

Privacy Policy

I. Preamble

This privacy policy will inform users about the nature, scope and purpose of the processing of personal data by the responsible operator of this website.

The following information provides you with an overview of the processing of your personal data by the South Westphalia University of Applied Sciences and your rights in this context. Regarding the terms used, such as "personal data", reference is made to the definitions in Art. 4 of the EU General Data Protection Regulation (GDPR).

II. Name and address of the person responsible

The person responsible (data controller) within the meaning of the EU-GDPR, the DSGVO NRW and other data protection regulations is:

Fachhochschule Südwestfalen
Baarstraße 6
58636 Iserlohn
Deutschland
Phone: +49 2371-566-0
Email: info@fh-swf.de
Website: www.fh-swf.de

III. Contact data of the officially appointed Data Protection Officer

The Data Protection Officer of the responsible controller is:

Britta Ebenfeld
Baarstraße 6
58636 Iserlohn
Deutschland
Phone: +49 2371-566-133
Email: ebenefeld.britta@fh-swf.de

IV. Data Processing - General Information

1. Scope of the processing of personal data

We process personal data of our users only insofar as this is necessary to provide a functional website as well as contents and services. The collection and processing of the personal data of our users takes place only with the user's consent. An exception applies in those cases where prior consent cannot be obtained for practical reasons and the processing of the data is permitted by law.

2. Legal basis for the processing of personal data

Insofar as we obtain the consent of the data subject for the processing of personal data, Art. 6 para. 1 lit. a of the EU General Data Protection Regulation (GDPR) serves as a legal basis.

In the processing of personal data that is necessary for the fulfilment of a contract to which the data subject is a member, Art. 6 para. 1 lit. b GDPR serves as a legal basis. This also applies to processing operations required to carry out pre-contractual activities.

As far as the processing of personal data is required for the fulfilment of legal obligations to which the South Westphalia University of Applied Sciences is subject, Art. 6 para. 1 lit. e GDPR serves as a legal basis.

In the case that vital interests of the data subject or another natural person make the processing of personal data necessary, Art. 6 (1) lit. d GDPR serves as the legal basis.

If processing is necessary to protect a justified interest of the South Westphalia University of Applied Sciences or a third party and if the interests, fundamental rights and freedoms of the data subject do not outweigh the first-mentioned interest, Art. 6 (1) lit. f GDPR serves as the legal basis.

3. Deletion of Data and duration of storage

The personal data of the data subject will be deleted or blocked as soon as the purpose of storage ceases. Moreover, data may be stored if it is required 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 deleted if a storage period prescribed by the aforementioned regulations expires, unless there is a need for further storage of the data for the conclusion or fulfilment of a contract.

V. Provision of the website and generation of log files

1. Description and scope of data processing

Each time the website is accessed, our system may collect automated data and information from the computer system of the user's computer.

The following data may be collected:

- (1) Information on the browser and version
- (2) Information on the user's operating system
- (3) The Internet service provider of the user
- (4) The IP address of the user
- (5) Date and time of access
- (6) Websites from which the user's system is led to our website
- (7) Information on websites visited and files opened

The data is stored in the log files of our system. This data is not stored together with other personal data of the user.

2. Legal basis for data processing

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

3. Purpose of data processing

Temporary storage of the IP address through the system is necessary to deliver the website to the user's computer. For this purpose, the user's IP address must be stored for the duration of the session.

The storage in log files is carried out in order to ensure the functionality of the website.

Furthermore, the data is used for the purpose of optimising the website and ensuring the safety of information technology systems. The data is not evaluated for marketing purposes in this

context.

These purposes also include our legitimate interest in data processing according to Art. 6 (1) lit. f GDPR.

4. Duration of storage

The data will be deleted as soon as it is no longer necessary for carrying out the purpose of its collection. In the case of the collection of data for the provision of the website, this is the case when the particular session is terminated.

In the case of storage of data in log files, this is the case after seven days at the latest. It is possible that the data is stored for a longer period. In this case, the user's IP address is deleted or anonymised so that the client accessing the website can no longer be identified.

5. Possibility of objection and remedy

The collection of data for the purpose of providing the website and the storage of data in log files is necessary for the operation of the website. Thus, there is no possibility of objection on the part of the user.

VI. Use of cookies

The website uses so-called "cookies". Cookies are text files that are saved in the user's Internet browser and stored on the user's computer. They serve to make our offer more user-friendly and effective for you.

You can prevent the use of cookies by setting your Internet browser in such a way that it does not accept cookies. You can also specify in your browser whether you want to be informed about the setting of cookies and only allow cookies in individual cases, whether you want to exclude the acceptance of cookies for certain cases or even generally. Furthermore, you can activate the automatic deletion of cookies when closing the browser. The procedure depends on your browser.

If cookies are deactivated for our website, it may no longer be possible to use all functions to their full extent.

