

## **A. Data protection declaration in accordance with the requirements of the General Data Protection Regulation (GDPR): English Translation<sup>1</sup>**

We would like to inform you in full regarding legal requirements and obligations, which data we collect and how such data is processed. While presenting our services, we will inform you below on our procedures and how your data is handled.

### **I. Name and address of the controller**

The person responsible within the meaning of the Data Protection Regulation and other national data protection laws of the member states as well as other provisions of data protection law is the Data Protection Officer:

#### **1. Name and address of the responsible party**

The person responsible within the meaning of the basic data protection regulation and other national data protection laws of the member states and other data protection regulations is the:

Universität des Saarlandes  
represented by the University President  
Campus  
66123 Saarbrücken  
Tel.: 0681 302-0  
[postzentrale@uni-saarland.de](mailto:postzentrale@uni-saarland.de)

#### **2. Contact Saarland University data protection officer**

Meerwiesertalweg 15  
66123 Saarbrücken, Germany  
phone: 0681 302-2813  
Datenschutz@uni-saarland.de  
[www.uni-saarland.de/datenschutz](http://www.uni-saarland.de/datenschutz)

### **II. General information on data processing**

#### **1. Scope of the processing of personal data**

We collect and use the personal data of our users only to the extent where this is necessary in order to provide a functional website as well as our contents and services.

#### **2. Legal basis for the processing of personal data**

In cases where we obtain the consent of the data subject for the processing of personal data, Art. 6(1)(a) GDPR serves as the legal basis. An exception applies in cases where prior consent cannot be obtained for real reasons and the processing of the data is permitted by law.

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<sup>1</sup> This is a translation from the German version of this text. In the case of conflict between the English and German versions, the German version shall prevail.

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

In cases where the processing of personal data is required to fulfil a legal obligation to which our company is subject, Art. 6(1)(c) GDPR serves as the legal basis.

In the event that the vital interests of the data subject or another natural person require the processing of personal data, Article 6(1)(d) GDPR serves as the legal basis.

If processing is necessary to safeguard a legitimate interest of our company or a third party and if the interests, fundamental rights and freedoms of the data subject do not override the interest of the former, Art. 6(1)(f) GDPR serves as the legal basis for the processing.

### **3. Data erasure/The right to be forgotten and duration of storage**

The personal data of the data subject will be erased or blocked as soon as the purpose of storage ceases to apply. Furthermore, data may be stored if this has been provided for by the European or national legislator in EU regulations, laws or other provisions to which the controller is subject. The data will also be blocked or erased if a storage period prescribed by the aforementioned provisions expires, unless there is a need for further storage of the data for the conclusion or fulfilment of a contract.

## **III. Provision of the website and creation of log files**

### **1. Description and scope of data processing**

Each time you visit our website, our system automatically collects data and information from the system of the computer being used.

In such cases, the following data is collected:

- Information about the browser type and version used (e.g. Mozilla Firefox, Google Chrome or Microsoft Internet Explorer, Apple Safari, Opera etc.)
- The user's operating system
- The user's internet service provider
- The IP address of the user
- The date and time of access (the so-called "time stamp")
- Websites accessed by the user's system via our website
- The page from which the file was requested (the so-called referrer URL)
- The name of the file
- The volume of data transferred
- The access status (file transferred, file not found etc.)

The data is also stored in the log files of our system. This data is not stored with other personal data of the user. No data is passed on to third parties for commercial or non-commercial purposes.

### **2. Legal basis for data processing**

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

### **3. Purpose of data processing**

The temporary storage of the IP address by the system is necessary for the website to be delivered to the user's computer. For this, the IP address of the user must remain stored for the duration of the session.

The data is stored in log files to ensure the functionality of the website. In addition, the data enables us to optimize the website and to ensure the security of our IT systems. The data is not analyzed for marketing purposes in this context.

These purposes also form part of our legitimate interest in data processing in accordance with Art. 6(1)(f) GDPR.

### **4. Duration of storage**

The data will be erased as soon as it is no longer necessary to achieve the purpose for which it was collected. In the case of the collection of data for the purposes of providing the website, this occurs once the respective session has ended. In the case of the collection of personal data for a contractual relationship or for a pre-contractual measure, the data is erased once the period required for the contractual relationship has ended.

In cases where the data is stored in log files, the above applies after seven days at the latest. Further storage is possible. In this case, the IP addresses of the users are erased or altered, ensuring that any association with the user is no longer possible.

### **5. Possibility to object**

The collection of data for the provision of the website and the storage of data in log files is absolutely necessary for the operation of the website. Consequently, the user has no possibility to object to such collection of data.

