when you visit this website. Personal data is any data that can be used to identify you personally.

Detailed information on the subject of data protection can be found in our privacy policy listed below this text.

1. How do we collect your data?

On the one hand, your data is collected when you provide it to us. This may, for example, be data that you enter in a contact form.

Other data is collected automatically or with your consent by our IT systems when you visit the website. This is primarily technical data (e.g. internet browser, operating system or time of page view). This data is collected automatically as soon as you enter this website.

2. What do we use your data for?

Some of the data is collected to ensure that the website is provided without errors. Other data may be used to analyse your user behaviour. If contracts can be concluded or initiated via the website, the transmitted data will also be processed for contract offers, orders or other order enquiries.

3. What rights do you have regarding your data?

You have the right to receive information about the origin, recipient and purpose of your stored personal data free of charge at any time. You also have the right to request the correction or deletion of this data. If you have given your consent to data processing, you can revoke this consent at any time for the future. You also have the right to request the restriction of the processing of your personal data under certain circumstances.

Furthermore, you have the right to lodge a complaint with the competent supervisory authority.

You can contact us at any time if you have further questions on the subject of data protection.

4. Analysis tools and tools from third-party providers

When visiting this website, the usage behaviour of visitors can be statistically evaluated. This is done with the help of so-called analysis tools.

Such analyses are used to improve our website, to design our content in line with requirements and to statistically determine our reach. As a rule, the analysis is anonymised or pseudonymised. The data is not merged with other personal data.

Detailed information on the analysis and third-party tools used, the scope of data processing and the respective legal bases can be found in the corresponding sections of this privacy policy.

III. Hosting

We host the content of our website with the following provider:

WIX

The provider is Wix.com Ltd, 40 Namal Tel Aviv St., Tel Aviv 6350671, Israel (hereinafter referred to as "Wix").
"WIX").

WIX is a tool for creating and hosting websites. When you visit our website, WIX is used to analyse user behaviour, visitor sources, the region of website visitors and visitor numbers. WIX stores cookies on your

Browser, which are required to display the website and to ensure security (necessary cookies).

The data collected via WIX can be stored on various servers worldwide.

The WIX servers are located in the USA, among other places.

Details can be found in the WIX privacy policy: <https://de.wix.com/about/privacy>.

According to WIX, data transfer to the USA and other third countries is based on the standard contractual clauses of the EU Commission or comparable guarantees in accordance with Art. 46 GDPR. You can find details here:

<https://de.wix.com/about/privacy-dpa-users>.

The use of WIX is based on Art. 6 para. 1 lit. f GDPR. We have a legitimate interest in displaying our website as reliably as possible.

If a corresponding consent has been requested, the processing is carried out exclusively on the basis of Art. 6 para. 1 lit. a GDPR and § 25 para. 1 TDDDG, insofar as the consent includes the storage of cookies or access to information in the user's terminal device (e.g. device fingerprinting) within the meaning of the TDDDG. Consent can be revoked at any time.

The company is certified in accordance with the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the USA that is intended to ensure compliance with European data protection standards for data processing in the USA. Every company certified in accordance with the DPF undertakes to comply with these data protection standards.

Further information on this can be obtained from the provider at the following link: <https://>

www.dataprivacyframework.gov/participant/5626

Order processing

We have concluded a data processing agreement (DPA) for the use of the above-mentioned service. This is a contract prescribed by data protection law, which guarantees that it processes the personal data of our website visitors only in accordance with our instructions and in compliance with the GDPR.

IV. General notes and mandatory information

1. Data protection

The operators of these pages take the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the statutory data protection regulations and this privacy policy.

When you use this website, various personal data is collected.

Personal data is data that can be used to identify you personally. This privacy policy explains what data we collect and what we use it for. It also explains how and for what purpose this is done.

We would like to point out that data transmission over the Internet (e.g. when communicating by e-mail)

may have security gaps. Complete protection of data against access by third parties is not possible.

2. Storage duration

Unless a more specific storage period has been specified in this privacy policy, your personal data will remain with us until the purpose for data processing no longer applies. If you assert a justified request for deletion or revoke your consent to data processing, your data will be deleted unless we have other legally permissible reasons for storing your personal data (e.g. retention periods under tax or commercial law); in the latter case, the deletion will take place after these reasons no longer apply.

