

# ***Privacy Policy***

## 1. Data protection at a glance

### **General information**

The following information provides an overview of what happens to your personal data when you visit our website. Personal data is any data with which you could be personally identified. Detailed information regarding data protection can be found in our privacy policy below.

### **Collection of data on our website**

#### **Who is responsible for collecting data on this website?**

The processing of data on this website is carried out by the website operators, whose contact information can be found in section 2 below or on this website's imprint.

#### **What type of personal data are collected?**

When visiting or using this website, the following data are collected:

Access data (Server-log-file): IP-address (only in case of error), time stamp of access, queried resources, status, transmitted data volume and the duration of the transmission; the server-log-file will be held for one year.

The entry of data into the forms provided via the website is done voluntarily. In particular, the following data are collected: hospital, address, title, first name, surname, address, contact details and other information/ documents, which you provide us to process your enquiry/message. The data is stored for the period required to fulfill their intended purpose. Legal retention periods shall remain unaffected.

#### **How is your data collected?**

Access data – principally technical data (e.g. time of web site visit) – is automatically collected by our IT system as soon as you visit our website.

All other data is provided by the user when entering details into the online forms. Such data can include details provided in a contact form, forms for the registration and usage of additional services offered.

#### **What is your data used for?**

We use your data to process your inquiries. Some of the data is collected to ensure optimal provision of our website and other data is used to analyze user behavior.

#### **What rights do you have regarding your personal data?**

You have the right, at any time, to receive free-of-charge information regarding the source, recipients and purpose of your saved personal data. Further, you have the right to request the rectification, restricted processing (blocking) or deletion of your personal data. You may direct questions pertaining to these rights as well as any other data protection concerns to our

data protection officer or to the customer service contact details provided in the imprint. Moreover, you have the right to object to the processing of your data as well as a right to lodge complaints with the data protection supervisory authorities responsible. People affected are entitled to these and other protection rights in accordance with Articles 15 – 22 of the General Data Protection Regulation (GDPR).

#### Analytics tools and tools provided by third parties

When visiting our website, your browsing behavior may be analyzed, mainly via the use of cookies and analytics. Your browsing behavior is usually analyzed anonymously, i.e. we will not be able to identify you from this data. You can object to this analysis or deactivate certain tools. You can find more details in our privacy policy in the section titled “third party modules and analytics”.

You have the right to object to this analysis and we will inform you below about how you can exercise your rights to object.

## 2. General and mandatory information

The operators of this website – [ctsr.uniklinik-freiburg.de](http://ctsr.uniklinik-freiburg.de) - take the protection of your personal data very seriously. We treat your personal data as confidential and in accordance with the statutory data protection regulations and this privacy policy.

If you use this website, various pieces of personal data will be collected. Personal information is any data with which you could be personally identified. This privacy policy explains what information we collect, what we use it for, how this happens and why this happens.

Please note that data transmitted via the internet (e.g. via email communication) may be subject to security breaches. Complete protection of your data from third-party access is not possible.

### **Notice concerning the party responsible for this website**

The party responsible for processing data on this website is:

Universitätsklinikum Freiburg  
Klinik Neuropädiatrie und Muskelerkrankungen  
Mathildenstr. 1  
79106 Freiburg  
Email: [ctsr-info@uniklinik-freiburg.de](mailto:ctsr-info@uniklinik-freiburg.de)

The responsible party is the natural or legal person who alone or jointly with others decides on the purposes and means of processing personal data (names, email addresses, etc.).

### **Objecting to advertising mails**

We hereby prohibit the use of the contact data in our imprint, data we are obliged to provide for an imprint, for the purpose of sending us any advertising or informational materials that we have not expressly requested. The operator of this site reserves the right to take legal action in the event of the unsolicited sending of advertisements, e.g. spam emails.

## **Information on protective rights - Rights to information, rectification, restricted processing of data (blocking), deletion**

Within the scope of current statutory data protection regulations, you have the right, at any time, to free-of-charge information regarding your saved personal data, its source, recipients and purpose of processing, and if need be, a right to request the rectification, restricted processing (blocking) or deletion of your personal data.

### **Right to data portability**

You have the right to receive data, which we process by automated means based on your consent or the fulfillment of contractual obligations, in a structured, commonly used and machine-readable format. Further, you have the right to transmit those data to a third party. If you request the direct transmission of your data to another party, this will be carried out where technically feasible.

### **Right to object**

**You may object, at any time, and with effect for the future, to the use and processing of your data, which our institution may have a legitimate interest in, such as for marketing and providing customer-oriented information and services. If you wish to object to this use, it suffices to send an informal message or email to:**

**Universitätsklinikum Freiburg  
Klinik Neuropädiatrie und Muskelerkrankungen  
Mathildenstr. 1  
79106 Freiburg  
Email: [ctsr-info@uniklinik-freiburg.de](mailto:ctsr-info@uniklinik-freiburg.de)**

### **Withdrawal of consent to data processing**

Many data processing procedures are only permitted if you provide explicit consent. You may, at any time, withdraw consent you have already given by sending us an informal e-mail. The legality of data processed before your request to withdraw consent shall remain unaffected.