## **IV. Use of cookies**

### **1. Description and scope of data processing**

Various websites operated by Saarland University use 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. This cookie contains a characteristic string of characters that enables the browser to be uniquely identified when the website is called up again.

Cookies are used to make our website more user-friendly. Some elements of our Internet pages require that the calling browser can be identified even after a page change or when using the services offered. When calling up such a website, the user is informed about the use of cookies for analysis purposes and his consent to the processing of the personal data used in this context is obtained. In this context, reference is also made to this data protection declaration.

### **2. Legal basis for data processing**

The legal basis for the processing of personal data using cookies is Art. 6 (1)(f) GDPR.

### **3. Purpose of data processing**

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

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

### **4. Duration of storage, objection and removal possibility**

Cookies are stored on the user's computer and transmitted to our site by the user. Therefore, you as a user have full control over the use of cookies. You can deactivate or restrict the transmission of cookies by changing the settings in your Internet browser. Cookies that have already been saved can be deleted at any time. This can also be done automatically. If cookies are deactivated for our website, it is possible that all functions of the website can no longer be used to their full extent.

## **V. Web Analysis by Matomo (formerly PIWIK)**

### **1. Scope of processing of personal data**

On our website we use the open source software tool Matomo (formerly PIWIK) to analyze the surfing behavior of our users. The software places a cookie on the user's computer (for cookies see above). If individual pages of our website are accessed, the following data is stored:

- two bytes of the IP address of the user's calling system
- the website accessed
- the website from which the user accessed the called website (referrer)
- the subpages called from the called web page
- Time spent on a site
- Frequency of a call of a site
- Number of actions on the website (page views, downloads, use of external links, internal search queries)

The software runs exclusively on the servers of our website. A storage of the personal data of the users takes place only there. The data will not be passed on to third parties.

The software is set so that the IP addresses are not stored completely, but two bytes of the IP address are masked (e.g.: 192.168.xxx.xxx). In this way, it is no longer possible to assign the shortened IP address to the calling computer.

### **2. Legal basis for the processing of personal data**

The legal basis for the processing of users' personal data is Art. 6 (1)(f) GDPR.

### **3. Purpose of data processing**

The processing of users' personal data enables us to analyse the surfing behaviour of our users. By evaluating the data collected, we are able to compile information about the use of the individual components of our website. This helps us to constantly improve our website and its user-

friendliness. In these purposes our legitimate interest also lies in the processing of data in accordance with Art. 6 (1)(f) GDPR. By anonymizing the IP address, the interest of users in the protection of their personal data is sufficiently taken into account.

#### **4. Duration of storage**

The data is deleted as soon as it is no longer needed for our recording purposes. In our case, this is the case after twelve months.

#### **5. Possibility to object and erase**


Cookies are stored on the user's computer and transmitted to our site by the user. Therefore, you as a user have full control over the use of cookies. You can deactivate or restrict the transmission of cookies by changing the settings in your Internet browser. Cookies that have already been saved can be deleted at any time. This can also be done automatically. If cookies are deactivated for our website, it is possible that all functions of the website can no longer be used to their full extent.

On our website, we offer our users the option of opting out of the analysis process. To do this, you must remove the corresponding check mark. In this way, another cookie is set on your system, which signals our system not to store the user's data. If the user deletes the corresponding cookie from his own system in the meantime, he must set the opt-out cookie again.

Further information on the privacy settings of the Matomo software can be found at: <https://matomo.org/docs/privacy>.

### **VI. Transfers to other websites**

#### **1. Links**

Our website contains links to other websites (so-called external links). We have no influence on whether the operators of other websites comply with data protection regulations. **You can recognize such so-called external links by the following sign that precedes it** .

The Europa-Institut/Saarland University Law Department is responsible for its own content in accordance with general laws. Our content may be distinguished from “links” to content provided by other providers. The Europa-Institut/Saarland University Law Department accepts no responsibility for external content that is provided for use via specially marked links and does not adopt such content as its own. The provider of the linked website is solely liable for any illegal, incorrect or incomplete content and for damages arising from the use or non-use of the information. The editors of our website are only responsible for external references if they have positive knowledge of them containing any illegal or criminal content, and it is technically possible and reasonable to prevent their use.

#### **2. Integration of Google Maps**

On this website we use the services of Google Maps. This allows us to display interactive maps directly on the website and enables you to conveniently use the map function.

