

**Privacy Policy (Version: 25 May 2018)**

In this policy, we inform you how your personal data are collected and processed when you use our web pages.

**Responsible for the Processing**

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**Data Protection Officer of the Company**

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Data Protection Officer

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## **What Are Personal Data?**

"Personal data" are all information that refers to an identified or identifiable natural person. Therefore, the relevant aspect is whether the collected data can be mapped to a specific person. This includes information such as your name, address, telephone number and mail address. Information that cannot be associated with your real identity, e.g. favourite web pages or the number of users of a page, does not constitute personal data.

When you visit our web pages, our web server temporarily stores the connection data of the requesting server, our web pages that you visit, the data and duration of the visit, the identification data of the browser and operating system used and the web page from which you visit us by default for security reasons. No further personal details, such as your name, address, telephone number or e-mail address, are collected, unless you specify these details voluntarily, e.g. for a registration, survey, raffle or contract or when requesting information.

## **How Do We Use Your Personal Data?**

Where it is possible to enter personal or business data (e-mail addresses, names, addresses) within the website, the disclosure of these data by the user expressly takes place on a voluntary basis. E-mails are transmitted via a contact form. If you send us such a message, your data will only be collected insofar as this is necessary for a reply. The e-mail will be transmitted without encryption. We will use any personal data you give us exclusively for the technical administration of our web pages and to fulfil your wishes and requests, especially to process contracts concluded with you and to answer your enquiries. We also use these data for product-related surveys, marketing purposes and statistical purposes only with your prior consent or if thus provided for by statutory regulations if you have not objected to this. Your personal data will not be forwarded, sold or otherwise transmitted to any third parties unless this is required for the performance of the contract or you have expressly given your consent to this. Consent that was previously given can be withdrawn at any time with effect for the future.

## **How Do We Collect and Process Your Personal Data?**

When you visit our web pages, our web server temporarily stores the connection data of the requesting server, our web pages that you visit, the data and duration of the visit, the identification data of the browser and operating system used and the web page from which you visit us by default for security reasons. No further personal details, such as your name, address, telephone number or e-mail address, are collected, unless you specify these details voluntarily, e.g. for a registration, survey, raffle or contract or when requesting information.

## **How Do We Use Your Personal Data and How Do We Forward Them?**

Where it is possible to enter personal or business data (e-mail addresses, names, addresses) within the website, the disclosure of these data by the user expressly takes place on a voluntary basis. E-mails are transmitted via a contact form. If you send us such a message, your data will only be collected insofar as this is necessary for a reply. The e-mail will be transmitted without encryption.

We will use any personal data you give us exclusively for the technical administration of our web pages and to fulfil your wishes and requests, especially to process contracts concluded with you and to answer your enquiries.

We also use these data for product-related surveys, marketing purposes and statistical purposes only with your prior consent or if thus provided for by statutory regulations if you have not objected to this.

Your personal data will not be forwarded, sold or otherwise transmitted to third parties unless this is required for the performance of the contract or you have expressly given your consent to this.

Consent that was previously given can be withdrawn at any time with effect for the future.

### **For How Long Will Your Data Be Stored?**

As a matter of principle, we will store all information that you send us until the respective purpose is fulfilled (e.g. contract). In the case of enquiries, the information will be stored until completion; in the case of newsletters, the information will be stored until you unsubscribe. If the law provides for longer storage, the storage will take place accordingly.

If you no longer wish that we use your data, we will of course promptly comply with your request. To do so, please contact the address specified under "Contact".

### **When Will Your Data Be Erased?**

The stored personal data will be erased if you withdraw your consent to the storage, if knowledge of these data is no longer required for the fulfilment of the purpose for which they were stored or if the storage is prohibited for other statutory reasons. Erasure requests will not affect data required for billing and accounting purposes.

### **Use of Cookies**

When you use our pages, we use cookies, i.e. small text files that are stored on your computer. For example, cookies help us to determine the usage frequency and the number of users of our web pages and to make our offers for you as comfortable and efficient as possible.

On the one hand, we use so-called "session cookies" that are only stored temporarily for the duration of your use of one of our web pages. On the other hand, we use "persistent cookies" to record information about visitors who repeatedly access one of our web pages. The purpose of using these cookies is to offer you optimum user guidance and to "recognise" you and be able to present you with diversified and new content on our website when you re-visit it. The content of a persistent cookie is limited to an identification number. The name, IP address, etc. are not stored. No individual profile is generated about your usage behaviour.

Use of our offers is possible even without cookies. You can deactivate the storing of cookies in your browser, limit this to certain websites or configure your browser in such a way that it alerts you when cookies are sent. However, please note that in case you disable cookies, the presentation of the site and the menu might be inferior.

Cookies that are required for the electronic communication or for the provision of certain functions requested by you (e.g. shopping cart function) are stored on the basis of point (f) of Art. 6 (1) GDPR. The website operator has a legitimate interest in the storage of cookies for the technically correct, optimised provision of his services. Any other cookies (e.g. cookies to analyse your surfing behaviour) that may be stored are explained separately in this privacy policy.