3. General information on the legal basis for data processing on this website

If you have consented to data processing, we process your personal data on the basis of Art. 6 para. 1 lit. a GDPR or Art. 9 para. 2 lit. a GDPR, insofar as special categories of data are processed in accordance with Art. 9 para. 1 GDPR. In the event of express consent to the transfer of personal data to third countries, data processing is also carried out on the basis of Art. 49 para. 1 lit. a GDPR.

If you have consented to the storage of cookies or access to information in your end device (e.g. via device fingerprinting), the data processing is also carried out on the basis of Section 25 (1) TDDDG. Consent can be revoked at any time.

If your data is required for the fulfilment of the contract or for the implementation of pre-contractual measures, we process your data on the basis of Art. 6 para. 1 lit. b GDPR. The

Furthermore, we process your data if this is necessary to fulfil a legal obligation on the basis of Art. 6 para. 1 lit. c GDPR.

Data processing may also be carried out on the basis of our legitimate interest in accordance with Art. 6 para. 1 lit. f GDPR. Information on the relevant legal bases in each individual case is provided in the following paragraphs of this privacy policy.

4. Recipients of personal data

As part of our business activities, we work together with various external organisations. In some cases, it is also necessary to transfer personal data to these external organisations.

We only pass on personal data to external bodies if this is necessary for the fulfilment of a contract, if we are legally obliged to do so (e.g. passing on data to tax authorities), if we have a legitimate interest in passing on data in accordance with Art. 6 para. 1 lit. f GDPR or if another legal basis permits the passing on of data.

When using processors, we only pass on our customers' personal data on the basis of a valid contract for order processing. In the case of joint processing, a joint processing agreement is concluded.

5. Revocation of your consent to data processing

Many data processing operations are only possible with your express consent. You can withdraw your consent at any time. The legality of the data processing carried out until the revocation remains unaffected by the revocation.

6. Right to object to the collection of data in special cases and to direct marketing (Art. 21 GDPR)

IF THE DATA PROCESSING IS BASED ON ART. 6 ABS. 1 LIT. E OR F GDPR, YOU HAVE THE RIGHT TO OBJECT TO THE PROCESSING OF YOUR PERSONAL DATA AT ANY TIME ON GROUNDS RELATING TO YOUR PARTICULAR SITUATION; THIS ALSO APPLIES TO PROFILING BASED ON THESE PROVISIONS. THE RESPECTIVE LEGAL BASIS ON WHICH PROCESSING IS BASED CAN BE FOUND IN THIS PRIVACY POLICY. IF YOU OBJECT, WE WILL NO LONGER PROCESS YOUR PERSONAL DATA CONCERNED UNLESS WE CAN DEMONSTRATE COMPELLING LEGITIMATE GROUNDS FOR THE PROCESSING WHICH OVERRIDE YOUR INTERESTS, RIGHTS AND FREEDOMS OR THE PROCESSING SERVES THE ESTABLISHMENT, EXERCISE OR DEFENCE OF LEGAL CLAIMS (OBJECTION PURSUANT TO ART. 21 PARA. 1 GDPR).

IF YOUR PERSONAL DATA ARE PROCESSED FOR DIRECT MARKETING PURPOSES, YOU HAVE THE RIGHT TO OBJECT AT ANY TIME TO THE PROCESSING OF YOUR PERSONAL DATA FOR SUCH MARKETING.

TO OBJECT TO THE PROCESSING OF PERSONAL DATA CONCERNING YOU FOR THE PURPOSE OF SUCH ADVERTISING; THIS ALSO APPLIES TO PROFILING INsofar AS IT IS RELATED TO SUCH DIRECT ADVERTISING. IF YOU OBJECT, YOUR PERSONAL DATA WILL SUBSEQUENTLY NO LONGER BE USED FOR THE PURPOSE OF DIRECT MARKETING (OBJECTION PURSUANT TO ART. 21 PARA. 2 GDPR).

7. Right to lodge a complaint with the competent supervisory authority

In the event of violations of the GDPR, data subjects have the right to lodge a complaint with a supervisory authority, in particular in the Member State of their habitual residence, place of work or place of the alleged violation. The right to lodge a complaint is without prejudice to any other administrative or judicial remedies.

