

Group Server Data Privacy Policy

The following translation is for information only. The original and legally binding version is the German version <https://groups.uni-freiburg.de/Datenschutzerklaerung.pdf>.

1. General information

The University of Freiburg is responsible for the group server's data processing.

Following possibilities can be used to get in contact:

Responsible in data protection terms:

Albert-Ludwigs-Universität Freiburg

Friedrichstraße 39

79098 Freiburg

+ 49 (0)761/203-0

info@uni-freiburg.de

Data Protection Officer

Albert-Ludwigs-Universität Freiburg

Datenschutzbeauftragter

datenschutzbeauftragter@uni-freiburg.de

The information regarding data protection and data protection statements refer to the group server (groups.uni-freiburg.de) whose technical operation is done by the University of Freiburg IT Services.

We take the privacy of our users very seriously and only ask for information that is needed to guarantee the functionality and operability of the group server.

2. Collection and storage of personal data and the manner and purpose in which it is used

a) When visiting the group server (access to public section without log-in)

When visiting the group server's website, the browser in the end device automatically sends information to the server. This information is stored temporarily. The following information is collected and stored up until its automatic deletion after 14 days:

- Date and time of the access,
- Name and URL of the retrieved data that was requested,
- The amount of data transmitted,
- Notification regarding whether the request was successful,
- Information identifying the browser and operating system being used,
- Website being accessed,
- Name of your Internet access provider.

We use the above-named data for the following purposes:

- To ensure a reliable connection to the group server,
- To ensure comfortable use of our group server,
- To evaluate system security and stability, and
- For other administrative purposes.

We process your data pursuant to Article 6, Paragraph 1, Section 1 f) of the EU GDPR (hereafter referred to as GDPR). We have a legitimate interest in collecting the data in accordance with the purposes stated above. In no case do we use the data to draw conclusions about you as a person. The IP addresses contained in the log entries are not combined with other existing data, except in the case of indications of a malfunction of the proper operation.

b) When using the internal section of the group server (access to non-public sections with log-in)

When using a group server account, the information mentioned in Section 2 a) is stored. Additionally, for the use of the internal sections of the group server, a user account is necessary. To create an account, following personal data is necessary:

- a) University members: Uni-Account, title, last name, first name, e-mail address, ip address.
- b) Non-university members: form of address, title, last name, first name, email address, personally chosen user account and password

Without this information, an account cannot be assigned, and the non-public sections of the group server cannot be used. The data is processed pursuant to Article 6, Paragraph 1 e) of the GDPR for the purpose of access restriction to non-public, secured sections of the web content of the University of Freiburg to registered users. The account information is not disclosed to third parties.

The group server stores actions taken by users in the form of events. Events may contain personal data (such as the user ID and name) and are made available to authorized users within a common data space for the purpose of effectively tracking collaboration. Users can also request the automatic aggregation of events and have them sent via e-mail to authorized users.

The data is processed pursuant to the consent of user in accordance with Article 6, Paragraph 1, Section 1 a) of the GDPR, in conjunction with Article 7 of the GDPR, or in accordance with Article 6, Paragraph 1 b) of the GDPR.

3. Third-party disclosure

Your personal data is not disclosed to third parties, unless required for one of the following purposes:

- You give your express consent pursuant to Article 6, Paragraph 1, Section 1 of the GDPR.
- Disclosure pursuant to Article 6, Paragraph 1, Section 1 of the GDPR is necessary for the establishment, exercise or defense of legal claims, and also under the assumption that you have no overriding interest in preventing your data from being transferred to a third party.
- Disclosure pursuant to Article 6, Paragraph 1, Section 1 of the GDPR is necessary in order to comply with a legal obligation.

- Disclosure is legally permitted, and required pursuant to Article 6, Paragraph 1, Section 1 b) of the GDPR to process the contract relationship with you.

4. Cookies

The group server uses cookies. Cookies are small data files stored by your browser on your device (laptop, tablet, smartphone) when you visit the group server. Information is stored in the cookie that in each case is generated in connection with the specific device used.

We use cookies to enable the utilization of our service offerings. We use so-called session cookies to detect that you have already visited certain pages of the group server and to determine which entries and settings you made, so that you don't have to enter them again. We also use cookies on a temporary basis to authenticate registered group server users. All cookies are automatically deleted after a certain amount of time after signing off, or after you close your browser.