By visiting the website, Google receives the information that you have visited the corresponding page of our website. In addition, the data mentioned under title IV, point 1 of this declaration

will be transmitted. This is regardless of whether Google provides a user account that you are logged in with or whether no user account exists. If you are logged in to Google, your information will be directly associated with your account. If you do not wish to be associated with your Google profile, you must log out before clicking the button. Google stores your data as a usage profile and uses it for advertising, market research and/or website design purposes. Such an analysis takes place in particular (even for users who are not logged in) to provide demand-oriented advertising and to inform other social network users about your activities on our website. You have the right to object to the creation of such user profiles, however, you must contact Google in order to exercise this right.

For more information about the purpose and scope of data collection and its processing by the plug-in provider, please refer to the provider's privacy policy. Here you will also find further information about your rights in this regard, as well as settings options for the protection of your privacy: <http://www.google.de/intl/de/policies/privacy>. Google also processes your personal data in the USA and is subject to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>.

### **3. Use of web fonts**

External fonts, Google Fonts, are used on this website. Google Fonts is a service of Google Inc. ("Google"). These web fonts are integrated via a server call, usually a Google server in the USA. This transmits to the server which of our internet pages you visited. The IP address of the browser of the device the visitor uses to access these internet pages is also stored by Google. You can find more detailed information in Google's data protection information, which you can access here: [www.google.com/policies/privacy/](http://www.google.com/policies/privacy/).

## **VII. Contact form and contact via email**

### **1. Description and scope of data processing**

There is a contact form on our website which can be used to contact us electronically. If a user makes use of this possibility, the data entered in the input screen will be transmitted to us and stored. This data includes:

- Your name
- Your email address
- The subject of the message
- The message itself.

At the time the message is sent, the following data is also stored:

- The IP address of the user
- the date and time of registration

If there is an opportunity to input personal or business data (email addresses, name, addresses), the input of this data is voluntary. Your data will be treated confidentially and not passed on to third parties. No link to the above-mentioned access data is made.

Alternatively, you can contact us via the email address provided. In this case, the user's personal data transmitted by email will be stored.

When you contact us by email or via a contact form, the data provided by you will be stored by us in order to answer your questions. We erase the data arising in this context once such storage is no longer necessary, or restrict the processing if statutory retention obligations exist. In this context, the data will not be passed on to third parties. The data is used exclusively for the processing of the conversation.

## **2. Legal basis for data processing**

The legal basis for the processing of data transferred by means of sending an email is Art. 6(1)(f) GDPR. If the aim of the email contact is the conclusion of a contract, the additional legal basis for the processing is Art. 6(1)(b) GDPR.

## **3. Purpose of data processing**

The processing of the personal data from the input screen serves us solely for the purposes of processing the establishment of contact. In the event of contact by email, this also constitutes the necessary legitimate interest in the processing of the data.

Other personal data processed during the sending process serves to prevent the misuse of the contact form and to ensure the security of our IT systems.

## **4. Duration of storage**

The data will be erased as soon as it is no longer necessary to achieve the purpose for which it was collected. For the personal data from the input screen of the contact form and for data sent by email, this occurs once the respective conversation with the user has concluded. The conversation is terminated when it can be inferred from the circumstances that the facts in question have been fully clarified.

Additional personal data collected during the sending process will be erased after a period of seven days at the latest.

## **5. Possibility to object**

If a user contacts us by email, he/she can object to the storage of his/her personal data at any time. In such a case, the conversation cannot be continued thereafter.

A user can object to the storage of his/her data by means of email, post or fax.

All personal data stored throughout the course of contacting us will be erased in this case.

## **VIII. Rights of the data subject**

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

### **1. Right of Access**

You can ask the controller to confirm whether personal data concerning you will be processed by us.

If such processing has taken place, you can request the following information from the controller:

- (1) The purposes for which the personal data is processed;
- (2) The categories of personal data being processed;
- (3) The recipients or categories of recipients to whom the personal data concerning you has been or is still being disclosed;
- (4) The planned duration of the storage of the personal data concerning you or, if it is not possible to obtain specific information in this regard, criteria for determining the storage period;
- (5) The existence of a right to rectification or erasure of personal data concerning you, a right to the 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) Any available information on the origin of the data, if the personal data is not collected from the data subject;
- (8) The existence of automated decision-making including profiling in accordance with Article 22(1) & (4) GDPR and - at least in these cases – the provision of meaningful information on the logic involved and the scope and intended effects of such processing for the data subject.

You have the right to request information as to whether the personal data concerning you is transferred to a third country or to an international organisation. In this context, you may request to be informed of the appropriate guarantees regarding such a transfer in accordance with Art. 46 GDPR.

## **2. Right to rectification**

You have a right to rectification and/or completion vis-à-vis the data controller if the personal data processed concerning you is incorrect or incomplete. The controller shall make the rectification without delay.

