

## WEBSITE PRIVACY POLICY AND INFORMATION ON PARTIES AFFECTED

by Article 13 of the EU General Data Protection Regulation (GDPR)  
as of December 6, 2018

### GENERAL INFORMATION

#### Information on the responsible organization:

mitra consulting GmbH, Kurfürstendamm 194, DE-10707 Berlin

Fon +49 (0)30 220 1222 90

Fax +49 (0)30 220 1222 91

Email: [compliance@mitra-consulting.de](mailto:compliance@mitra-consulting.de)

URL: [www.mitra-consulting.de](http://www.mitra-consulting.de)

### GENERAL DATA PROCESSING INFORMATION

#### CATEGORIES AND SOURCES OF PERSONAL DATA CONCERNED

Personal data, such as name, telephone number or email address, is only collected by mitra consulting with your express consent. Otherwise, we will never collect personal data. Any processing of your personal data that extends beyond the scope of the statutory authorization only takes place with your express consent.

#### PURPOSE OF PROCESSING

The processing of your personal data provided by you only takes place in terms of contract execution, unless otherwise required by law. Our employees are obliged by us to secrecy and to comply with the data protection regulations according to GDPR and BDSG (German Federal Data Protection Act).

Your personal data will not be disclosed to third parties without your express consent, unless it is for the purposes of contract processing or for billing purposes, in compliance with § 11 GDPR for processing which does not require identification. A passing on to information-entitled state institutions and authorities takes place only in the context of compelling legal regulations and/or if we are obligated by court order to it. We do not sell your personal data to third parties.

#### CATEGORIES OF RECIPIENTS

mitra consulting will only transfer personal data to public entities where overriding legal requirements exist. External service providers or other contractors provided the Data Subject has granted their consent or the transmission of the data is permitted by other prevailing interest. These are companies in the categories of cooperation partners, registration and visa authorities, IT services, financial administration, tax consultants and auditors as well as other fee offices and payment service providers. Data will only be transferred to third parties if the data subject has given his consent or if a transfer is necessary for order processing and is permissible for reasons of overriding interest.

#### TRANSFERS TO THIRD COUNTRIES

Personal data will not be transferred to a third country (outside the EU or EEA) without your explicit consent.

#### DATA STORAGE PERIOD

mitra consulting will retain your personal information for the duration of your consents as well as for the

period necessary to fulfill the purposes of processing and legal storage times.

If the data are necessary for the receipt of evidence for the assertion, exercise or defence of legal claims, they are stored regularly for a period of three years. The storage period is six or ten years if the data is subject to retention according to the German Commercial Code or the German Tax Code.

Furthermore, we store information on suppliers, event organizers and other business partners on the basis of our business interests. We store this data, which is mainly company-related, permanently.

## DATA SUBJECT RIGHTS

### CONDITIONS FOR CONSENT (ART. 7 PARA. 3 GDPR)

You have the right to revoke your consent at any time. The revocation of your consent does not affect the legality of the processing carried out on the basis of your consent until you revoke it. You will be informed of this before giving your consent.

### RIGHT TO OBJECT (ART. 21 GDPR)

If we process your data on the basis of a legitimate interest (Art. 6 para. 1 lit. f GDPR), you have the right to object to this if the reasons for this arise from your particular situation. This also applies to profiling based on these provisions. In this case, we will no longer process your data unless we can prove compelling reasons worthy of protection for the processing. This must outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims. If we process your data for the purpose of direct marketing, you may object to the processing of your data. This also applies to profiling insofar as it is connected with such direct advertising. After your objection, your data will no longer be processed for these purposes. If you wish to object, simply send an informal message to the contact details listed above.

### FURTHER RIGHTS OF DATA SUBJECTS

Any data subject has the right of access under Article 15 GDPR, the right to correction under Article 16 GDPR, the right to cancellation under Article 17 GDPR, the right to limitation of processing under Article 18 GDPR and the right to data transfer under Article 20 GDPR. The restrictions according to §§ 34 and 35 BDSG (German Federal Data Protection Act) apply to the right to information and the right of cancellation. In addition, there is a right of appeal to a data protection supervisory authority, Art. 77 GDPR in conjunction with § 19 BDSG. The data protection supervisory authority responsible for mitra consulting GmbH is [Berliner Beauftragte für Datenschutz und Informationsfreiheit](#), An der Urania 4-10, 10787 Berlin

If you have any questions or comments regarding the processing of your personal data, please contact [compliance@mitra-consulting.de](mailto:compliance@mitra-consulting.de).

