

# Data Privacy

## General Remarks

The central web server of the Foreign Language Centre of Bremen Universities (FZHB) [www.fremdsprachenzentrum-bremen.de](http://www.fremdsprachenzentrum-bremen.de) serve the purpose of projecting the Language Centre's image both internally and externally, disseminating information, and supporting the Language centre's activities. The website has its own distinctive corporate design.

## Responsibilities and briefs

No liability can be accepted with regard to the accuracy or actuality of the information contained on the FZHB's Internet pages. Responsibility for administering the server lies with the FZHB. The overall responsibility for the website lies ultimately with the FZHB's Management, which in the event of uncertainty decides on whether to publish content or not. In all other cases the responsibility for the content published lies with staff of the FZHB.

## Handling of data

The FZHB takes data protection in general and the protection of personal data in particular very seriously. Any personal details provided by visitors to the website are processed in accordance with applicable data protection legislation, in particular the Bremische Datenschutzgesetz (BremDSG) [Bremen Data Protection Act] and the Telemediengesetz (TMG).

The following contains details of how data is collected, the extent and purpose of data collection, and how the personal data submitted are used. Any data you submit will not be published or without justification passed on to third persons.

### 1. Data collection and processing when using the Internet

All visits to our Internet pages are automatically recorded in a log file by our web server.

These data are saved separately from any other data you may provide when using our offers. It is not possible for us to attribute these data to any individual person. These data are used solely in anonymized form for the statistical evaluation of our web offer with AWStats, following which they are deleted.

The data collected are as follows:

- The IP address of the accessing computer (only in the event of fault, otherwise anonymous)
- Date and time of access
- Access method/function chosen by accessing computer
- Name and URL of the downloaded file
- URL from which access is initiated

## **2. Use and disclosure of personal data**

When using our website it is not usually necessary to submit any personal data. However, in order for us to provide some of our services (registration on a course, for example) it may well be necessary for us to ask for personal data.

Any personal data you may submit will be used solely for the mentioned purpose and only to an extent that is absolutely necessary. No personal data whatsoever shall be disclosed to third persons without the express prior consent of the user.

All data submitted is saved in a data base that can only be accessed by website administrators.

Personal data will only be disclosed to state agencies within the context of mandatory national legislation.

## **3. Cookies**

Cookies are used at various places on our Internet pages. They serve the purpose of making our offer more effective and user friendly. Cookies are small text files saved by the browser onto your computer. Most of the cookies used by us are so-called session cookies which are automatically deleted when your browser session is over. Cookies can cause no damage to your computer and do not transmit viruses.

You can adapt your browser settings to determine whether cookies may be used or not.

## **4. Safety**

The technical and organizational safety measures we apply to protect data collected by us from being accessed by unauthorized third persons are kept constantly up to date and meet the strictest requirements. All personal data submitted to us will be transmitted in encrypted form.

## **5. Links to other providers**

Our web pages may contain links to other providers. We expressly point out that the present statement on data protection policy applies solely to the web pages maintained by University of Bremen's central administrator. We have no influence over whether or not other providers respect the mandatory data protection requirements.

## **6. Right to information**

You can at any time request information concerning the processing of your personal data. To do so, please send an email to [content@uni-bremen.de](mailto:content@uni-bremen.de).

## **7. Validity of this data protection notice**

By using our website you agree to your data being used in the aforementioned manner. This data protection notice shall be deemed to have immediate effect and supersedes all previous notices.