

Statement on the General Data Protection Regulation (GDPR)

Range of validity / application

To ensure compliance with the new GDPR regulations this statement explains how personal data of clients and inquirer is being collected and shared. The provider of the website is the Collegium Palatinum – International House Heidelberg, owner: Ute Gleich, hereinafter referred to as “CP-IH HD”.

Establishment of contact, and booking forms

When booking CP-IH HD services the client data will be transferred to CP-IH HD, secured by using SSL-encoding. Client data is being saved for further handling and processing of the booked services.

In order to deal with inquiries client data will be saved after establishment of contact by email or contact-form, also to be able to respond to follow-up questions.

Further information regarding to your right of access to your personal data and its correction, deletion and restriction of processing, you will find below, see last paragraph.

Utilization and protection of data

The client (inquirer) gives permission to CP-IH HD to pass on personal data to staff and third parties in order to provide booked services (for example to host-families or airport-shuttle provider). Staff and third parties are obliged to comply with the GDPR regulations.

Utilization of cookies

The CP-IH HD website uses so called cookies. Cookies do not cause any damage to computers. Cookies help to make the website and the offered services more user-friendly. The cookies used by CP-IH HD are “session-cookies” and are being deleted automatically after the end of a website-visit, latest after one hour without any activity by the user.

The user is able to control cookies by adjusting the browser-configuration. Please see the browser-manual or help-functions.

Embedded YouTube-Videos

CP-IH HD embeds YouTube-videos into the website. The embedded clips will install cookies on



**Collegium Palatinum
Heidelberg**

**Learning
German
in Heidelberg**



**International
House
Heidelberg
Collegium Palatinum**



the user's computer. Users who have in-activated the use of cookies, don't have to expect any cookies, however this can affect the usability and functionality of the playback of the video. YouTube collects non-personal user-information.

Google maps

CP-IH HD uses google maps API, in order to visually present geographic data. Google collects and processes data about the utilization of the maps-functions through users. Please see google's data protection statements: <https://policies.google.com/privacy?hl=de>
Users are able to adjust their configuration in or der to protect their data.

Server-Logs

CP-IH HD's website provider collects and automatically saves so called server-log-files which browsers transfer when using the website, such as:

- Type of browser and version
- Operation system used
- Referrer URL
- Host name of the user's computer
- Time of using the server

This data is not relatable to certain persons from our side. Conflation with other data resources doesn't take place. CP-IH HD serves the right to examine this data if there is given evidence of any illegal use.

Withdrawal, changes, corrections and updates of data

You have the right to be informed of what personal data of yours we hold. The right of access includes the following elements:

- Your right to request correction of this data
- Your right to request deletion of this data
- Your right to object to the inclusion of this data
- Your right to request that processing of your data being restricted

in so far as it does not conflict with any legal provisions.