

Data Privacy Policy

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

Below you will find information about,

- who you can contact at GIZ on the subject of data protection.
- what data is processed when you visit the website.
- what data is processed when you contact us, subscribe to newsletters or press releases or use other GIZ online services.
- what possibilities there are to object to the storage of the data.
- what rights you have with respect to us.

1. Controller and Data Protection Officer

The responsible body for data processing is the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Address:

Friedrich-Ebert-Allee 32 + 36, 53113 Bonn
Dag-Hammarskjöld-Weg 1–5, 65760 Eschborn

Contact: learning.giz@giz.de

If you have specific questions about the protection of your data, please contact GIZ's data protection officer: datenschutzbeauftragte@giz.de

2. Information about the collection of personal data

2.1 General

GIZ processes personal data exclusively in accordance with the [European General Data Protection Regulation \(GDPR\)](#) and the [German Federal Data Protection Act \(BDSG\)](#).

Personal data are, for example, name, address, e-mail addresses and user behavior.

Personal data will only be processed by GIZ to the extent necessary. Which data is required and processed for what purpose and on what basis depends largely on the type of service you use, or on the purpose for which the data is required.

2.2 Collection of personal data when visiting our website

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

Among other things, it is stored for each access the page viewed, the IP address of the accessing device, the page from which the user was redirected, as well as the date and time of the access. A detailed list of stored data can be found here.

Log file fields

Feld	Dargestellt als	Beschreibung
Date	date	The date on which the activity occurred.
Time	time	The time, in coordinated universal time (UTC), at which the activity occurred.
Server IP Address	s-ip	The IP address of the server on which the log file entry was generated.
Method	method	The requested action, for example, a GET method.
URI	uri	The target of the action, for example, Default.htm. The query, if any that the client was trying to perform.
Server Port	port	The server port number that is configured for the service.
Client IP Address	c-ip	The IP address of the client that made the request.
User Agent	cs(User-Agent)	The browser type that the client used.
HTTP Status	sc-status	The HTTP status code.

The data in the log file is deleted after 7 days.

Further information on the storage and transfer of data:

GIZ is obliged to store data beyond the time of the visit in order to ensure protection against attacks on the GIZ's internet infrastructure and the communications technology of the Federal Government (legal basis: Art. 6 (1) (e) GDPR in conjunction with Section 5 BSI Act). In the event of attacks on communications technology, this data is analyzed and used to initiate legal and criminal prosecution.

Data logged when accessing the GIZ's website is only transmitted to third parties if there is a legal obligation to do so or if the transmission is necessary for legal or criminal prosecution in the event of attacks on the Federal Government's communications technology. Data will not be passed on in any other cases. This data is not merged with other data sources at GIZ.

2.3 Cookies

When you visit our website, small text files, so-called 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 GIZ website learning.giz.de uses cookies that are automatically deleted as soon as the browser in which the page is displayed is closed (so-called **temporary cookies** or **session cookies**). This type of cookie makes it possible to assign different requests from a browser to a session and to recognize the browser when you visit the website again (session ID).

3. Processing of personal data when contacting us

3.1 Contact by e-mail

Alternatively, it is possible to contact GIZ via the e-mail addresses provided. In this case, at least the email address but also any other personal user data transmitted with the email (e.g. family and given name, address) as well as the information contained in the email are stored solely for the purpose of contacting the user and processing the request.

The legal basis for the processing of data transmitted in the course of sending an e-mail is Art. 6 (1) e GDPR.

3.2 Contact by telephone

If you contact us by telephone, personal data will be processed to the extent necessary in order to handle your request.

The legal basis for the processing of data transmitted in the course of a telephone call is Art. 6 para. 1 lit. e GDPR.

4. Registration Form

On our website, we offer users the opportunity to register by providing personal data. The data is entered into an input mask and transmitted to us and stored. The following mandatory data are collected as part of the registration process (plus further optional data):

- Personal data: form of address, first name, last name, email address, mobile phone number
- Name of the company/organization
- Postal address of the private individual or the company/organization with details of the street, zip code, town and country. Additional information about the invoice can also be provided, such as an e-mail address to be used for the invoice.

At the time of registration, the following data are also stored:

1. Metadata as described in "Log file fields" (see 2.2)
2. Metadata about data and time of the registration

As part of the registration process, users' consent to the processing of these data is obtained. The processing is carried out on the basis of consent in accordance with Art. 6 para. 1 lit. a GDPR and for the purpose of carrying out the registration for the event.

As a user, you have the option to withdraw your consent at any time (see chapter "Reference to user rights"). In this case, however, it is not possible to participate in the event.

5. 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.

6. Transfer of data to third countries

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

7. 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.

8. IT security of user data

The protection of personal data is an important concern for GIZ. Therefore, technical and organizational security measures ensure that the data is protected against accidental and intentional manipulation, unintended erasure and unauthorized access. These measures are updated according with the technical developments and are constantly adapted in line with the risks.

9. Reference to user rights

Visitors to the GIZ website have the right to

- **access** to information about your data stored by us (Art. 15 GDPR),
- **rectification** of your data stored by us (Art. 16 GDPR),
- **erasure** of your data stored by us (Art. 17 GDPR),
- **restriction** of the processing of your data stored by us (Art. 18 GDPR),
- **object** to the storage of your data, provided that this data is processed based on Art. 6 Para. 1 S. 1 lit. f) and e) GDPR (Art. 21 GDPR),
- receive the data concerning you in a commonly used and machine-readable format from the controller in order to have it transmitted to another controller if necessary (right to **data portability**, Art. 20 GDPR),
- **withdraw** your consent, provided that the processing of the data has been carried out on the basis of consent (Art. 6 para. 1 a) GDPR). The lawfulness of the processing based on the consent given remains unaffected until the reception of the withdrawal.

Furthermore, and in accordance with Art. 77 GDPR, you have the right 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 ([BfDI](#)).