## PRIVACY POLICY FOR YOUR VISIT AT OUR WEBSITE

Thank you for visiting our website <https://www.mitra-consulting.de/> and <https://esports-consultant.com> and expressing an interest in our company and our services. Data protection is based on trust and your trust is important to us. We are committed to respecting your privacy. We therefore attach great importance to the protection of your personal data and ensuring that it is collected, processed and used in line with legal provisions.

In order to ensure you feel secure visiting our website, we are careful to ensure strict adherence to statutory provisions when we process your personal data and would like to explain how we collect and use your personal data. We will also explain how we collect and use non-personal but relevant usage data. We would like to expressly point out that the transmission of data via the Internet (e.g., by e-mail) can offer security vulnerabilities. It is therefore impossible to safeguard the data completely against access by third parties. We cannot assume any liability for damages arising as a result of such security vulnerabilities. The use by third parties of all published contact details for the purpose of advertising is expressly excluded. We

reserve the right to take legal steps in the case of the unsolicited sending of advertising information; e.g., by means of spam mail.






We have instructed and bound our employees to keep your information confidential, pursuant to the privacy protection provisions under the GDPR and BDSG.

We would like to point out that data transmission over the Internet (e.g. communication by e-mail) can be subject to security vulnerabilities. A complete protection of the data against access by third parties is not possible.




### PROVISION OF THE WEBSITE AND CREATION OF LOG FILES

You can visit our website without entering any other personal data or otherwise transmitting any personal data except for your IP address. If you disclose personal data to us yourself, only then will we collect and save it throughout your visit to the pages of our website.

When you visit our website, the browser on your device automatically sends information - so called usage data - to the server on our website. This information is temporarily stored in a so-called log file. The following information is recorded without your intervention and stored until it is automatically deleted:

-  IP address of the requesting computer,
-  Date and time of access,
-  Name and URL of the retrieved file,
-  Website from which access is made (referrer URL),
-  the browser used and, if applicable, the operating system of your computer as well as the name of your access provider.

The mentioned data will be processed by us for the following purposes:

-  ensuring a smooth connection of the website,
-  ensuring comfortable use of our website,
-  evaluation of system security and stability as well as for other administrative purposes.

If we collect personal data (e.g. name, company, position, e-mail addresses, telephone numbers), this is done on a voluntary basis. The data will be processed for the purpose of contacting us in accordance with Art. 6 para. 1 sentence 1 lit. a DSGVO on the basis of your voluntary consent. Under no circumstances do we use the collected data for the purpose of drawing conclusions about your person.

The data will be stored until it is necessary to achieve the purpose for which it was collected. If data is required to make the website available, it is not required once the respective session has ended. Your data will then be deleted automatically. If the data is stored in log files, this is the case after seven days at the latest. If the aforementioned data is further stored, your IP address will be deleted or alienated in this case, so that it is no longer possible to assign the calling Internet connection.

The collection of data for the provision of the website and the storage of data in log files is mandatory for the operation of the website.

Further personal data is only stored by us when you use our website if you provide it to us yourself, e.g. via our contact form or an e-mail sent to us by you. We do not collect any personal data via our websites without your consent. An exception is the IP address of the requesting computer (see above).

### COOKIES

Our Website uses cookies, which are small files sent by a Web server to your computer and often maintained on your hard drive. These are not programs that can damage your machine; they simply enable

us to recognize your browser when you revisit our site. No personal information is stored in a cookie nor can such information be used to identify you.

Unless different deletion periods are stated in the following declarations, the following applies to the storage period in summary, irrespective of the type and purpose of the cookies:

You may disable cookies in your browser; for more details please refer to the help function of your browser.

You have full control over the use of cookies. These are stored on your computer and the data are transmitted from this to our site. Most browsers are set by default to accept cookies but changing your browser settings may disable or restrict the transmission of cookies. Cookies that have already been saved can be deleted at any time. This can also be done automatically by setting your browser accordingly. For more information, please refer to the help function of your Internet browser. However, please note that some of our Website features or services may not function properly without cookies.

