

Privacy policy

State: September 2018

The Studentenwerk Potsdam only collects and uses personal data in accordance with the provisions of the applicable data protection law of the Federal Republic of Germany.

1. Name and contact details of the controller and the company data protection officer

This information on data protection applies to the processing of data by:

Controller: Studentenwerk Potsdam, Peter Heiß (CEO)
Contact details: Babelsberger Straße 2, 14473 Potsdam

The company data protection officer is Mr. Mike Duckerschein, who can be reached at the address mentioned above.

2. Collection and storage of personal data, as well as the type and purpose of its use

(a) When you visit the website

During your first visit to our website www.studentenwerk-potsdam.de the browser installed on your device will automatically send data to the server of our website. This information is temporarily stored in a so-called log file. In the course of this and without any action on your part the following information is collected and stored until it is deleted automatically. Before it is stored, each data set is rendered anonymous by modifying the IP address.

- IP address (rendered anonymous),
- date and time,
- browser type and version,
- operating system,
- accessed web page/name of the downloaded file,
- amount of data transferred,
- URL of the referring web page.

The data mentioned is processed by us for the following purposes:

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

The legal basis for the processing of data is Article 6 (1) sentence 1 lit. f GDPR. Our legitimate interest results from the data collection purposes listed above. Under no circumstance we use the collected data for the purpose of drawing conclusions about your person.

Apart from that, we use cookies and analytics services during your visit to our website. Find further explanations on this in clauses 4 (cookies) and 5 (analytics services) of this privacy policy.

(b) Forms

You have the opportunity to communicate with Studentenwerk Potsdam via e-mail and online forms. The data you provide will be stored by us in order to answer your questions. The data collected in this context will be deleted after storage is no longer required, or processing will be restricted if there are legal storage obligations.

The data in the online form is currently transmitted unencrypted so that it may also be read by unauthorised persons. If you have any concerns in this regard, you can alternatively download the desired form, print it out, fill it in and send it to Studentenwerk Potsdam by letter post or fax. Postal addresses and e-mail addresses provided in connection with enquiries, orders for information material or contacts will be used exclusively for correspondence purposes.

Data processing for the purpose of contacting us is carried out in accordance with Art. 6 Para. 1 S. 1 lit. a DSGVO on the basis of your voluntary consent.

3. Transfer of data

Your personal data is not transferred to third parties for purposes other than those listed in the

following.

We only pass on your personal data to third parties, if:

- you have explicitly given your consent to this in accordance with Article 6 (1) sentence 1 lit. a GDPR,
- the transfer pursuant to Article 6 (1) sentence 1 lit. a GDPR is necessary for the establishment, exercise or defence of legal claims and there is no reason to believe that you have an overriding legitimate interest in not passing on your data,
- in case there is a legal obligation to transfer personal data according to Article 6 (1) sentence 1 lit. c GDPR and
- this is permitted by law and - in accordance with Article 6 (1) sentence 1 lit. a GDPR - necessary to process contracts we concluded with you.

4. Cookies

When you use our website, so-called cookies are stored on your computer. Cookies are small text files that are stored on your hard drive assigned to the browser you are using and through which certain information flows to the location that sets the cookie. Cookies cannot execute programs or transmit viruses to your computer. They serve to make the Internet offer more user-friendly and effective overall. The following types of cookies are used to call up our pages, the scope and function of which are explained below:

- Transient cookies (see a)
- Persistent cookies (see b).

a) Transient cookies are automatically deleted when you close your browser. These include in particular session cookies. They store a so-called session ID, which can be used to assign various requests from your browser to the shared session. This enables your computer to be recognised when you return to our website. The session cookies are deleted when you log out or close your browser.

b) Persistent cookies are automatically deleted after a specified period, which may vary depending on the cookie. You can delete cookies at any time in the security settings of your browser.

c) You can configure your browser settings according to your wishes and, for example, refuse the acceptance of third-party cookies or all cookies. We would like to point out that you may not be able to use all the functions of this website.

The data processed by cookies are necessary for the purposes mentioned to safeguard our legitimate interests and those of third parties pursuant to Art. 6 Para. 1 S. 1 lit. f DSGVO.

5. Use of external services

We use third-party content on our website on the basis of Art. 6 Para. 1 S. 1 lit. f DSGVO in order to present the services of Studentenwerk Potsdam in an appealing manner and to make them better known. These may be plug-ins, fonts or scripts. The underlying advertisement purpose is to be regarded as a legitimate interest in the sense of the DSGVO.

The responsibility for the data protection-compliant operation is to be guaranteed by their respective third party providers. For technical reasons, it is necessary for your IP address to be transmitted to the respective provider in order to display the content of the third-party offers used. We have no influence on how the respective third-party provider uses your personal data.