### **How Do We Ensure Secure Processing?**

Our company takes all necessary technical and organisational precautions in order to protect your personal data from loss and abuse. Thus, your data are stored in a secure operating environment inaccessible to the public. In certain cases, the transmission of your personal data is encrypted with secure socket layer (SSL) technology. This means that the communication between your computer and our company's servers is duly encrypted, provided that your browser supports SSL.

Or: SSL/TLS Encryption

For security reasons and to protect the transmission of confidential content (e.g. orders or enquiries) that you send us as the website operator, this website uses SSL/TLS encryption. You can recognise an encrypted connection from the "https://" that appears in the address bar of the browser instead of "http://" and from the lock icon in your browser bar.

If SSL/TLS encryption is activated, the data you send us cannot be intercepted by third parties.

If you intend to contact our company by e-mail, please note that the confidentiality of the transmitted information cannot be guaranteed. The content of e-mails may be intercepted by third parties. Therefore, we recommend sending us confidential information exclusively by regular mail.

### **Your Data Protection Rights**

In accordance with the applicable statutory provisions, you always have the right of free access to stored personal data and information about their origin and possible recipients and the purposes of the data processing (Art. 15 GDPR), right to rectification of incorrect data (Art. 16 GDPR), right to erasure of these

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data (Art. 17 GDPR), right to restriction of processing (Art. 18 GDPR), right to object (Art. 21 GDPR) and a right to data portability of data provided you (Art. 20 GDPR). The right of access and the right to erasure are subject to the limitations pursuant to Sections 34 and 35 of the German Federal Data Protection Act (BDSG).

In the event of breaches of data protection law, you also have a right to lodge a complaint with the responsible supervisory authority (Art. 77 GDPR in conjunction with Section 19 of the German Federal Data Protection Act (BDSG)). The responsible supervisory authority for issues under data protection law is the commissioner for data protection of the federal state of Germany in which our company is based. For a list of commissioners for data protection and their contact details, refer to:

[https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html)

### **How Can You Withdraw Your Consent to the Data Processing?**

Many data processing transactions are only possible with your express consent. You can withdraw any previously granted consent whenever you wish. For this, simply send us an informal notice by e-mail. The withdrawal does not affect the data processing prior to the withdrawal.

### **Contact for Questions, Complaints, Asserting Your Rights**

Please feel free to contact us if you have any questions or complaints or to assert your data protection rights.

Heidelberg University Hospital

Data Protection Officer

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69120 Heidelberg  
Germany

Telephone: +49 (0)6221 56-7036

E-mail: [Datenschutz@med.uni-heidelberg.de](mailto:Datenschutz@med.uni-heidelberg.de)

### **Amendments to the Privacy Policy**

Any amendments to this privacy policy will be duly announced on this page.

### **Data Protection in Connection with Applications and in the Application Procedure**

We collect and process the personal data of applicants for the purpose of processing the application procedure. The processing may also take place electronically. This is the case especially where an applicant sends us application documents electronically, e.g. by e-mail. Following the conclusion of an employment contract with an applicant, the submitted data are stored for the purpose of handling the employment relationship under consideration of the statutory regulations. If no employment contract is concluded with an applicant, the application documents will be erased automatically six months after the notice of refusal, unless the erasure would conflict with other legitimate interests of the data controller. "Other legitimate interests" in this meaning include, but are not limited to, an obligation to furnish proof in proceedings under the German General Treatment Act (AGG).

### **Newsletter**

If you expressly grant consent, we will use your address and personal data disclosed on a voluntary basis for the purpose of regularly sending you our newsletter. The additional voluntary personal data merely serve the purpose of personalising the newsletter. You can unsubscribe from the newsletter by e-mail to [kirsten.gerlach@med.uni-heidelberg.de](mailto:kirsten.gerlach@med.uni-heidelberg.de) whenever you wish.

### **Facebook**

Our web pages use social plugins of the social network facebook.com. The plugins can be recognised from the logo (white "f" on blue tile or "thumb up" icon/"Like" button).

When you access a web page of our website that contains such a plugin, your browser will establish a direct connection to Facebook. By means of the integration of the plugins, Facebook receives the information that you have accessed the respective web page. If you are logged in to Facebook, Facebook can allocate the visit to your Facebook account. If you interact with the plugins, e.g. by actuating the "Like" button or by entering a comment, the respective information will be sent directly from your browser to Facebook, where it will be stored. Even if you are not a member of Facebook, Facebook may learn and store your IP address.

For details on the purpose and scope of the data collection and further processing and use of the data by Facebook and your rights and configuration options to protect your privacy, please refer to the privacy policy of Facebook.

If you are a member of Facebook and do not want Facebook to collect data about you via our website and map them to your member data that are stored at Facebook, log out from Facebook before visiting our website.