### **Right to lodge complaints with the responsible supervisory authorities**

Should your data protection rights be violated, you are entitled to lodge a complaint with the responsible supervisory authorities. The responsible body for such complaints is the data protection officer for the federal state. Our institution is based in the federal state of Baden Württemberg. A list of data protection officers for each federal state and their contact data can be found at: [https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html)

### **3. Data protection officer**

#### **Statutory data protection officer**

You can contact the data protection officer for our hospital. Here is the contact information:

Universitätsklinikum Freiburg  
Datenschutzbeauftragter Breisacher Straße 153, 79110 Freiburg  
Telefon: 0049 761 270-20670  
Email: [datenschutz@uniklinik-freiburg.de](mailto:datenschutz@uniklinik-freiburg.de)

#### 4. Data collection on our website

##### **Cookies**

Some of our web pages use cookies. Cookies do not harm your computer and do not contain any viruses. Cookies help make our website more user-friendly, efficient, and secure. Cookies are small text files that are stored on your computer and saved by your browser. Most of the cookies we use are so-called "session cookies." They are automatically deleted after your visit. Other cookies remain in your device's memory until you delete them. These cookies make it possible to recognize your browser when you visit the site the next time. You can configure your browser to inform you about the use of cookies so that you can decide on a case-by-case basis whether to accept or reject a cookie. Alternatively, your browser can be configured to automatically accept cookies under certain conditions or to always reject them, or to automatically delete cookies when closing your browser. Disabling cookies may limit the functionality of this website. Cookies which are necessary to allow electronic communications or to provide certain functions you wish to use (such as the shopping cart) are stored pursuant to Art. 6 paragraph 1, letter f of GDPR. The website operator has a legitimate interest in the storage of cookies to ensure an optimized service free of technical errors. If other cookies (such as those used to analyze your browsing behavior) are also stored, they will be treated separately in this privacy policy.

##### Server log files

The website provider automatically collects and stores information that your browser automatically transmits to us in "server log files". These are:

- IP address (only in case of error)
- Time stamp of access
- Queried resources
- Status
- Transmitted data volume and the duration of the transmission

These data will not be combined with data from other sources. The basis for data processing is article 6 (1) (b) GDPR, which allows the party responsible to protect its legitimate interests. The server-log-file is saved for one year.

##### **Contact form**

Should you send us questions via the contact form, we will collect the data entered on the form, including the contact details you provide, to answer your question and any follow-up questions. We do not share this information without your permission.

We will, therefore, process any data you enter into the contact form only with your consent pursuant to Art. 6 (1)(a) GDPR. You may revoke your consent at any time. An informal email making this request is sufficient. The legality of data processed before your request to withdraw consent shall remain unaffected.

We will retain the data you provide on the contact form until you request its deletion, revoke your consent for its storage, or the purpose for its storage no longer applies (e.g. after fulfilling your request). Any mandatory statutory provisions, especially those regarding mandatory data retention periods, remain unaffected.

### **Registering for services on this website**

You can register on our website for extra services or functions such as subscribing to newsletters or offering data relevant to clinical trials in general. We use data you provide for a particular service or function exclusively for that purpose. When registering, you are required to fill in all mandatory fields, otherwise we cannot process your registration. Should we need to announce important changes, e.g. changes in scope of services or technical updates, we will inform you via the email address provided during the registration. Data you provide for the registration are processed based on your consent pursuant to article 6, paragraph 1 of the GDPR. You may, at any time, withdraw consent you have already given by sending us an informal e-mail. The legality of data processed before your request to withdraw consent shall remain unaffected. We save the data collected during the registration for that explicit purpose only. As soon as this explicit processing purpose has been completed or you opt out from a particular service, we delete your data. If there are legally required retention periods, these shall remain unaffected.

#### 5. Analytics and advertising

This website does not use Google Analytics, a web analytics service

#### 6. Plugins und Tools

##### **Google Maps**

This website uses Google maps via API. The provider is Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. In order to use the functions of Google maps, it is required to save your IP address. Such information is usually transmitted and saved to a Google server located in the USA. The operator of this website has no influence over this data transmission. The Google maps function is used to help us make our online services appealing and to make it easier for users to find locations provided on our website. This constitutes a justified interest pursuant to Art. 6 (1) (f) GDPR. You can find more information about Google's privacy policy at: <https://www.google.de/intl/de/policies/privacy>.

#### 7. Social media

Our website does not include plugins for Twitter or Facebook.

#### 8. Data encryption

This site uses SSL or TLS encryption for security reasons and for the protection of the transmission of confidential content, such as the inquiries you send to us. You can recognize an encrypted connection in your browser's address line when it changes from "http://" to "https://" and the lock icon is displayed in your browser's address bar. If SSL or TLS encryption is activated, the data you transfer to us cannot be read by third parties.

#### 9. More information

If you have questions about data protection or the processing of your personal data, you can contact us. Specific contact details can be found under points 2 and 3 of this privacy policy or in our imprint.

#### 10. Notification of changes

If changes are made to this privacy policy, these will be made available on our website, in our privacy policy and/or other appropriate channels.