However, in the following we provide you with an overview of all third-party services used by this website. If available, we will also provide you with the respective link to the data protection declaration of the third party provider so that you can call up the information on the processing of your personal data there and, if available, point out to you that there is a possibility of objection.

a) Maps by Google Maps and translation service by Google Translate

On our website we use Google Maps to display maps and Google Translate for the automatic translation of texts (Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA). When you visit the website, Google receives information that you have accessed the corresponding subpage of our website. In addition, the personal data (IP address) is transmitted. This occurs regardless of whether Google

provides a user account that you are logged in to or whether there is no user account. If you're logged in to Google, your information will be directly associated with your account. If you do not wish your profile to be associated with Google, you must log out before activating the button. Google stores your data as user profiles and uses them for advertising, market research and / or needs-based design of its website. Such evaluation is carried out in particular (even for users who are not logged in) to provide demand-oriented advertising and to inform other users of the social network about your activities on our website. You have the right to object to the creation of these user profiles, and you must contact Google to exercise this right. For further information on the purpose and scope of data collection and processing by the plug-in provider, please refer to the provider's privacy policy. In this policy you will also find further information on your rights in this regard and setting options to protect your privacy: <http://www.google.de/intl/de/policies/privacy>. Google also processes your personal data in the USA and has submitted to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>.

b) Content Delivery Networks (CDN)

Our website uses BootstrapCDN and jQueryCDN from StackPath (2021 McKinney Ave, Suite 1100, Dallas, TX 75201). CDN are used to optimize loading speeds, because the files are transferred from fast, near-location or underutilized servers. Among other things, your IP address is transferred. Program libraries of servers of the company Google, especially the CDN of Google, are also used. The providers operate servers in the EU, but it cannot be ruled out that your browser may also access servers outside the EU. The contents of our service and communication are not handled via CDN. In order to prevent the execution of Java Script as a whole, you can install a Java Script Blocker in your browser. You can find more information about the data protection of the providers at <https://www.bootstrapcdn.com/privacy-policy/> for Bootstrap and <https://www.stackpath.com/privacy-statement/> for jQuery.

c) Web Fonts from Adobe Typekit

Our website uses so-called web fonts, provided by Adobe Typekit, for the presentation of fonts. To display texts and fonts correctly, the required web fonts are loaded into your browser cache when you call up a page in your browser. For this purpose, your browser connects to the servers of Adobe Typekit. This will allow Adobe Typekit to know that your IP address has been used to access our website. If your browser does not support web fonts, your computer will use a standard font instead. For more information about Adobe Typekit Web Fonts, visit: <https://typekit.com/Datenschutzerklärung> from Adobe Typekit: <https://www.adobe.com/de/privacy/policies/typekit.html>.

d) Links to other Internet Service Providers

Our website contains links to other websites. We have no influence on whether their operators comply with data protection regulations. Despite careful content control, we assume no liability for the content of external links. The operators of the linked pages are solely responsible for their content.

6. Rights of the data subject

You have the right:

- to access information on your personal data which has been processed by us in accordance with Article 15 GDPR. In particular, you may access the information on the purposes of processing, the categories of personal data, the categories of recipients to whom your personal data has been or will be disclosed, the envisaged period of storage, the existence of the right to rectification, erasure, restriction of processing data or objection, the existence of the right to lodge a complaint, the source of your data, insofar as it was not collected on our part, as well as the existence of automated decision-making, including profiling and, if applicable, meaningful information on the details;
- to claim rectification of inaccurate personal data or the completion of incomplete personal data that is stored with us in accordance with Article 16 GDPR;
- to claim the erasure of the personal data stored with us according to Article 17 GDPR, unless the processing is necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defence of legal claims;
- to claim the restriction of processing of your personal data according to Article 18 GDPR as far as the accuracy of the personal data is contested, the processing is unlawful but you oppose to the erasure and we no longer need the data, but you require them for the establishment, exercise or

defence of legal claims or you have objected to the processing of your personal data in accordance with Article 21 DSGVO;

- to receive the personal data you provided to us in a structured, commonly used and machine readable format or to claim the transmission to another controller according to Article 20 DSGVO;
- to withdraw your consent at any time according to Article 7 (3) GDPR by notifying us. This has the consequence that we cannot continue the data processing which was based on this consent in the future and
- to complain with a supervisory authority in accordance with Article 77 GDPR. In general, you may turn to the supervisory authority of your habitual residence or your place of work or the headquarters of the Studentenwerk Potsdam.

7. Right to object

In case the processing of your personal data is based on legitimate interests in accordance with Article 6 (1) sentence 1 lit. f GDPR you have the right to object to the processing of your personal data as far as there are grounds relating to your particular situation or the objection is directed against direct marketing in accordance with Article 21 GDPR. In the latter case you have a general right to object which will be implemented by us without details on particular situation.

In case you want to make use of your right to withdraw or right to object, sending an email to [post\(at\)studentenwerk-potsdam.de](mailto:post(at)studentenwerk-potsdam.de) is sufficient.

8. Data security

During a visit to our website, we apply the widely used SSL procedure (Secure Socket Layer) in conjunction with the highest level of encryption supported by your browser. Usually this is a 256-bit encryption. In case your browser does not support 256-bit encryption, we rely on 128-bit v3 technology instead. You can find out whether a single page of our website is transmitted encrypted by looking for the icon showing a closed key or padlock in the lower status bar of your browser. Apart from that we use appropriate technical and organizational security measures to protect your data against accidental or intentional manipulation, partial or complete loss, destruction or against access by unauthorized third parties. Our security measures are continuously improved in line with technological development.

9. Validity and modification of this privacy policy

This privacy policy is currently valid and is dated as of May 2018. Due to the further development of our website and relating offers or due to new legal or regulatory requirements it may become necessary to modify this privacy policy.

The current privacy policy can be accessed and printed on our website at any time.