8. Right to data portability

You have the right to have data that we process automatically on the basis of your consent or in fulfilment of a contract handed over to you or to a third party in a commonly used, machine-readable format. If you request the direct transfer of the data to another controller, this will only take place if it is technically feasible.

9. Information, correction and deletion

Within the framework of the applicable legal provisions, you have the right at any time to free information about your stored personal data, its origin and recipient and the purpose of the data processing and, if necessary, a right to correction or deletion of this data. You can contact us at any time if you have further questions on the subject of personal data.

10. Right to restriction of processing

You have the right to request the restriction of the processing of your personal data.

You can contact us at any time to exercise this right. The right to restriction of processing exists in the following cases:

- If you dispute the accuracy of your personal data stored by us, we generally need time to check this. For the duration of the review, you have the right to request that the processing of your personal data be restricted.
- If the processing of your personal data was/is unlawful, you can request the restriction of data processing instead of erasure.
- If we no longer need your personal data, but you need it for the exercise, defence or assertion of legal claims, you have the right to request the restriction of the processing of your personal data instead of its erasure.

- If you have lodged an objection in accordance with Art. 21 (1) GDPR, a balance must be struck between your interests and ours. As long as it has not yet been determined whose interests prevail, you have the right to request the restriction of the processing of your personal data.

If you have restricted the processing of your personal data, this data - apart from its storage - may only be processed with your consent or for the establishment, exercise or defence 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 European Union or of a Member State.

11. SSL or TLS encryption

This site uses SSL or TLS encryption for security reasons and to protect the transmission of confidential content, such as orders or enquiries that you send to us as the site operator. You can recognise an encrypted connection by the fact that the address line of the browser changes from "http://" to "https://" and by the lock symbol in your browser line.

If SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

12. Objection to advertising e-mails

We hereby object to the use of contact data published as part of our obligation to provide a legal notice for the purpose of sending unsolicited advertising and information material. The operators of this website expressly reserve the right to take legal action in the event of the unsolicited sending of advertising information, such as spam e-mails.

13. Note on data transfer to third countries, in particular the USA

Some of the services used on our website are provided by companies based outside the European Union (EU) or the European Economic Area (EEA) - in particular from the USA. If these services are active, personal data may be transferred to these third countries.

We would like to point out that in certain third countries - particularly in the USA - the level of data protection is not comparable to that in the EU. For example, under certain legal requirements, US companies are obliged to disclose personal data to security authorities without the data subjects necessarily being aware of this or being able to take legal action against it.

If data is transferred to third countries, this is done on the basis of suitable guarantees within the meaning of the GDPR, such as the conclusion of standard contractual clauses of the EU Commission in accordance with Art. 46 GDPR. Nevertheless, we cannot rule out the possibility of authorities in the recipient country gaining access to personal data in every individual case.

By expressly consenting to the use of corresponding tools or services (e.g. in the context of the cookie banner), you also consent to a possible transfer to insecure third countries, insofar as this is necessary.

V. Data collection on this website

1. Cookies

Our Internet pages use so-called "cookies". Cookies are small data packets and do not cause any damage to your end device. They are stored on your device either temporarily for the duration of a session (session cookies) or permanently (permanent cookies). Session cookies are automatically deleted at the end of your visit. Permanent cookies remain stored on your end device until you delete them yourself or they are automatically deleted by your web browser.

Cookies may originate from us (first-party cookies) or from third-party companies (so-called third-party cookies). Third-party cookies enable the integration of certain services from third-party companies within websites (e.g. cookies for processing payment services).

Cookies have various functions. Many cookies are technically necessary, as certain website functions would not work without them (e.g. the shopping basket function or the display of videos). Other cookies can be used to analyse user behaviour or for advertising purposes.

Cookies that are required to carry out the electronic communication process, to provide certain functions that you have requested (e.g. for the shopping basket function) or to optimise the website (e.g. cookies to measure the web audience) (necessary cookies) are stored on the basis of Art. 6 para. 1 lit. f GDPR, unless another legal basis is specified.

The website operator has a legitimate interest in the storage of necessary cookies for the technically error-free and optimised provision of its services. If consent to the storage of cookies and comparable recognition technologies has been requested, the consent will be

Processing exclusively on the basis of this consent (Art. 6 para. 1 lit. a GDPR and § 25 para. 1 TDG); consent can be revoked at any time.

