Privacy Policy

Handling personal information with utmost care is a matter of great concern to us. When processing your personal data, we therefore comply with legal requirements, of course, and protect your privacy. In the following, we would like to inform you about the handling of your data.

1. Contact and right to object

The following is the contact person and the responsible body for the collection, processing and use of your personal data according to the German Bundesdatenschutzgesetz (Federal Data Protection Act) as well as a service provider according to the German Telemediengesetz (Telemedia Act):

Centre for East European and International Studies (ZOiS) gGmbH

Mohrenstr. 60

10117 Berlin

Email: datenschutz@zois-berlin.de

Tel.: +49 (30) 2005949-20

Fax: +49 (30) 2005949-01

Should you wish to object to the collection, processing or use of your data in any or all points of this Privacy Policy, you may send us your objection via email, fax or letter using the aforementioned contact information.

2. Collection, processing and use of personal data

If you use our website or interact with our website (e.g. fill in and submit the contact form), we will collect, process and use your personal data.

2.1. Personal information

Personal information encompasses details on factual or personal matters of a particular or identifiable

natural person. More specifically, this includes information that allows one to draw conclusions about your identity, such as your name, your telephone number, your address or your email address. Statistical data that we collect, for example, when you are browsing our website that cannot be directly linked to your person is excluded from what we term personal data.

2.2. Informational use

As regards the purely informational use of our website, we do not collect any personal data, except for the data that your browser transfers in order to allow you to visit the website. These are:

- IP address
- Date and time of your request
- Time difference to Greenwich Mean Time (GMT)
- Contents of the request (specific page)
- Access Status / HTTP status code
- Amount of data transferred each time
- Website that is sending the request
- Browser
- Operating System and its interface
- Language and version of the browser.

The users' IP addresses are deleted or anonymised after termination of use. If anonymised, the IP addresses are changed so that individual data on personal or factual matters can no longer be linked to a particular or identifiable natural person, or only with an unreasonably large amount of time, cost and work. The data in the log files is evaluated by us in an anonymised format, in order to improve the website further, to make it more user-friendly and to detect and troubleshoot problems faster. Additionally, they are used to control server capacities to be able to provide the respective data volumes needed, whenever required.

2.3. Contact form

In addition to the purely informational use of our website, you can contact us via the contact form. To do

so, you have to provide additional personal data. We will use this data only for the intended purpose, in accordance with data protection principles.

3. Cookies

Cookies are small files that are stored on your data medium. They store certain settings and data for the exchange between our system and your browser. Cookies cannot run programs or transfer viruses to your computer. They render your experience on the Internet more user-friendly and effective.

There are two fundamentally different types of cookies. Ones that are called session cookies, which are deleted as soon as you close your browser (= end of session), and, ones that are either temporary or permanent cookies, which are stored on your data medium for an extended or unlimited period of time. Storing them helps us design our website and simplifies your user experience, e.g. by storing your specific inputs and not requiring you to repeat them time and again.

You can delete the cookies in the security settings of your browser at any time and configure your browser settings according to your needs (e.g. you can accept third-party cookies or block all cookies). Usually, you can access the help function via the menu bar of your web browser and learn how to block new cookies and delete cookies that have already been stored. We would like to point out, however, that you may not be able to use all the features of our website in that case.

3.1. Cookies at ZOiS

The majority of cookies we use are session cookies, which are deleted from your harddrive automatically at the end of the browser session. Additionally, we use permanent cookies, which will remain on your harddrive. When you revisit our site, it will automatically detect that you have visited us before as well as the inputs and settings you prefer (e.g. your language preference). These cookies will be stored on your harddrive and will be deleted automatically after a set time.

The cookies we use cannot be tracked to any particular person, including you. When the cookie is activated, an ID number is assigned to it. Linking your personal data to this ID number is impossible at all times and will never be carried out. Your name or similar data that would allow the cookie to be linked to you will not be stored.

4. Social media plugins

4.1. Facebook

Our website contains plugins of the social network Facebook, 1601 South California Avenue, Palo Alto, CA 94304, USA. You may identify them by the Facebook logo or the "like" button on our site. Due to these Facebook plugins, a direct connection will be established between your browser and the Facebook server, if you visit our site. By visiting our site, Facebook will be informed that you have visited our website with your IP address. If you click on the Facebook "like" button on our page, while you are logged into your Facebook account, the content of our website will be linked to your Facebook profile. Therefore, Facebook can link your visit on our site to your user account. We would like to point out that we, as a website provider, neither know the content of the data transferred, nor how it is used by Facebook. We thus refer to the following link for further information regarding Facebook's Privacy Policy. http://de-de.facebook.com/policy.php.

If you do not wish for Facebook to link the visit of our website to your Facebook account, we would like to ask you to log out of your Facebook user account during your stay on our website.

4.2. Twitter

Our website contains features of Twitter Inc., 795 Folsom Street, Suite 600, San Francisco, CA 94107, USA. You can identify this plugin by the Twitter logo and the "tweet" label. When you visit a page on our website containing such a plugin, your browser will establish a direct connection to the respective company. The company transfers the contents of the plugin directly to your browser and integrates it into the website. Hence, we cannot influence what data the respective company will collect from you through the plugin, unfortunately. However, it is not known that Twitter plugins record any personal data by non-registered people or logged-out members. To prevent the possible storage of cookies by these companies on your computer, you can enable the "block third-party cookies" feature in your browser settings. In this case, the browser will not send any cookies to the server relating to embedded content from other providers. However, other features, besides the plugins, across the whole website may not work any longer with this setting.

For more information on the collection and usage of data, Twitter has provided a Privacy Policy under https://twitter.com/privacy.

5. Data security

We maintain up-to-date technical measures to facilitate data security, especially in terms of protecting your personal information from risks during data transfer, as well as preventing third parties from accessing your information. These will be adapted to the respective current state of the art accordingly.

6. Right to information

According to the German Bundesdatenschutzgesetz (Federal Data Protection Act), our users have the right to free information about their stored data and, where applicable, a right to correct, block or delete data, among others.

We take the protection of your data very seriously. If you would like to receive further information on your stored data or this Privacy Policy, please send your request by e-mail or by post to the contact information stated under point "1.".

Updated: June 2017