

Privacy Policy

Status as of april 2025

The Studierendenwerk West:Brandenburg collects and uses personal data exclusively within the framework of the provisions of the applicable data protection law of the Federal Republic of Germany.

1. Name and contact details of the person responsible for data protection in the company

This data protection information applies to data processing by:

Person responsible: Studierendenwerk West:Brandenburg, Peter Heiß

Contact: Babelsberger Straße 2, 14473 Potsdam

E-Mail: datenschutz[at]stwwb.de

2. Collection and Storage of personal data and the nature and purpose of their use

a) When visiting the website

When you visit our website www.stwwb.de, the browser used on your device automatically sends information to the server of our website. This information is temporarily stored in a so-called log file. The following information is recorded without any action on your part and stored until it is automatically deleted. Before storage, each data record is anonymized by changing the IP address.

- anonymisierte IP-Adresse
- Date and time
- Browser type and -version
- Operating system
- Page called up/name of the file called up
- Amount of data transferred
- URL of the referring website

We process the aforementioned data for the following purposes:

- Ensuring a smooth connection to the website
- Ensuring a comfortable use of our website, evaluation of system security and stability as well as
- for other administrative purposes.

The legal basis for data processing is Art. 6 para. (1) sentence 1 lit. f) GDPR. Our legitimate interest follows from the purposes for data collection listed above. Under no circumstances do we use the data collected for the purpose of drawing conclusions about your person.

We also use cookies and analysis services when you visit our website. You can find more detailed explanations on this in sections 4 (cookies) and 5 (analysis services) of this privacy policy.

b) Forms

You have the possibility to communicate with the Studierendenwerk West:Brandenburg via online forms. The transmission of the form data is currently still unencrypted, so that unauthorized persons may be able to read it. If you have any concerns in this regard, you can alternatively download the required form, print it out, fill it in and send it by post or fax to the Studierendenwerk West:Brandenburg.

The addresses and e-mail addresses provided in the context of inquiries, orders for information material or contact are used exclusively for correspondence.

Data processing for the purpose of contacting us is carried out in accordance with Art. 6 (1) sentence 1 lit. a) GDPR on the basis of your voluntarily given consent. The personal data collected by us for the use of the contact form will be automatically deleted after your request has been dealt with.

3. Disclosure of data

Your personal data will not be transferred to third parties for purposes other than those listed below.

We only pass on your personal data to third parties if:

- You have given your express consent to this in accordance with Art. 6 (1) sentence 1 lit. a) GDPR,
- the disclosure pursuant to Art. 6 para. (1) sentence 1 lit. f) GDPR is necessary for the assertion, exercise or defense of legal claims and there is no reason to assume that you have an overriding interest worthy of protection in not disclosing your data,
- in the event that there is a legal obligation for disclosure pursuant to Art. 6 para. (1) sentence 1 lit. c) GDPR and
- it is legally permissible and necessary for the processing of contractual relationships with you in accordance with Art. 6 (1) sentence 1 lit. b) GDPR.

4. Cookies

When individual pages are accessed, so-called temporary cookies are used to facilitate navigation. These session cookies do not contain any personal data and expire at the end of the session. Techniques, such as Java applets or Active-X-Controls, which make it possible to track the access behavior of the user, are not used.

The data processed by cookies are necessary for the purposes mentioned to protect our legitimate interests and those of third parties in accordance with Art. 6 (1) sentence 1 lit. f) GDPR.



5. Analytics services

The services listed below and used by us are carried out on the basis of Art. 6 para. (1) sentence 1 lit. f) GDPR. With the measures used, we want to ensure a needs-based design and the continuous optimization of our website. On the other hand, we use the services to statistically record the use of our website and to evaluate it for the purpose of optimizing our offer for you.

These interests are to be regarded as legitimate within the meaning of the aforementioned provision.

Our website uses "Matomo", which is a web analysis service. Matomo also uses cookies, but these are stored as text files on your computer and enable the Studierendenwerk West:Brandenburg to analyze the use of the website. For this purpose, the usage information generated by the cookie (including your shortened IP address) is transmitted to our server and stored for usage analysis purposes, which serves to optimize our website. Your IP address is immediately anonymized during this process.

The information generated by the cookie about your use of this website will not be passed on to third parties. You can prevent the use of cookies by selecting the appropriate settings in your browser software. However, in this case you may not be able to use all functions of this website to their full extent. If you do not agree to the storage and analysis of this data from your visit, you can object to its storage and use at any time by clicking below. In this case, a so-called opt-out cookie will be stored in your browser, which means that Matomo will not collect any session data.

Please note: If you delete your cookies, this means that the opt-out cookie will also be deleted and may have to be renewed by you.

6. Rights of data subjects

You have the right:

- To request information about your personal data processed by us in accordance with Art. 15 GDPR processed by us. In particular, you can request information about the purposes of processing, the category of personal data, the categories of recipients to whom your data has been or will be recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the the existence of a right to lodge a complaint, the origin of your data if it has not been collected by us, as well as the existence of automated decision-making including profiling and, where applicable, meaningful information about its details request;
- in accordance with Art. 16 GDPR, to immediately request the correction of incorrect or incomplete personal data stored by us;
- to request the deletion of your personal data stored by us in accordance with Art. 17 GDPR, unless the processing is necessary to exercise the right to freedom of expression and information, to fulfill a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims;



- in accordance with Art. 18 GDPR, to demand the restriction of the processing of your personal data if the accuracy of the data is disputed by you, the processing is unlawful, but you refuse to delete it and we no longer need the data, but you need it to assert, exercise or defend legal claims or you have lodged an objection to the processing in accordance with Art. 21 GDPR;
- in accordance with Art. 20 GDPR, to receive your personal data that you have provided to us in a structured, commonly used and machine-readable format or to request that it be transmitted to another controller;
- in accordance with Art. 7 (3) GDPR, to withdraw your consent once given to us at any time. As a result, we may no longer continue the data processing that was based on this consent in the future and
- to lodge a complaint with a supervisory authority in accordance with Art. 77 GDPR. As a rule, you can contact the supervisory authority of your usual place of residence or workplace or the headquarters of the Studierendenwerk West:Brandenburg.

7. Right to objection

If your personal data is processed on the basis of legitimate interests in accordance with Art. 6 para. (1) sentence 1 lit. f) GDPR, you have the right to object to the processing of your personal data in accordance with Art. 21 GDPR, provided that there are reasons for this arising from your particular situation or the objection is directed against direct advertising. In the latter case, you have a general right of objection, which will be implemented by us without specifying a particular situation.

If you would like to exercise your right of revocation or objection, simply send an e-mail to [post\[at\]stwwb.de](mailto:post[at]stwwb.de).

8. Data security

We use the widespread SSL (Secure Socket Layer) method in conjunction with the highest level of encryption supported by your browser when you visit our website. As a rule, this is 256-bit encryption. If your browser does not support 256-bit encryption, we use 128-bit v3 technology instead. You can tell whether an individual page of our website is transmitted in encrypted form by the closed display of the key or lock symbol in the lower status bar of your browser. We also use suitable technical and organizational security measures to protect your data against accidental or intentional manipulation, partial or complete loss, destruction or unauthorized access by third parties. Our security measures are continuously improved in line with technological developments.

9. Updating and amending this privacy policy

This privacy policy is currently valid and was last updated in October 2024. It may become necessary to amend this privacy policy as a result of the further development of our website and services or due to changes in legal or official requirements.