You can set your browser so that you are informed about the setting of cookies and only allow cookies in individual cases, exclude the acceptance of cookies for certain cases or in general and activate the automatic deletion of cookies when closing the browser. If cookies are deactivated, the functionality of this website may be restricted. You can find out which cookies and services are used on this website in this privacy policy.

2. Server log files

The provider of the pages automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. These are

- Browser type and browser version
- Operating system used
- Referrer URL
- Host name of the accessing computer
- Time of the server request
- IP address

This data is not merged with other data sources.

This data is collected on the basis of Art. 6 para. 1 lit. f GDPR. The website operator has a legitimate interest in the technically error-free presentation and optimisation of its website - the server log files must be recorded for this purpose.

3. Contact form

If you send us enquiries via the contact form, your details from the enquiry form, including the contact details you provide there, will be stored by us for the purpose of processing the enquiry and in the event of follow-up questions. We will not pass on this data without your consent.

This data is processed on the basis of Art. 6 para. 1 lit. b GDPR if your enquiry is related to the fulfilment of a contract or is necessary for the implementation of pre-contractual measures. In all other cases, the processing is based on our legitimate interest in the effective processing of the enquiries addressed to us (Art. 6 para. 1 lit. f GDPR) or on your consent (Art. 6 para. 1 lit. a GDPR) if this has been requested; consent can be revoked at any time.

We will retain the data you provide on the contact form until you request its deletion, revoke your consent for its storage, or the purpose for its storage no longer pertains (e.g. after fulfilling your request).

Mandatory statutory provisions - in particular retention periods - remain unaffected.

4. Enquiry by e-mail, telephone or fax

If you contact us by e-mail, telephone or fax, your enquiry including all personal data (name, enquiry) will be stored and processed by us for the purpose of processing your request. We will not pass on this data without your consent.

This data is processed on the basis of Art. 6 para. 1 lit. b GDPR if your enquiry is related to the fulfilment of a contract or is necessary for the implementation of pre-contractual measures. In all other cases, the processing is based on our legitimate interest in the effective processing of the enquiries addressed to us (Art. 6 para. 1 lit. f GDPR) or on your consent (Art. 6 para. 1 lit. a GDPR) if this has been requested; consent can be revoked at any time.

The data you send to us via contact requests will remain with us until you ask us to delete it, revoke your consent to storage or the purpose for data storage no longer applies (e.g. after your request has been processed).

Mandatory statutory provisions - in particular statutory retention periods - remain unaffected.

5. Newsletter and free offers

If you register for our newsletter or take advantage of one of our free offers (e.g. freebies, webinars or e-mail series), we collect your name and e-mail address. We use this data to send you regular email newsletters. This information allows us to verify that you are the owner of the e-mail address provided and agree to receive the newsletter. Further data will not be collected or will only be collected on a voluntary basis.

The content of the newsletter includes both editorial contributions (e.g. tips, advice, instructions) and advertising passages, e.g. references to our own products, services, promotions or offers from cooperation partners.

Your e-mail address may also be used for our own marketing purposes. We do not pass the data on to third parties.

The data entered in the newsletter registration form is processed exclusively on the basis of your consent (Art. 6 para. 1 lit. a GDPR). You can revoke your consent to the storage of the data, the e-mail address and its use for sending the newsletter at any time, for example via the link in the newsletter. If you unsubscribe from the newsletter, you will not receive any further emails. This also applies to delivery e-mails for future free offers. If necessary, please register again with a different e-mail address. The legality of the data processing operations that have already taken place remains unaffected by the cancellation.

The data you provide us with for the purpose of subscribing to the newsletter will be stored by us or the newsletter service provider until you unsubscribe from the newsletter and deleted from the newsletter distribution list after you unsubscribe from the newsletter or after the purpose no longer applies. We reserve the right to delete or block e-mail addresses from our newsletter distribution list at our own discretion within the scope of our legitimate interest in accordance with Art. 6 para. 1 lit. f GDPR.

Data stored by us for other purposes remains unaffected by this.