VII. Contact Form and Email Contact

1. Description and scope of data processing

Contact and registration forms and email

In order to contact the South Westphalia University of Applied Sciences, we provide you with various options via contact and registration forms or the use of email addresses. Insofar you use these contact or registration forms, the entry of personal data is explicitly on a voluntary basis (legal basis is Art. 6 para. 1 p. 1 lit. a GDPR).

This applies, for example, to inquiries via email or contact form, or the registration for university events.

The following data can be stored here:

Salutation

Last name

First name

Email address

Address
Post code
City
Phone number
Subject
Your message
Time stamp
User
IP address

When you contact us by email, via a contact or registration form, the data you voluntarily provide must be stored so that we can process your request.

Persons under the age of 16 should not transmit any personal data to us unless the consent of their parents or legal custodians (holders of parental responsibility) has been given (Art. 8 (1) GDPR). The consent must then be explicitly stated in the message (Art. 8 para. 2 GDPR). We do not request personal data from children and young people. We do not collect such data consciously.

We will only process the personal data you enter for the purpose you have requested and only within the South Westphalia University of Applied Sciences or the bodies entrusted with the respective service and explicitly stated in the respective form.

We delete the personal data we receive by email or contact or registration form as soon as the storage is no longer necessary for the purpose of your request or in connection with administrative processes initiated with it and the retention obligations applicable for this purpose.

Your consent is obtained for the processing of the data as part of the sending process and reference is made to this privacy policy.

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

This data is not shared with third parties. It will be exclusively used to process the conversation.

2. Legal basis for data processing

After the user has given their consent to their data being processed, Art. 6 para. 1 lit. a GDPR serves as a legal basis.

The legal basis for the processing of data transmitted via email is Art. 6 para. 1 lit. f GDPR.

3. Purpose of data processing

The personal data from the input form are processed solely for the purpose of processing the user's request. If the user contacts us by email, this also constitutes the required legitimate interest in the processing of the data.

The other personal data processed during the transmission process serve to prevent misuse of the contact form and to ensure the security of our information technology systems.

4. Duration of storage

The data will be deleted as soon as it is no longer necessary for carrying out the purpose of its collection. For the personal data entered into the input form and those that were sent by

email, this is the case when the respective conversation with the user has been concluded. The conversation is ended when it is clear from the circumstances that the issue has been conclusively clarified.

The additionally collected personal data during the sending process will be deleted at the latest after a period of seven days.

5. Possibility of objection and remedy

The user has the opportunity to revoke his or her consent to the processing of personal data at any time. When the user contacts us by email, he or she can object to the storage of their personal data at any time. However, in this case, the conversation cannot be continued.

Revocation of consent and objection to storage should be addressed to: info@fh-swf.de

In this case, all personal data stored in the context of the contact will be deleted.

VIII. Web analysis by Matomo (formerly PIWIK)

1. Scope of the processing of personal data

We use the open source software tool Matomo (formerly PIWIK) on our website to analyse the surfing behaviour of our users. The software sets a cookie on the computer of the user (for cookies, see above). If individual pages of our website are accessed, the following data is stored:

- (1) Two bytes of the IP address of the user's system
- (2) The website accessed
- (3) The website from which the user accessed the page (referrer)
- (4) The sub-pages accessed from the visited website
- (5) The time spent on the website
- (6) The frequency with which the website is accessed

The software runs exclusively on the servers of our website. Storage of the users' personal data is only carried out there. The data is not passed on to third parties. The software is set in such a way that the IP addresses are not stored in full text, however, two bytes of the IP address are shown (e.g. "IP address" 192.168.xxx.xxx). In this way, it is no longer possible to assign the shortened IP address to the accessing computer.

2. Legal basis for the processing of personal data

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

3. Purpose of data processing

The processing of the users' personal data enables us to analyse the surfing behaviour of our users. By evaluating the data obtained, we are able to compile information about the use of the individual components of our website. This helps us to continuously improve our website and its user-friendliness. These purposes are also our legitimate interest in processing the data according to Art. 6 para. 1 lit. f GDPR. By anonymising 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, after five years.

5. Possibility of objection and remedy

Cookies are stored on the user's computer and transmitted to our site. This is why you have full

control over the use of cookies. You can deactivate or restrict the transmission of cookies by changing the settings of your Internet browser. Cookies already stored on your computer can be deleted at any time. This can be also done automatically. If cookies are deactivated for our website, it may no longer be possible to use all functions to their full extent.

We give our users the option of opting out of the analysis process on our website. For this purpose, you must follow the corresponding link. In this way, another cookie is set in your system, which signals that it will not save the data of the user. If the user deletes the corresponding cookie from his/her system in the meantime, he/she must set the opt-out cookie again.

You can find further information on the privacy settings of the Matomo software here: <https://matomo.org/docs/privacy/>.