## **3. Right to restriction of processing**

Under the following conditions, you may request that the processing of personal data concerning you be restricted:

- (1) If you contest the accuracy of the personal data concerning you for a period of time that enables the data controller to verify the accuracy of the personal data;
- (2) The processing is unlawful and you oppose the erasure of the personal data and instead request that the use of the personal data be restricted;
- (3) The controller no longer needs the personal data for the purposes of the processing, but you need them for the establishment, exercise or defence of legal claims, or



- (4) If you have filed an objection against the processing pursuant to Art. 21(1) GDPR and it has not yet been determined whether the legitimate grounds of the controller override your reasons.

If the processing of personal data concerning you has been restricted, such personal data shall, with the exception of storage, only be processed with the data subject's 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 Union or of a Member State.

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

#### **4. Right to erasure ('Right to be forgotten')**

##### Duty to erase

You may request the controller to erase the personal data relating to you without delay and the controller is obliged to erase this data without delay if one of the following reasons applies:

- (1) The personal data concerning you is no longer necessary for the purposes for which it was collected or otherwise processed.
- (2) You revoke your consent on which the processing was based pursuant to Art. 6(1)(a) or Art. 9(2)(a) GDPR, and there is no other legal basis for the processing.
- (3) You file an objection against the processing pursuant to Art. 21(1) GDPR and there are no overriding legitimate reasons for the processing, or you file an objection against the processing pursuant to Art. 21(2) GDPR.
- (4) The personal data concerning you has been processed unlawfully.
- (5) The erasure of personal data relating to you is necessary to fulfil a legal obligation under Union law or the law of the Member States to which the controller is subject.
- (6) The personal data concerning you has been collected in relation to information society services offered pursuant to Art. 8(1) GDPR.

##### Provision of information to third parties

If the controller has disclosed the personal data concerning you to third parties, and is then obliged to erase such data pursuant to Art. 17(1) GDPR, he shall take appropriate measures, including technical measures, taking into account the available technology and the implementation costs, to inform those processing such personal data that you as the data subject have requested the erasure of all links to this personal data or of copies or replications of this personal data.

##### Exceptions

The right to erasure shall not apply to the extent that processing is necessary

- (1) For the exercise of the 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, pursuant to Art. 9(2)(h) & (i) and Art. 9(3) GDPR;
- (4) For archiving purposes in the public interest, scientific or historical research purposes or for statistical purposes, pursuant to Art. 89(1) GDPR, insofar as the right referred to under a) is likely to render impossible or seriously impair the attainment of the objectives of such processing, or
- (5) For the establishment, exercise or defence of legal claims.

## **5. Right to information**

If you have exercised your rights of rectification or erasure, or your right to restriction of the processing, the controller is obliged to inform all recipients to whom the personal data concerning you has been disclosed of such rectification or erasure of the data or restriction on processing, unless this proves impossible or involves a disproportionate effort.

You have the right to be informed of such recipients by the controller.

## **6. Right to data portability**

You have the right to receive the personal data concerning you that you have provided to the controller in a structured, common and machine-readable format. In addition, you have the right to pass this data on to another controller without obstruction by the controller to whom the personal data was provided, as long as:

- (1) The processing is based on consent pursuant to Art. 6(1)(a) GDPR or Art. 9(2)(a) GDPR or on a contract pursuant to Art. 6(1)(b) GDPR and;
- (2) The processing is carried out by means of automated processes.

In exercising this right, you also have the right to request that the personal data concerning you be transferred directly from one controller to another controller, insofar as this is technically feasible. The freedoms and rights of other persons must not be affected by this.

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

## **7. Right to object**

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

The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

If the personal data concerning you is processed for direct marketing purposes, you have the right to object at any time to the processing of the personal data concerning you for such a purpose. This also applies to profiling, if this is carried out in connection with such direct marketing.

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

Notwithstanding Directive 2002/58/EC, you have the possibility to exercise your right to object in connection with the use of information society services, by means of automated procedures using technical specifications.

#### **8. Right to revoke the data protection declaration of consent**

You have the right to revoke your data protection declaration of consent at any time. The revocation of consent shall not affect the lawfulness of the processing carried out on the basis of the consent until revocation.

#### **9. 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, your place of work or the place of the alleged infringement, if you consider that the processing of personal data concerning you is contrary to the GDPR.