### **COOKIES FOR THE ANALYSIS OF SURFING BEHAVIOUR**

We also use cookies on our website which enable us to analyze your surfing behavior. The data collected in this context is pseudonymized by technical precautions. The data can then no longer be assigned to you. This data is not stored together with your other personal data.

The analysis cookies are used for the purpose of improving the quality of our website and its contents. The analysis cookies tell us how the website is used and enable us to continually optimize our services. Our legitimate interest in the processing of personal data pursuant to Art. 6 para. 1 lit. f GDPR also lies in these purposes. If you object to the use of these cookies or configure your browser accordingly, this will not have any disadvantages for you. All functions of the website are still available.

We use the following service on our website, which are based on analysis cookies:

### **GOOGLE ANALYTICS**

Our Website uses Google Analytics, a Web analysis service of Google Inc. (aka "Google", <https://www.google.de/intl/de/about/>), 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA, which uses cookies that are small files maintained on your computer for analyzing your visit.

The information collected by the cookie about your visit to this Website (including browser type/ version, operating system, referrer URL, IP address) is transmitted to and kept on a Google server located in the United States of America. This Website uses the "\_anonymizeIp()" extension from Google to anonymize or use short form IP addresses of user's within the European Member States or in other treaty countries within the European Economic Union. Only in exceptional cases is the full IP address transmitted to Google servers in the US and then shortened. Such a short form IP address precludes the possibility of identifying the person visiting the site. Google uses this information to analyze usage of the Website by you and generate reports of your Web activities under contract to the Website provider. These reports allow the provider to improve the quality of its online service and your experience. Google never correlates your IP address obtained via Google Analytics with other data obtained by Google.

You may reset your browser to refuse cookies. However, please note that some of our Website features or services may not function properly without cookies. Moreover, you may download and install the following plug-in through your browser <https://tools.google.com/dlpage/gaoptout?hl=en> to prevent collection of any information by a cookie, transmission of data on your usage of the Website (including your IP address) to Google, and any subsequent processing of such information by Google. If you delete cookies after surfing the Internet, you must reset the opt-out cookie.

Further information on the use of data for advertising purposes by Google, setting and objection possibilities can be found on the websites of Google:

- [https://policies.google.com/privacy?hl=de&gl=DE&utm\\_source=google&utm\\_medium=email&utm\\_campaign=Emmett](https://policies.google.com/privacy?hl=de&gl=DE&utm_source=google&utm_medium=email&utm_campaign=Emmett) („Google Privacy Policy“)
- <https://policies.google.com/technologies/ads?hl=en> („How Google uses cookies in advertising“)
- <https://adssettings.google.com/authenticated> („Determine what advertising Google shows you“)

## LINKS

This site may contain links to other Websites not under our direction or control. We carefully checked the target sites of these links before setting them up, but the respective provider may have subsequently changed the content therein. This privacy statement applies only to our Website, and we are not responsible for the content of the linked sites or how these sites handle personal information. You should always review the privacy representations of other providers when you visit their Websites, and/or contact them for more information.

## SOCIAL PLUGINS

### YOUTUBE

Auf dieser Webseite werden YouTube-Videos eingesetzt, welche von der YouTube LLC, 901 Cherry Ave., San Bruno, CA 94066 – vertreten durch Google Inc. – betrieben werden.

We have integrated these YouTube videos in the "extended data protection mode". As a result, no data is transferred to YouTube about you as a user as long as you do not play the videos.

By activating the video, you consent to data processing. In this respect, the legal basis is Art. 6 Para. 1 lit. a) GDPR.

When you click on it, the browser establishes a direct connection with YouTube's servers. If you are logged in to YouTube via your personal user account while viewing a video, YouTube can assign this visit to the website to your user account. If you wish to prevent data transmission to your YouTube account, you must log out of your YouTube account before clicking on the YouTube video. In the YouTube Terms of Use (<https://www.youtube.com/t/terms?preview=20190122>) and the Google data protection information stored on the YouTube website (<https://policies.google.com/privacy?hl=de&gl=de>) you can see the purpose and scope of the data collection as well as the further processing and use of your data.

YouTube or Google also processes your personal data in the USA and has submitted to the EU-US Privacy Shield (<https://policies.google.com/privacy/frameworks?hl=de&gl=de>).

