

# Data privacy statement

We consider the protection of your personal data to be one of our highest priorities. We collect and use your data solely to deliver information on our distance study programmes to you by post, by telephone or by electronic means and to provide our services to you while you are studying with us. All personal data are saved and processed by us with due regard to the applicable statutory provisions. Your data are processed exclusively internally. By accepting our data protection statement you are giving your consent to the use of your personal data for these purposes. This consent may be revoked at any time.

## Disclosure of data to third parties

On no account shall your data be forwarded to third parties without your prior express informed consent.

By accepting this data privacy statement you declare yourself in agreement that we may forward such personal data to third parties, who are indispensable for the despatch of information material, the processing of your distance study and the performance of our services. This includes in particular the disclosure of:

- address data for the despatch of our Study Guides and information brochures
- address data for the despatch of the Study Notes
- personal data (name, date of birth, study and course information) for the conduct of examinations at external examination centres.
- personal data (name, date of birth, study and course information) for the printing of documents, certificates and reports.

Data transmitted to third parties may be used solely for the performance of the said services and all our cooperation partners are obliged to handle your data in accordance with this data privacy statement and the applicable statutory provisions. Once the service has been performed, the data disclosed must be deleted without delay.

## Newsletter

The e-mail address entered by you on the Contact Form shall be used to send you information on advertising campaigns and for marketing purposes in the form of a newsletter. You may at any time object to this use and unsubscribe from the newsletter. To do so you can simply send an informal e-mail to [newsletter@iubh-fernstudium.de](mailto:newsletter@iubh-fernstudium.de), click on the link given in the Newsletter or telephone us on 0800-9023456 (free call)

## Information on and deletion of your data

You have a right at any time, free of charge, to information on, correction, blocking or deletion of your data, which we have saved. For this purpose please contact us by e-mail on [info@iubh-fernstudium.de](mailto:info@iubh-fernstudium.de) or by telephone on our free hotline, 0800-9023456.

## Security

We employ a wide range of technical and operational security measures, in order to protect your data, processed by us, from accidental or intentional manipulation, loss, destruction and access by unauthorised third parties. These measures are regularly monitored and brought into line with advances in technology.

## Cookies

To extend the range of functions of our Internet offer, we use what are known as cookies. When you call up our website these cookies store data on your computer, which serve to make the offer more user-friendly, more effective and more secure. One source of more information on cookies is [Wikipedia.de](https://www.wikipedia.de).

The website uses cookies in order to be able to offer what are known as re-marketing advertisements. One visit to the site may result in advertising from IUBH Fernstudium also being displayed to the visitor on other portals for a certain period of time.

Of course, you can also examine our website without cookies. For this purpose, please deactivate the storage of cookies on your computer by using the appropriate settings in your browser. However, we should like to advise you that in this case you may not be able to use all the functions of this website to the full.

### **Google Analytics**

Website uses Google Analytics, a web analysis service of Google Inc. (Google). Google Analytics uses text files, known as cookies, which are stored on your computer and allow the use of the website to be analysed. The information on your use of this website generated by the cookie (the IP address is collected in anonymous form in accordance with the most recent standard) are transmitted to a Google server in the USA and stored there. Google shall use this information in order to evaluate your use of the website, to compile reports on website activities for the website operator and to perform other services connected with the use of the website and the use of the Internet. In addition, Google shall forward this information to third parties, insofar as this is required by law or insofar as third parties process these data on behalf of Google. On no account shall Google link your IP address with other Google Inc. data. You can prevent the installation of cookies by an appropriate setting of your browser software; however, we should like to advise you that in this case you may not be able to use all the functions of this website to the full. By using this website you are giving your consent to the processing of your data, collected by Google in the manner described above and for the purpose specified above.

### **Use of Facebook plug-ins**

Facebook social network plug-ins, operated by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA (Facebook) are used on the websites of the IUBH. When you access our Internet presence equipped with such a plug-in, a connection is established with the Facebook servers and in this process the plug-in is displayed by transmission to your browser on the Internet site. This communicates to the Facebook servers which of our Internet sites you have visited. If you are logged on as a member of Facebook during this process, Facebook transfers this information to your personal Facebook user account. If you use the plug-in functions (e.g. by clicking on the "Like" buttons, issuing a commentary) this information is also transferred to your Facebook account; this can only be prevented by logging out before using the plug-in. More detailed information on the collection and use of data by Facebook and on your rights and possibilities in this respect to the protection of your personal privacy can be found in the Facebook data privacy statements on <https://www.facebook.com/about/privacy/>.

### **Use of Google plug-ins**

The +1 button of the Google Plus social network, which is operated by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA (Google), is used on the IUBH Internet sites. When you access our Internet presence equipped with such a plug-in, a connection is established with the Google servers and in this process the content of the +1 button is displayed by transmission to your browser on the Internet site. This communicates to the Google servers which of our Internet sites you have visited. We have no control over the scope of the data collected by Google by means of this transmission. If you are logged in as a member of Google during this process, Google transfers this information to your personal Google user account. If you use the plug-in functions (e.g. by clicking on the "+1" buttons) this information is also transferred to your Google account; this can only be prevented by logging out before using the plug-in. More detailed information on the collection and use of data by Facebook and on your rights and possibilities in this respect to the protection of your personal privacy can be found in the Facebook data privacy statements on <http://www.google.com/intl/de/+policy/+1button.html>.

## **Use of Twitter plug-ins**

We use components from the service provider, Twitter on our sites. Twitter is a service of Twitter Inc., 795 Folsom St., Suite 600, San Francisco, CA 94107, USA.

When you access our Internet presence equipped with such a plug-in, a connection is established with the Twitter servers and in this process the content of the components is displayed by transmission to your browser on the Internet site. This communicates to the Twitter servers which of our Internet sites you have visited.

We have no control over which data is collected by Twitter, nor over the scope of the data collected by means of this transmission. If you are logged in as a member of Twitter, Twitter transfers this information to your personal Twitter user account. If you use the plug-in functions (e.g. by clicking on the Follow buttons) this information is also transferred to your Twitter account; this can only be prevented by logging out before using the plug-in. Further information on this can be found in the Twitter data privacy statement on [twitter.com/privacy](https://twitter.com/privacy).

You can modify your data protection setting in your account settings on <http://twitter.com/account/settings>

## **Use of Xing plug-ins**

The XING Share Button is employed on this site. When you access our Internet site a link to XING AG (XING) servers is briefly created, which generates the XING Share Button functions (in particular the calculation and display of the reading). XING does not store any of your personal data via your visit to this Internet site. In particular, XING does not store IP addresses. The XING Share Button is also not connected to any analysis of user behaviour by means of cookies. The user can access data protection information current at any time concerning the XING Share Button and supplementary information on the following Internet site:

[https://www.xing.com/app/share?op=data\\_protection](https://www.xing.com/app/share?op=data_protection)

## **Use of YouTube plug-ins**

We use one or more plug-ins from YouTube on our site. YouTube is a service of Google Inc., San Bruno/California, USA. Every time you visit one of our websites, which uses such components, these components initiate a connection to the YouTube servers. This process informs YouTube which actual site of our Internet presence is actually visited. In this way your surfing behaviour can be directly transmitted to your personal YouTube account, provided that you are logged on to it. This can be prevented by logging out of your YouTube account before using the plug-in. Further information on the collection and use of your data by YouTube can be found in the guidance on <http://www.youtube.com>.