IX. Rights of the data subject

If any of your personal data is being processed, you are considered a data subject according to the GDPR. Thus, you have the following rights vis-a-vis the person responsible:

1. Right to information

You can ask the person responsible to confirm whether your personal data is or will be processed by us.

If your data is being processed, you can request the following information from the person responsible:

- (1) the purposes for which the personal data is processed;
- (2) the type/categories of personal data being processed;
- (3) the recipients or categories of recipients to whom the personal data have been and/or will be disclosed;
- (4) the planned duration of storage of your personal data or, if specific information in this regard cannot be provided, criteria that determine the storage period;
- (5) the existence of a right to rectification or deletion of personal data concerning you as a user, a right to limitation of processing by the controller, or a right to object to such processing;
- (6) the existence of a right of appeal to a supervisory authority;
- (7) any available information on the source 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 Art. 22 para. 1 and 4 GDPR and - at least in these cases - 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 about the appropriate guarantees pursuant to Art. 46 GDPR in connection with the transmission.

2. Right to demand correction

You have a right of correction and/or completion vis-à-vis the person responsible if the personal data processed are incorrect or incomplete. The person responsible shall make the correction immediately.

3. Right to limitation of processing

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

- (1) if you dispute the accuracy of the personal data relating to 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 refuse to delete the personal data and instead request that the use of the personal data shall be restricted;
- (3) the data controller does no longer need the personal data for the purposes of the processing, but you do need them to assert, exercise or defend legal claims, or
- (4) if you have appealed to the processing pursuant to Art. 21 para. 1 GDPR and it has not yet been determined whether the legitimate reasons of the person responsible outweigh your reasons.

If the processing of personal data relating to you has been restricted, such data may only be processed, aside from being stored, with your consent or for the purpose of asserting, exercising or defending rights or protecting the rights of another natural or legal person or on grounds of an important public interest of the Union or a Member State.

If the processing restriction has been restricted according to the above conditions, you will be informed by the person responsible before the restriction is lifted.

4. Right to deletion

a) Duty to delete

You may request the data controller to delete the personal data relating to you immediately, and the controller is obliged to delete this data immediately if one of the following reasons applies:

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

b) Information to third parties

If the data controller has made the data concerning your person public and is obliged to delete it pursuant to Art. 17 para. 1 GDPR, she shall take appropriate measures, including technical ones, and taking into account the available technology and the implementation costs, to inform those who are responsible for processing the personal data that you as the data subject have requested the deletion of all links to this personal data or of copies or replications of this personal data.

c) Exceptions

The right to deletion does not exist insofar as the processing is necessary

- (1) to exercise the right to freedom of expression and information;
- (2) for the performance of a legal obligation required for processing under the law of the Union or of the Member States to which the controller is subject, or for the performance of a task in the public interest or in the exercise of official authority conferred on the controller;
- (3) for reasons of public interest in the field of public health pursuant to Art. 9 para. 2 lit. h and i and Art. 9 para. 3 GDP
- (4) for archiving purposes in the public interest, scientific or historical research purposes or for statistical purposes pursuant to Art. 89 para. 1 GDPR, insofar as the law referred to under a) is likely to make it impossible or seriously impair the attainment of the objectives of such processing, or
- (5) to assert, exercise or defend legal claims.

5. Right to information

If you have exercised your right to have the data controller correct, delete or limit the processing, she is obliged to inform all recipients to whom the personal data relating to you have been disclosed of this correction, deletion or restriction on processing, unless this proves impossible or would involve a disproportionate effort.

You have the right, vis-à-vis the data controller, to be informed of these recipients.

6. Right to data transferability

You have the right to obtain the personal data concerning you that you have provided to the data controller in a structured, common and machine-readable format. Furthermore, you have the right to pass this data on to another data controller without obstacles by the data controller to whom the personal data was made available, provided that

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

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

The right to transferability 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 conferred on the controller.

7. Right of appeal

You have the right to object at any time, for reasons arising from your particular situation, to the processing of personal data concerning you under Art. 6 para 1 lit e or lit. f GDPR.

The data controller no longer processes the personal data relating to you, unless she can prove compelling reasons worthy of protection for the processing which outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

You have the opportunity - notwithstanding Directive 2002/58/EC - to exercise your right of objection in connection with the use of information society services by means of automated processes using technical specifications.

8. Right to revoke the data protection declaration of consent

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

9. Right of appeal to a supervisory authority

Without prejudice to any other administrative or judicial remedy, you have the right of appeal against the processing of your personal data by the South Westphalia University of Applied Sciences to the State Commissioner for Data Protection and Freedom of Information of the State of North Rhine-Westphalia (www.ldi.nrw.de).

In this case, they will inform you about the status and outcome of the appeal, including the possibility of a judicial remedy under Article 78 GDPR.