

Data Protection and Security

vhs stuttgart takes data protection very seriously. Using our website is fundamentally possible without sharing your personal data. Should you however wish to take advantage of particular services, it may become necessary to process your personal data. Should we need to process your personal data, we shall first seek your consent.

Personal data, e.g. name, address email address or telephone number, is processed in accordance with the General Data Protection Regulation (GDPR) and the country-specific data protection regulations applicable to vhs stuttgart. This data protection policy is to inform you how and to what purpose and extent we collect, use and process your personal data.

As controller for the processing of your data, vhs stuttgart has taken several technical and organisational measures to ensure as comprehensive a protection as possible for the personal data processed through our website. However, internet-based data transfer may still have security issues meaning that absolute data protection cannot be assured. Therefore, it is also possible to share your personal data with us either in person or by telephone.

This data protection policy is based on the terms used by the European regulatory authorities in the General Data Protection Regulation (GDPR).

In the following, we set out what information is collected when visiting our website and how this information is used.

Personal Data

Data is deemed personal when it can be associated with your person and provide information on your behaviour or characteristics. This includes your name, (postal) address, telephone number and email address as well as information on your possible interests, whether this information can be directly or indirectly associated with you.

Storage of Access Data

Access data is stored in a log on our provider's server every time someone accesses our website.

This data consists of your IP address, date and time of access request, name of the file requested, the name of the folder out of which the file was called up, the amount of data transferred and the access status, a description of the browser and operating system used, as well as the name of your internet service provider (ISP). This data is collected for technical reasons. It is only analysed for statistical purposes and with no personal reference.

Cookies

We store cookies on your hard drive. These contain a specific number which has no meaning outside of our website. These cookies are automatically deleted once you leave our website. Cookies are required to identify and authorize you in the secured area of our website for the duration of your visit. You are able and entitled to configure your browser to reject our cookies. In this case, it is possible that not all website functions will be available to you.

Information Requests /Course Registration

In order to provide you with the services you request, we need your name and contact details. This data is only collected and used to the extent it is needed to provide you with our services. This data is not passed on to parties in third countries.

Social Plugins

Some of our pages contain social media plugins. These are functions from social networks which enable you to e.g. share our content with your friends on a social network or to recommend our content to others. Currently, we use plugins from the following providers:

Facebook "Like"-Button

There are plugins from the social network Facebook integrated into our website. You can recognise these plugins by the use of the Facebook logo. When you visit a page containing such a plugin, your browser creates a direct connection to the Facebook servers. This informs Facebook that your IP address has visited our site. If you are logged in to Facebook, the network is able to associate your visit to our site with your Facebook account. If you interact with the plugins, e.g. by clicking on the Like button or leaving a comment, your browser passes this information directly to Facebook, where it is stored

As this is a direct data transfer, we receive no information from this data. Information on to what extent and purpose Facebook collects data, how it is processed and used and your rights and available privacy settings in this regard can be found in Facebook's data protection notice on

<http://de-de.facebook.com/privacy/explanation.php>.

Instagram

Our website uses social media plugins from Instagram, operated by Instagram LLC., 1601 Willow Road, Menlo Park, Instagram logo. An overview of Instagram's plugins and their appearance can be found here

<blog.instagram.com/post/36222022872/introducing-instagram-badges>

When you visit a page containing such a plugin, your browser creates a direct connection to the Instagram servers. The plugin content is transferred by Instagram directly to your browser and embedded in the webpage. Through this integration, Instagram is informed that you have called up this page of our website, even if you do not have an Instagram profile or are currently not logged into Instagram. This information (including your IP address) is transferred from your browser directly onto an Instagram server in the USA, where it is stored.

If you are logged in to Instagram, the network is able to directly associate your visit to our website with your Instagram account. If you interact with the plugins, e.g. by using the Instagram button, this information is also transferred directly to an Instagram server, where it is stored. This information is also published in your Instagram account and shown to your contacts there. Information on to what extent and purpose Instagram collects data, how it is processed and used and your rights and available privacy settings in this regard can be found in Instagram's data protection notice on:

<https://help.instagram.com/155833707900388/>

If you do not wish Instagram to connect the data collected via our website to your Instagram account, you need to log out from Instagram before visiting our site. You can also completely block the Instagram plugins by using an add-on in your browser such as the script blocker *NoScript* (<http://noscript.net/>).

Tracking Tool

Google Analytics (Web analysis and tracking)

This website uses Google Analytics, a web analysis service from Google Inc. ("Google"). Google Analytics uses cookies; text files saved to your computer which enable how you use the website to be analysed. As a rule, information generated by the cookie on your use of this website is transferred to and saved on a Google server in the USA. However, should you have activated anonymous browsing for this website, your IP address will be shortened by Google while still in either an EU member state or another EEC state. Your full IP address will only be passed on to a Google server and shortened there in exceptional cases. Google uses this information on behalf of the operators of this website to analyse your use of this website in order to generate reports on website activity and to offer the website operators services related to website and internet use. The IP address passed on to Google Analytics from your browser is not linked to any other Google data. Data sent by us and associated with cookies, user IDs or marketing IDs are automatically deleted after 26 months. Data which has reached the end of the archiving period is deleted once a month. You can configure your browser to prevent cookies being saved on your PC, however, please be aware that you may then not be able to fully use certain functions on our website. You can stop Google collecting and processing cookie-generated data (including your IP address) by downloading and installing a browser plugin from the following link: tools.google.com/dlpage/gaoptout

Newsletter

If you subscribe to our newsletter, we use your email address to send this to us. You can unsubscribe and stop receiving this at any time. Your email address is not used for any other purpose.

When you open our newsletter or click on a link contained within, this is logged onto our webserver (date, time, email address). This is for internal statistical purposes. These data are not connected to personal user profiles.

Contact Form and Further Data Collection

Further personal data is only collected by us if you choose to make this available to us, such as when requesting information from us. We use this information only to deal with your enquiry, to perform contracts you have closed with us and for technical administration. This data is not passed onto any third parties without your consent.

Security

We have put in place all necessary technical and organisational measures to protect your personal data from loss or misuse. Your data is stored in a secure company environment which is not open to the public.

Advice on a lack of confidentiality in Internet Communication

Please be aware that complete confidentiality and data protection cannot be guaranteed in internet communication (e.g. email). We therefore recommend sending private and confidential information by post.

Right to Information

You have the right to request free of charge information on what data is stored on you and for what reason this is stored. Moreover, you have the right to have erroneous data about you corrected and to have data which is no longer required or was stored illegally blocked and deleted.

Data Protection in the Recruitment Process

We collect and process personal data from applicants in order to conduct the recruitment process. If a hiring contract is closed with the applicant, the data passed on to us is used to conduct the employment relationship. If no hiring contract is closed, the application documents are deleted 2 months following the rejection notice as long as their deletion does not injure any legitimate interest such as burden of proof in a lawsuit under the Equal Opportunities Act (AGG).

Legal basis for data processing is article 6 of the GDPR

Period of Time for which Data is Stored

The criterion for the storage of personal data is the relevant legal archiving period. As a rule, your data is stored by us for 10 years.

Contact

Should you have further questions on our data protection policy, please send an email to [vhstuttgart](mailto:vhstuttgart@vhs-stuttgart.de) Data Protection

Name and address of the controller:

Controller as per GDPR is:
volkshochschule stuttgart e.V.
Fritz-Elsas-Strasse 46-48
70174 Stuttgart
Tel. 0711 1873-800

[E-Mail](mailto:vhstuttgart@vhs-stuttgart.de)

Website: vhs-stuttgart.de

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