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

The supervisory authority responsible for the Saarland University is the

Unabhängiges Datenschutzzentrum Saarland  
Die Landesbeauftragte für Datenschutz und Informationsfreiheit  
Fritz-Dobisch-Straße 12  
66111 Saarbrücken  
Tel.: 0681 94781-0  
poststelle(at)datenschutz.saarland.de

### **IX. Updating the Privacy Policy**

Saarland University points out that the online offer is subject to constant further development and change. This circumstance makes it necessary to adapt the data protection declaration to such changes and further developments. You should therefore read the data protection declaration regularly in order to inform yourself about changes with regard to the processing of your personal data. If the changes require your cooperation, we will inform you.

## **B. Supplementary privacy policy for the use of EI-Mag, the online magazine of the Europa-Institut [www.ei-mag.eu](http://www.ei-mag.eu)**

### **I. Types of data processed**

- Inventory data (e.g., personal master data, names or addresses)
- Contact details (e.g., e-mail, telephone numbers)
- Content data (e.g., text entries, photographs, videos)
- Usage data (e.g., web pages visited, interest in content, access times)
- Meta/communication data (e.g., device information, IP addresses)

### **II. Categories of data subjects**

Visitors and users of the online offer (in the following we will refer to the persons concerned collectively as "users").

Purpose of processing

- Provision of the online offer, its functions and contents
- Replying to contact requests and communication with users
- Security measures.

### **III. Registration function**

Users can create a user account. As part of the registration process, the required mandatory data is provided to the users and processed on the basis of Art. 6 (1)(b) GDPR for the purposes of providing the user account. The processed data includes in particular the login information (name, password and an e-mail address). The data entered during registration is used for the purpose of using the user account and its purpose.

Users can be informed by e-mail about relevant information regarding their user account, such as technical changes. If users have cancelled their user account, their data with regard to the user account will be deleted, subject to a legal obligation to keep records. It is the responsibility of users to save their data before the end of the contract if they have terminated their user account. We are entitled to irretrievably delete all user data stored during the contract period.

Within the scope of the use of our registration and login functions and the use of the user account, we store the IP address and the time of the respective user action. The storage is based on our legitimate interests, as well as the user's need for protection against misuse and other unauthorized use. In principle, this data is not passed on to third parties, unless it is necessary to pursue our claims or there is a legal obligation to do so in accordance with Art. 6 (1)(c) GDPR. The IP addresses are anonymised or deleted after 7 days at the latest.

### **IV. Comments and contributions**

If users leave comments or other contributions, their IP addresses may be saved on the basis of our legitimate interests within the meaning of Art. 6 (1)(f) GDPR for 7 days. This is done for our security in case someone leaves illegal content in comments and contributions (insults, prohibited political propaganda, etc.). In this case we can be prosecuted ourselves for the comment or contribution and are therefore interested in the identity of the author.

Furthermore, we reserve the right, on the basis of our legitimate interests in accordance with Art. 6 (1)(f) GDPR, to process the information provided by users for the purpose of spam detection.

On the same legal basis, we reserve the right, in the case of surveys, to store the IP addresses of users for the duration of the survey and to use cookies to avoid multiple voting.

The personal information provided in the comments and contributions, possible contact and website information as well as the content information will be permanently stored by us until the users object.

## **V. Comment subscriptions**

Users can subscribe to the follow-up comments with their consent in accordance with Art. 6 (1)(a) GDPR. Users will receive a confirmation e-mail to check whether they are the owner of the e-mail address entered. Users can unsubscribe from ongoing commentary subscriptions at any time. The confirmation e-mail will contain information on the possibilities of revoking the consent. For the purpose of proving users' consent, we store the time of registration together with the users' IP address and delete this information when users unsubscribe from the subscription.

You can cancel the receipt of our subscription at any time, i.e. revoke your consent. We may store the unsubscribed e-mail addresses for up to three years on the basis of our legitimate interests before we delete them in order to be able to prove a previously given consent. The processing of this data is limited to the purpose of a possible defence against claims. An individual request for deletion is possible at any time, provided that the former existence of a consent is confirmed at the same time.

## **VI. Newsletter**

With the following notes we inform you about the contents of our newsletter, the registration, dispatch and statistical evaluation procedure as well as your rights of withdrawal. By subscribing to our newsletter, you agree to receive it and to the procedures described.

Content of the newsletter: We send newsletters, e-mails and other electronic notifications containing advertising information (hereinafter referred to as "newsletter") only with the consent of the recipients or a legal permission. Insofar as the contents of the newsletter are specifically described in the context of a registration for the newsletter, they are decisive for the consent of the users. Furthermore, our newsletters contain information about our services and us.