Most browsers automatically accept cookies. However, you can configure your browser so that no cookies are stored on your computer, or to automatically notify you before a new cookie is stored. Full deactivation of cookies will prevent you from using the group server.

List of the cookies:

Name	Content (example)	Source	Validity	Purpose
_bscw_bscws	"5bfd5523:0"	groups.uni-freiburg.de	Up to 1h after end of session	Authentication cookie
bscw_dummy_cookie	opensesame	groups.uni-freiburg.de	Up to 1 day after end of session	Session cookie
bscw_auth		groups.uni-freiburg.de	Up to end of session	Session cookie

5. Your rights

You have the right:

- pursuant to Article 15 of the GDPR, to request information about your personal data that the group server processes. This includes the purpose for processing your personal data, the type of the personal data, the type of recipients to whom your data was or will be disclosed, how long the data will be stored, the extent to which you have the right to correct, delete or limit your personal data, or object to having it processed, your right to file a complaint, the origin of your data in cases where the data was not collected by us, as well as the existence of automated decision making, including profiling, and if required, access to meaningful information and the corresponding details;
- pursuant to Article 16 of the GDPR, to request that any of your personal data stored by us be immediately corrected if it is deemed incorrect or incomplete;
- pursuant to Article 17 of the GDPR, to request the deletion of your personal data stored by us, provided that the data is not required for the exercise of freedom of expression and

information, to meet a legal obligation, for the public interest or to establish, exercise or defend any legal claims;

- pursuant to Article 18 of the GDPR, to request that we restrict the processing of your personal data, insofar as the accuracy of the data is in dispute, the processing unlawful, you reject the deletion of the data if it is no longer required by us, the data is required by you to establish, exercise or defend any legal claims, or you have objected to the processing of the data pursuant to Article 21 of the GDPR;
- pursuant to Article 20 of the GDPR, to request receipt of your personal data in a structured, common and machine-readable format or transfer to another person in a position of responsibility;
- pursuant to Article 7, Paragraph 3 of the GDPR, to rescind your consent allowing us to process your personal data. By rescinding your permission, we will no longer process your personal data in the future;

Should you wish to exercise your right to deletion or restriction of processing or your right to rescind against the processing, please contact groups@rz.uni-freiburg.de or datenschutzbeauftragter@uni-freiburg.de.

You have the right to appeal to the supervisory authority when you believe that the processing of your personal data infringes on the law. The responsible supervisory authority is the [“Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg”](#).

6. Deleting your personal data

When users terminate their account, the data related to the account will be deleted in accordance with Article 17 and Article 18 of the GDPR. Accounts of university members are set to invalid after leaving the university and deleted within 8 months. Accounts of non-university members are deleted 1 year after last accessing the service.

Users are responsible for securing their data prior to the end of the contract if the account has been terminated. We have the right to irretrievably delete any and all data stored by the user over the course of the contract.

If the data is not deleted because it is required for legal and other purposes, processing will be restricted. This means the data will be inaccessible and not processed for any other purposes. This applies to data that must be maintained pursuant to Article 6, Paragraph 1 c) of the GDPR for commercial or tax reasons.

7. Data security

For the encrypted transmission of data, the BSCW Services uses the transport layer security (TLS) method, in conjunction with the highest degree of encryption supported by your browser. As a general rule, this method involves 256-bit encryption. If your browser does not support 256-bit encryption, we use 128-bit encryption instead. You can tell that an individual page from the BSCW Service is encrypted by the closed padlock symbol in the lower task bar of your browser.

Within the BSCW Service, only authorized users have access to individual data spaces (folders and/or work spaces). Access rights are given out per work space/folder under the responsibility of the person in charge (group manager).

We employ suitable technical and organizational measures to protect your data against coincidental or intentional manipulation, partial or full loss, destruction or unauthorized access by third parties. Our security measures are constantly adapted to keep pace with the latest developments in technology.

8. Current status and changes to this data privacy policy

From time to time, it may be necessary to revise this data privacy policy due to changes in the BSCW software or because of changing legal or regulatory requirements. The current data privacy policy can be retrieved from the website <https://groups.uni-freiburg.de/dataprotectiondeclaration.pdf> and printed out.