## CONTACT FORM & E-MAILS

If you have any questions, we offer you the possibility to contact us via a form provided on the website. We require a name and a valid e-mail address so that we know who sent the request and can respond to it. Further information may be provided voluntarily. If we collect personal data (e.g. name, company, position, e-mail addresses, telephone numbers), this is done on a voluntary basis.

If contact is established via the e-mail address provided, the personal data transmitted with your e-mail will be processed (e.g. e-mail address, name and other voluntary information).

The legal basis for the processing of your data in both cases is Art. 6 Para. 1 lit. f) GDPR, as we have a legitimate interest in being able to respond to your message. If the establishment of contact by form or e-mail is in connection with the conclusion or execution of a contract, Art. 6 para. 1 lit. b) GDPR is also the legal basis for the processing.

## PURPOSE OF PROCESSING

We process personal data from the input mask or e-mails exclusively to process the establishment of contact and provide you with the requested services, unless otherwise required by law. Our employees are obliged by us to secrecy and to comply with the data protection regulations according to GDPR and BDSG.

Your personal data will not be passed on to third parties without your express consent, unless it is for the purposes of contract processing or for billing purposes, in compliance with § 11 BDSG for order data

processing. A transfer to government institutions and authorities entitled to receive information will only take place within the framework of mandatory legal provisions or if we are obligated to do so by court order. We do not sell your personal data to third parties.

## INFORMATION ON OTHER DATA PROCESSING PROCEDURES

### SPECIFIC INFORMATION ON THE APPLICATION PROCESS

#### CATEGORIES AND SOURCES OF PERSONAL DATA CONCERNED

The application procedure requires that applicants provide us with their applicant data. This basically includes personal details, postal and contact addresses as well as the documents associated with the application, such as cover letters, curriculum vitae and certificates. In addition, applicants may voluntarily provide us with additional information.

#### PURPOSE OF PROCESSING & LEGAL BASIS

We process applicant data only for the purpose and within the framework of the application process in accordance with the legal requirements. The processing of applicant data is used to decide on the establishment of an employment relationship. The legal basis for this data processing is § 26 BDSG.

If special categories of personal data within the meaning of Art. 9 Para. 1 GDPR are voluntarily disclosed during the application process, they will also be processed in accordance with Art. 9 Para. 2 lit. b GDPR (e.g. health data, such as severely disabled status or ethnic origin).

#### CATEGORIES OF RECIPIENTS

Public authorities in the case of overriding legal provisions.

#### TRANSFERS TO THIRD COUNTRIES

A transfer of data to a third country (outside the EU or the EEA) is not intended without the explicit consent of the applicant.

#### DATA PROCESSING PERIOD

In the event of a successful application, the data provided by the applicants may be further processed by us for the purposes of the employment relationship. Otherwise, if the application is not successful, the applicant's data will be deleted.

The data will be deleted after a period of four months, subject to justified revocation on the part of the applicant, so that we can answer any follow-up questions regarding the application and meet our obligations to provide evidence under the General Equal Treatment Act. Invoices for any reimbursement of travel expenses will be archived in accordance with the provisions of tax law.

## SPECIFIC INFORMATION ON PROCESSING OF CUSTOMER DATA IN THE CONTEXT OF OUR ESPORTS SERVICES






### VISA- AND IMMIGRATION SERVICE

As part of our Visa and Immigration Service, we support our eSports customers in applying for all the necessary documents to be able to live and work in Germany and to travel abroad from here.

#### CATEGORIES AND SOURCES OF PERSONAL DATA CONCERNED

All data required to complete the relevant applications, such as application for a residence permit, application for laboratory permit, job description from the Federal Employment Agency, confirmation of accommodation in accordance with §19 Para. 3 BMG, registration application, travel visa, etc.

In order to assist you in filling out all relevant applications, we process the following categories of personal data from you:

-  personal details (e.g. name, address, date and place of birth, nationality, marital status)
-  other contact details (e.g. e-mail address, telephone, fax)
-  vocational/training data (information on school and vocational training, university/technical college training, further training, qualifications, driving licences)
-  passport photo
-  passport details

### **PURPOSE OF PROCESSING & LEGAL BASIS**

We collect your personal data together with you for the purpose of providing advice and support in applying for travel visas, residence permits, work permits and residence registrations, residence and work permits for Germany - from application to collection of the residence card: application for approval by the Federal Employment Agency, registration with the registration office and assistance in applying for a residence permit.