Double-Opt-In and logging: The registration for our newsletter is done in a so-called Double-Opt-In procedure. This means that after registration you will receive an e-mail asking you to confirm your registration. This confirmation is necessary so that nobody can register with foreign e-mail addresses. The newsletter registrations are logged in order to be able to prove the registration process according to the legal requirements. This includes the storage of the registration and confirmation time as well as the IP address. Changes to your data stored by the shipping service provider are also logged.

Registration data: To subscribe to the newsletter, it is sufficient to enter your e-mail address. Optionally, we ask you to enter a name in order to address you personally in the newsletter.

The dispatch of the newsletter and the measurement of success associated with it are based on the consent of the recipients in accordance with Art. 6 (1)(a) GDPR, Art. 7 GDPR in conjunc-

tion with § 7 para. 2 no. 3 UWG or, if consent is not required, on our legitimate interests in direct marketing in accordance with Art. 6 (1)(f) GDPR in conjunction with § 7 Para. 3 UWG.

The registration procedure is recorded on the basis of our legitimate interests in accordance with Art. 6 (1)(f) GDPR. We are interested in the use of a user-friendly and secure newsletter system that serves our business interests as well as meeting the expectations of the users and also allows us to provide proof of consent.

Cancellation/revocation - You can cancel the receipt of our newsletter at any time, i.e. revoke your consent. You will find a link to cancel the newsletter at the end of each newsletter. We may store the unsubscribed e-mail addresses for up to three years on the basis of our legitimate interests before we delete them in order to be able to prove a previously given consent. The processing of this data is limited to the purpose of a possible defence against claims. An individual request for deletion is possible at any time, provided that the former existence of a consent is confirmed at the same time.

## **VII. Hosting and e-mailing**

The hosting services we use serve to provide the following services: Infrastructure and platform services, computing capacity, storage space and database services, e-mail dispatch, security services as well as technical maintenance services which we use for the purpose of operating this online offer.

In doing so, we or our hosting provider process inventory data, contact data, content data, contract data, usage data, meta and communication data of customers, interested parties and visitors of this online offer on the basis of our legitimate interests in an efficient and secure provision of this online offer in accordance with Art. 6 (1)(f) GDPR in conjunction with Art. 28 GDPR (conclusion of contract processing agreement).

## **VIII. Collection of access data and log files**

We, or our hosting provider, collect data on the basis of our legitimate interests in accordance with Art. 6 (1)(f) GDPR about every access to the server on which this service is located (so-called server log files). The access data includes the name of the accessed website, file, date and time of access, transferred data volume, notification of successful access, browser type and version, the user's operating system, referrer URL (the previously visited site), IP address and the requesting provider.

For security reasons (e.g. to clarify misuse or fraud), log file information is stored for a maximum of 7 days and then deleted. Data whose further storage is required for evidence purposes is excluded from deletion until the respective incident has been finally clarified.

## **IX. Google Analytics**

We use Google Analytics, a web analytics service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland ("Google"). Google uses cookies. The information generated by the cookie about the use of the website by the user is usually transferred to a Google server in the USA and stored there.

Google will use this information on our behalf to evaluate the use of our website by users, to compile reports on the activities within this website and to provide us with further services asso-

ciated with the use of this website and the Internet. In doing so, pseudonymous user profiles of the users can be created from the processed data.

We only use Google Analytics with activated IP anonymisation. This means that the IP address of the user is shortened by Google within member states of the European Union or in other contracting states of the Agreement on the European Economic Area. Only in exceptional cases is the full IP address transferred to a Google server in the USA and shortened there.

The IP address transmitted by the user's browser is not merged with other Google data. Users can prevent the storage of cookies by adjusting their browser software accordingly; users can also prevent the collection of data generated by the cookie and relating to their use of the online offer to Google and the processing of this data by Google by downloading and installing the browser plugin available under the following link: <http://tools.google.com/dlpage/gaoptout?hl=de>.

If we ask the users for their consent (e.g. in the context of a cookie consent), the legal basis for this processing is Art. 6 (1)(a) GDPR. Otherwise, the personal data of the users will be processed on the basis of our legitimate interests (i.e. interest in the analysis, optimisation and economic operation of our online offer within the meaning of Art. 6 (1)(f) GDPR).

Insofar as data is processed in the USA, we would like to point out that Google is certified under the Privacy Shield Agreement and thereby assures that it complies with European data protection law (<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>).

Further information on data use by Google, setting and objection options, can be found in Google's privacy policy (<https://policies.google.com/privacy>) and in the settings for the display of advertising by Google (<https://adssettings.google.com/authenticated>).

The personal data of users will be deleted or anonymised after 14 months.

