# **Data Protection**

# GIZ's policy

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH attaches great importance to responsible and transparent management of personal data.

Below we provide users with information as to

- who they can contact at GIZ on the subject of data protection
- what data is processed when they visit the website
- what data is processed when users contact us
- what rights they have with respect to us

GIZ processes personal data exclusively in accordance with the <u>EU General Data Protection Regulation</u> (<u>GDPR</u>) and the <u>German Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG)</u>.Personal data are, for example, name, address, email addresses and user behaviour.

GIZ only processes personal data to the extent necessary. Which data is required and processed for which purpose and on what basis is largely determined by the type of service you use or the purpose for which the data is required.

#### Collection of personal data when visiting our website

When visiting this website, the browser used automatically transmits data that is saved in a log file. GIZ itself processes only the data that is technically required in order to display the website correctly and to ensure its stability and security.

Each time the website is accessed, the data stored includes, but is not limited to, the page that is viewed, the IP address of the accessing device, the page from which the user was redirected, as well as the date and time of access. A detailed list of the data stored is shown below:

- > Technical details of the browser used
- Anonymous IP address
- > Date and time
- > Page opened/name of the file downloaded
- > Notification of whether viewing or download was successful
- Session ID number

The data in the log file is deleted after 3 days.

## Cookies

When you visit our website, small text files known as 'cookies' are stored on your computer. They are used to make the online presence more user-friendly and effective overall. Cookies cannot run programs or infect your computer with viruses. The website uses cookies that are automatically deleted as soon as the browser on which the page is displayed is closed (referred to as temporary cookies or session cookies) This type of cookie makes it possible to assign various requests from a browser to a session and to recognise the browser when the website is visited again (session ID).

## **User analysis**

On this website, no tracker to analyse usage data is used.

### Processing of personal data when contacting us

Email addresses that you provide when you make an enquiry via the contact form is processed exclusively for correspondence or delivery purposes. Your details will not be passed on to third parties.

#### Processing of personal data in connection with social network use

On this website, users are invited to visit a Facebook page.

This online presence is operated in order to interact with the users that are active on this platform and to inform them about the GERTS' project.

When users visit the platform, personal data is collected, used and stored by the operator, but not by GIZ. This is also the case even if the users themselves do not have an account with the social network. GIZ has no influence on the collection of data or its further use by the social network operator. We are not fully aware of the extent to which, where and for how long the data is stored; to what extent the network comply with existing obligations regarding erasure; what analyses are conducted and links established with the data; and to whom the data is disclosed.

More information here.

#### **Disclosure to third parties**

GIZ does not pass on personal data to third parties unless it is legally obliged or entitled to do so by law.

#### Transfer of data to countries outside Germany

GIZ does not transfer personal data to third countries. When using social media, the privacy policies of the respective providers apply.

#### Duration of data retention

User data will not be kept any longer than is necessary for the purpose for which it is processed or as required by law.

#### **Reference to user rights**

Visitors to the website have the right

- To obtain information about their data stored by us (Article 15 GDPR)
- To have their data stored by us **rectified** (Article 16 GDPR)
- To have their data stored by us **erased** (Article 17 GDPR)
- To obtain **restriction** of processing of their data stored by us (Article 18 GDPR)
- To object to the storage of their data if personal data are processed on the basis of the first sentence of Article 6 (1) 1 f and e GDPR (Article 21 GDPR)
- To receive their personal data in a commonly used and machine-readable format from the controller such that they can be potentially transmitted to another controller (right to **data portability**, Article 20 GDPR).

• To **withdraw** their consent to the extent that the data has been processed on the basis of consent (Article 6 (1) a GDPR). The lawfulness of the processing on the basis of the consent given remains unaffected until receipt of the withdrawal.

Users also have the right in accordance with Article 77 GDPR to **lodge a complaint with the competent data protection supervisory authority**. The competent authority is the Federal Commissioner for Data Protection and Freedom of Information (<u>BfDI</u>).

Please contact GIZ's data protection officer if you have questions specifically about how your data are protected <u>datenschutzbeauftragter@giz.de</u>

Adress

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