After you unsubscribe from the newsletter distribution list, your e-mail address may be stored by us or the newsletter service provider in a blacklist if this is necessary to prevent future mailings. The data from the blacklist will only be used for this purpose and will not be merged with other data. This serves both

your interest as well as our interest in complying with legal requirements when sending newsletters (legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR). Storage in the blacklist is not limited in time. You can object to the storage if your interests outweigh our legitimate interest.

Mailchimp is used as the newsletter service provider. The details can be found in this privacy policy.

VI. Own services

1. OneDrive

We have integrated OneDrive on this website. The provider is Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland (hereinafter referred to as "OneDrive").

OneDrive enables us to include an upload area on our website where you can upload content. When you upload content, it is stored on the OneDrive servers.

When you enter our website, a connection to OneDrive is also established so that OneDrive can recognise that you have visited our website.

The use of OneDrive is based on Art. 6 para. 1 lit. f GDPR. The website operator has a legitimate interest in a reliable upload area on its website. If a corresponding consent has been requested, the processing is carried out exclusively on the basis of Art. 6 para. 1 lit. a GDPR; the consent can be revoked at any time.

The company is certified in accordance with the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the USA that is intended to ensure compliance with European data protection standards for data processing in the USA. Every company certified under the DPF undertakes to comply with these data protection standards. Further information on this can be obtained from the provider at the following link: [https:// .www.dataprivacyframework.gov/participant/6474](https://www.dataprivacyframework.gov/participant/6474)

Order processing

We have concluded a data processing agreement (DPA) for the use of the above-mentioned service. This is a contract prescribed by data protection law, which guarantees that it processes the personal data of our website visitors only in accordance with our instructions and in compliance with the GDPR.

Source:

<https://www.datenschutzerklaerung.de>

2. Linking

This website may contain links to websites operated by other companies, including, for example, social media websites such as LinkedIn or Instagram.

If you follow such links, you may encounter cookies that are not under our control. We cannot accept any liability for this and we refer you to the data protection provisions or cookie guidelines of the respective websites.

3. CROSS DOMAIN TRACKING

We use cross-domain tracking on our website. This means that your cookie consent applies to the following domains:

- <https://ablefy.io>
- next-level-administration.com

If you have any questions, please contact us by e-mail.

4. MailChimp

The newsletter is sent via the service provider Mailchimp, an offer from Intuit Inc, 2700 Coast Ave, Mountain View, CA 94043, USA. We have concluded an order processing contract with Mailchimp in accordance with Art. 28 GDPR.

By registering, you consent to your personal data (name, email address) being transferred to Mailchimp and processed there. The data will be transferred to a third country outside the EU (USA), for which no equivalent level of data protection can currently be guaranteed. We would like to point out that US authorities may be able to access your data without you as the data subject being entitled to an effective legal remedy. The transfer takes place on the basis of standard contractual clauses of the EU Commission (Art. 46 para. 2 lit. c GDPR).

Mailchimp uses so-called tracking technologies (e.g. web beacons) to analyse opening rates, click behaviour, times and IP addresses. This data helps us to make technical improvements to the newsletter and to better tailor content to the interests of subscribers.

Further information on data protection at Mailchimp can be found at:
<https://www.intuit.com/privacy/statement/>

5. Google Analytics

Our website uses the web analytics service Google Analytics, provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland.

Google Analytics enables us to analyse the behaviour of website visitors in order to continuously improve our website and our services.

The following information is collected: pages visited, duration of the respective sessions, geographical origin of the users, devices and operating systems used, as well as interactions with content. This information may be merged by Google into pseudonymised user profiles, unless this is prevented by appropriate settings.

Google Analytics uses various technologies such as cookies and so-called device fingerprinting for analysis purposes, which enable users to be recognised. The collected data is usually transferred to Google servers in the USA and stored there.

Legal basis: The use of Google Analytics is based on your consent in accordance with Art. 6 para. 1 lit. a GDPR and § 25 TTDSG (if access to end devices takes place). You can revoke your consent at any time via the consent tool.

Google relies on the so-called standard contractual clauses of the EU Commission to ensure an adequate level of data protection when transferring data to third countries. You can find details on this at: <https://privacy.google.com/businesses/controllerterms/mccs/>

Further information on data protection at Google Analytics can be found at: <https://support.google.com/analytics/answer/6004245?hl=de>

The privacy policy was largely created with the support of www.e-recht24.de.