## **X. Range measurement with Matomo**

Within the scope of Matomo's range analysis, the following data is processed: the type and version of browser you use, the operating system you use, your country of origin, date and time of the server request, the number of visits, your length of stay on the website and the external links you activated. The IP address of the user is made anonymous before it is saved.

Matomo uses cookies, which are stored on the user's computer and which enable an analysis of the use of our online offer by the users. Pseudonymous user profiles of the users can be created from the processed data. The cookies have a storage period of one week. The information generated by the cookie about your use of this website is only stored on our server and is not passed on to third parties.

Users can file an objection to the anonymous data collection by the Matomo program at any time with effect for the future by clicking on the link below. In this case a so-called opt-out cookie will be stored in their browser, which means that Matomo will no longer collect any session data. If users delete their cookies, however, this has the consequence that the opt-out cookie is also deleted and therefore must be reactivated by the users.

The logs with the users' data will be deleted after 6 months at the latest.

If we ask the users for their consent (e.g. in the context of a cookie consent), the legal basis for this processing is Art. 6 (1)(a) GDPR. Otherwise, the personal data of the users will be processed

on the basis of our legitimate interests (i.e. interest in the analysis, optimisation and economic operation of our online offer within the meaning of Art. 6 (1)(f) GDPR).

## **XI. Incorporating of third-party services and content**

Within our online offer we use content or service offers from third parties in order to integrate their content and services, such as videos or fonts (hereinafter uniformly referred to as "content"). This is done on the basis of our legitimate interests (i.e. interest in the analysis, optimisation and economic operation of our online offer within the meaning of Art. 6 (1)(f) GDPR).

This always presupposes that the third-party providers of these contents are aware of the IP address of the users, as without the IP address they would not be able to send the contents to their browsers. The IP address is therefore necessary for the display of this content. We make every effort to use only such content whose respective providers use the IP address only to deliver the content. Third party providers may also use pixel tags (invisible graphics, also known as "web beacons") for statistical or marketing purposes. Pixel tags can be used to evaluate information such as visitor traffic on the pages of this website. The pseudonymous information may also be stored in cookies on the user's device and may contain technical information about the browser and operating system, referring websites, visiting time and other details about the use of our online offer, as well as being linked to such information from other sources.

## **XII. Vimeo**

We can integrate the videos of the platform "Vimeo" of the provider Vimeo Inc., Attention: Legal Department, 555 West 18th Street New York, New York 10011, USA Privacy policy: <https://vimeo.com/privacy>. We would like to point out that Vimeo can use Google Analytics and refer to the data protection declaration (<https://policies.google.com/privacy>) as well as opt-out options for Google Analytics (<http://tools.google.com/dlpage/gaoptout?hl=de>) or the settings of Google for the use of data for marketing purposes (<https://adssettings.google.com/>).

## **XIII. YouTube**

We integrate the videos of the platform "YouTube" of the provider Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. Privacy policy: <https://www.google.com/policies/privacy/>,

Opt-out: <https://adssettings.google.com/authenticated>.

## **XIV. Google Maps**

We integrate the maps of the "Google Maps" service of the provider Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. The processed data may include, in particular, IP addresses and location data of the users, which, however, cannot be collected without their consent (usually in the context of the settings of their mobile devices). The data may be processed in the USA. Privacy policy: <https://www.google.com/policies/privacy/>,

Opt-out: <https://adssettings.google.com/authenticated>.



## **XV. Use of Facebook Social Plugins**

On the basis of our legitimate interests (i.e. interest in the analysis, optimisation and economic operation of our online offer within the meaning of Art. 6 (1)(f) GDPR) we use Social Plugins ("Plugins") of the social network facebook.com, which is operated by Facebook Ireland Ltd., 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland ("Facebook").

This may include, for example, content such as images, videos or text and buttons with which users can share content from this online offering within Facebook. The list and appearance of the Facebook social plugins can be viewed here: <https://developers.facebook.com/docs/plugins/>.

Facebook is certified under the Privacy Shield Agreement and thus offers a guarantee of compliance with European data protection law (<https://www.privacyshield.gov/participant?id=a2zt0000000GnywAAC&status=Active>).

When a user calls up a function of this online offer that contains such a plugin, his device establishes a direct connection with the Facebook servers. The content of the plugin is transmitted by Facebook directly to the user's device and integrated into the online offer. User profiles can be created from the processed data. We therefore have no influence on the extent of the data that Facebook collects with the help of this plugin and therefore inform the users according to our state of knowledge.