The legal basis for the processing is Art. 6 (1) letter b) GDPR (fulfilment of contractual obligations towards our eSports customers).

If your consent is required, this is the legal basis for the processing operations concerned in accordance with Art. 6 (1) letter a) GDPR.

### **CATEGORIES OF RECIPIENTS**

mitra consulting GmbH transmits personal data within the scope of the Visa and Immigration Services only to those places to which a data transfer is necessary for the fulfilment of the order. Specifically, these are the Landesamt für Bürger- und Ordnungsangelegenheiten (LABO) Berlin, the Bundesagentur für Arbeit (via LABO Berlin), Berlin Partner (to speed up application procedures), embassies and consulates responsible for issuing visas/stay permits and work permits, or the competent authorities in the respective destination country, as well as visa agencies to speed up procedures for applying for foreign travel visas.

### **TRANSFERS TO THIRD COUNTRIES**






Within the scope of applying for travel visas for trips abroad, personal data will be forwarded to the consulate of the country to be travelled on behalf of the customer via the visa agency commissioned by us (e.g. SERVISUM). The transfer of personal data to third countries (outside the EU or the EEA) by mitra consulting GmbH is not intended.

### **PRO GAMER TEAM SUPPORT**

As part of our Pro Gamer Team Support, we advise and support our eSports clients - usually based abroad - in renting real estate to accommodate their employees. The rental of the real estate - so-called gaming houses - is carried out by the team owner, a legal entity (employer, usually GmbH, SA or Ltd.).

### **CATEGORIES AND SOURCES OF PERSONAL DATA CONCERNED**

As part of our advice and support in renting suitable real estate, it is first and foremost the company's commercial register extract and self-disclosure that become necessary. In addition, there is information on the managing director, such as

-  name and first name
-  date and place of birth
-  address
-  Passport number, validity and issuing authority (copy of identity document)
-  information on income and other creditworthiness information

**PURPOSE OF PROCESSING & LEGAL BASIS**

We process the above data solely for the purpose of advising and assisting with the rental and furnishing of a property, communicating with property managers, landlords and service providers such as energy providers and telephone providers on behalf of our customers during the rental period and upon termination and return of the rental property.

The legal basis for the processing is Art. 6 (1) letter b) GDPR (fulfilment of contractual obligations towards our eSports customers).

**CATEGORIES OF RECIPIENTS**

Haus- und Wohnungseigentümer (Vermieter), Hausverwaltungen, Telekommunikationsunternehmen, Energiedienstleister und andere relevante Service Provider.

**TRANSFERS TO THIRD COUNTRIES**

There are no plans to transfer data to a third country (outside the EU or EEA).

**EVALUATION OF FINANCIAL, LEGAL, TAX AND INSURANCE SERVICE PROVIDERS**

Your data will be processed for the purpose of providing advice and assistance in selecting experts to advise you on relevant regulatory and administrative issues. This applies, for example, to issues such as taxes and social security contributions, necessary and sensible insurance as well as labour law and the development of employment contracts.

**CATEGORIES AND SOURCES OF PERSONAL DATA CONCERNED**

Name and first name, address, contact details (telephone number and e-mail address), date of birth, salary.

**PURPOSE OF PROCESSING & LEGAL BASIS**

We collect the above-mentioned data exclusively for the purpose of providing advice and support in filling out a personnel questionnaire, preparing the content of employment contracts by an employment lawyer and contacting a financial service provider, insurance company or other service provider as requested by the customer.

The legal basis for the processing is Art. 6 (1) letter b) GDPR (fulfilment of contractual obligations towards our eSports customers).

**CATEGORIES OF RECIPIENTS**

Lawyers, tax and payroll offices/service providers, insurers (contact details only!)

**TRANSFERS TO THIRD COUNTRIES**

There are no plans to transfer data to a third country (outside the EU or EEA).

**TOPICALITY AND AMENDMENT OF THIS PRIVACY POLICY**

This Privacy Policy is currently valid and has the status as of December 6, 2018.

Due to the further development of our website and offers above or due to changed legal or official requirements, it may become necessary to change this data protection declaration. The current data protection declaration can be called up by you at any time on the website under <https://www.mitra-consulting.de/privacy-policy> and <https://esports-consultants.com/privacy-policy>.