By integrating the plugins, Facebook receives the information that a user has called up the corresponding page of the online offer. If the user is logged in to Facebook, Facebook can assign the visit to his or her Facebook account. If users interact with the plugins, for example, by pressing the Like button or making a comment, the corresponding information is transmitted directly from the user's device to Facebook and stored there. If a user is not a member of Facebook, it is still possible for Facebook to find out his or her IP address and store it. According to Facebook, only an anonymized IP address is stored in Germany.

The purpose and scope of the data collection and the further processing and use of the data by Facebook, as well as the relevant rights and setting options to protect the privacy of users, can be found in the Facebook privacy policy: <https://www.facebook.com/about/privacy/>.

If a user is a Facebook member and does not want Facebook to collect data about him or her via this online offer and link it to his or her membership data stored on Facebook, he or she must log out of Facebook and delete his or her cookies before using our online offer. Further settings and objections to the use of data for advertising purposes are possible within the Facebook profile settings: <https://www.facebook.com/settings?tab=ads> or via the US-American page <http://www.aboutads.info/choices/> or the EU page <http://www.youronlinechoices.com/>. The settings are platform-independent, i.e. they are adopted for all devices, such as desktop computers or mobile devices.

## **XVI. Sharing functions of AddThis**

Within our online offer the service "AddThis" (1595 Spring Hill Rd Suite 300 Vienna, VA 22182, USA) is used to share the contents of this online offer within social networks (so-called sharing).

The use is based on our legitimate interests, i.e. interest in the distribution of our online offer according to Art. 6 (1)(f) GDPR. AddThis uses the personal information of users for the provision and execution of the sharing functions. Furthermore, AddThis may use pseudonymous in-

formation of the users for marketing purposes. This data is stored on the user's computer with the help of so-called "cookie" text files. Privacy policy: <http://www.addthis.com/privacy>,

Opt-out: <http://www.addthis.com/privacy/opt-out>.

## **XVII. Cookies**

PIIPE uses cookies. Cookies are small text files that enable the recognition of the user, so that you do not have to log in again each time. These cookies are usually automatically deleted from your hard disk after the end of your visit to our websites. Other cookies remain on your computer, so that we recognize you on your next visit. We use cookies to measure and control the frequency of page views and general page navigation. Of course you can also use our website without cookies. Your internet browser can be set to reject cookies in general. You can define the storage duration of your cookies in the settings of your browser yourself and delete cookies on your computer yourself at any time. We collect, process and use personal data only with your consent. Insofar as consent is given electronically within the framework of our Internet offer, we adhere to the legal obligations to provide information. Further details can be found in our privacy policy.

Depending on the configuration, different cookies are used on websites in terms of type and scope. These cookies can be divided into the following categories:

### **1. Absolutely necessary cookies (type 1)**

These cookies are essential for the website and its functions to work properly. Without these cookies, for example, services such as the possibility of personalisation (if used) cannot be provided.

### **2. Functional cookies (type 2)**

These cookies make it possible to improve the comfort and performance of websites and provide various functions. For example, language settings can be stored in function cookies (if in use).

### **3. Performance cookies (type 3)**

These cookies collect information about how users use websites. For example, performance cookies help identify particularly popular areas of a website. In general, the information collected with these cookies is not personal.

### **4. Third party cookies (type 4)**

These cookies are set by third parties, e.g. social networks. They are primarily used to share content via social media channels with the help of application-related social plugins.

The following cookies are currently used on PIPE:

Name	Description	Type
has_js	This is a cookie that is set by the Drupal content management system we use. It checks whether Javascript is activated in the browser.	type 1
SimpleSAML: SimpleSAMLSessionID	If an Active Directory connection was implemented with the customer, this cookie enables the user to log in via SSO using the SAML interface.	type 1
_ga, _gid, _gat	These are cookies that are used by Google Analytics to analyse the usage behaviour of the website.	type 3
_pk_ref, _pk_cvar, _pk_id, _pk_ses	These are cookies that are used by Matomo (formerly Piwik) to analyze the usage behavior of the website.	type 3
CONSENT, PREF, VISITOR_INFO1_LIVE, YSC, 1P_JAR, NID, OTZ	These cookies are set by YouTube and/or Google as soon as a video is embedded and/or played on a page or the Google Map service is integrated.	type 4
cw_id, loc, mus, na_id, na_tc, uid, uvc, __atuvc, __atuv	These cookies are used by the social sharing service AddThis, which is integrated in PIPE as a plugin and allows users to share content via social networks.	type 4
_ga, eu_cn, guest_id, personalization_id, syndication_guest_id, tfw_exp	These cookies are used in conjunction with the Twitter social plugins to enable certain functions. These include: easy following of a Twitter account, sharing content via Twitter and the integration of individual tweets or entire Twitter feeds.	type 4