

## PRIVACY POLICY

### Privacy policy

Thank you for your interest in our website. We take the protection of your personal data and your privacy very seriously. We want you to know when we store which data and how we use it. Below we would like to inform you about how we handle your data.

Responsible is the

**Konrad-Adenauer-Stiftung e. V.**

Klingelhöferstraße 23

10785 Berlin

Tel: +49 30 26996-0 (Head Office)

Fax: +49 30 26996-3217 (Head Office)

E-mail: zentrale@kas.de

You can reach our data protection officer at

**Konrad-Adenauer-Stiftung e. V.**

- Data Protection Officer -

Klingelhöferstrasse 23

10785 Berlin

E-mail: dsb@kas.de

We process your data strictly confidentially and only for the purpose we informed you of when collecting the data. Our standards for processing your data are the General Data Protection Regulation (DS-GVO), the Federal Data Protection Act (BDSG) and other applicable data protection regulations.

### 1 Data processing on our website

#### 1.1 Scope of data processing

Every time our website is accessed and every time a file is retrieved, data, including personal data, is collected by our systems and temporarily stored in a log file. The following personal data is processed:

- IP address (if applicable, in anonymised, shortened form)
- Date and time of access (time stamp)
- Access details and destination address (protocol version, HTTP method, referer, UserAgent string)
- Name of the file accessed and amount of data transferred (requested URL incl. query string, size in bytes)
- Message indicating whether the request was successful (HTTP status code)
- Website from which the request came
- Browser type or app used
- Operating system and its interface
- Language and version of the browser software

#### 1.2 Purposes of data processing

1.2.1 We use the personal data collected when you visit our website to protect our IT systems from attacks and other illegal activities and to enable you to surf our website as comfortably as possible. When processing this data, we do not draw any conclusions about your person. There is neither a personal evaluation nor an evaluation of the data for marketing purposes or profiling. Your data will be deleted after 14 months at the latest.

1.2.2 If you provide us with personal data, e.g. in the context of a registration or for the execution of a contract, we use this data for the purposes stated. In addition, we use this data for the purposes of customer administration and, if necessary, for the purposes of billing for any business transactions, in each case to the extent required for this purpose.

1.2.3 We also process your data if there is a legal obligation to do so, e.g. in the case of commercial or tax retention obligations.

### **1.3 Transfer of your personal data**

In order to secure our website and improve our business operations, we use other external service providers, e.g. data centres, IT service providers. These service providers are carefully selected by us and are contractually bound accordingly. As part of their service provision, it may be necessary for these service providers to process your personal data. However, we only pass on your data if this is necessary for the provision of our websites, to comply with our legal obligations or to protect our legitimate interests.

### **1.4 Data transfer to recipients in third countries**

In principle, the processing of your personal data takes place in Germany or within the European Union („EU“) or within the European Economic Area („EEA“). The use of external service providers may result in the transfer and processing of your personal data outside the EU or the EEA.

However, your personal data will only be transferred to a third country if the requirements of Art. 44 et seq. DS-GVO.

Please note that the respective recipient country may have a lower level of data protection than the EU. For example, there may be no comparably effective legal remedies against access to data by state authorities.

### **1.5 Legal basis for data processing**

1.5.1 If you have consented to the processing of your personal data, your consent is also the legal basis for the processing, pursuant to Art. 6 Para. 1 lit. a DS-GVO.

1.5.2 If information is accessed or stored from end devices (e.g. mobile phones, desktops), this is done in accordance with §25 para. 1, para. 2 TTDSG.

1.5.3 The legal basis for processing your personal data for the purpose of initiating or fulfilling a contract is Art. 6 para. 1 lit. b DS-GVO.

1.5.4 The legal basis for the processing of your personal data for the fulfilment of our legal obligations is Art. 6 para. 1 lit. c DS-GVO.

1.5.5 If we process your personal data to protect our legitimate interests or those of a third party, the corre-

sponding legal basis is Art. 6 (1) f DS-GVO. The type of personal data, the purpose of processing, the circumstances of processing and the interest in the confidentiality of the personal data are taken into account in the context of the balancing of interests.

## **1.6 Duration of the storage of your personal data**

As a matter of principle, we delete your personal data as soon as the purpose of processing stated in this data protection declaration ceases to apply. If necessary, the data will be stored beyond this point in time if we are legally obliged to do so or if it is necessary for the defence of legal claims. If deletion is not possible in an individual case, the data concerned will be blocked for further processing.

## **2 Cookies and analysis and marketing technologies**

We use cookies and comparable analysis and marketing technologies („cookies“) on our websites. Cookies are stored on your computer and transmitted from it to our websites. A cookie contains a characteristic string of characters that allows your web browser to be uniquely identified when you return to our websites.

We use analytical cookies exclusively with your consent, pursuant to Art. 6 Para. 1 lit a DS-GVO. Please note our information on data transfers to third countries (section 1.4.). The storage or retrieval of information in the terminal device only takes place with your consent, in accordance with §25 para. 1 TTDSG. However, if the storage or retrieval is necessary for the provision of the website offer (e.g. display of the shopping basket), no consent is required in accordance with §25 Paragraph 2 Number 2 TTDSG.

You can also configure the handling of cookies in your browser yourself. By changing the settings in your browser, you can deactivate or restrict the transmission of cookies. You can delete cookies that have already been saved at any time. This can also be done automatically. If cookies are deactivated for our websites, it may no longer be possible to use all functions to their full extent.

You can find more information on the websites of your respective browser provider:

Google Chrome

<https://support.google.com/accounts/answer/61416?hl=de>

Mozilla Firefox

<https://support.mozilla.org/de/kb/cookies-und-website-daten-in-firefox-loschen?redirectlocale=de&redirectslug=cookies-loeschen-daten-von-websites-entfernen>

Safari

<https://support.apple.com/de-de/guide/safari/sfri11471/mac>

Internet Explorer

<https://support.microsoft.com/de-de/help/17442/windows-internet-explorer-delete-manage-cookies>

Opera

<https://help.opera.com/de/latest/web-preferences/>

### **2.1 Cookies for usage analysis/marketing and other services**

Usage analysis cookies allow us to analyse how you use our websites. With the help of these cookies, we can test the effectiveness of our websites and detect errors. In addition, these cookies provide insights for optimising our services as well as for web analytics. We can also use them to show you usage-based content and personalised advertising.

You are not obliged to provide your personal data. The provision is neither legally or contractually required nor necessary for the conclusion of a contract. However, failure to provide such data could result in you not being able to use our websites or not being able to use them to their full extent.

The legal basis for the processing of personal data using cookies for usage analysis is your consent pursuant to Art. 6 (1) lit. a DS-GVO.

We use the cookies listed below for usage analysis:

Cookie: `_pk_id.1.6029`

Provider: Matomo

Purpose: Web analysis and website optimisation

Deletion period: 30 days

Type: HTTPS

#### 2.1.1 Matomo

Our website uses Matomo, a web analytics service provided by InnoCraft Ltd, 150 Willis St, 6011 Wellington, New Zealand. We use Matomo to analyse the use of our website and individual functions and offers in order to be able to optimise our website. Matomo uses cookies that enable an evaluation of your use of our websites (including your IP address).

We have activated the function „Anonymize Visitors‘ IP addresses“ on our websites. This means that your IP addresses are processed in a shortened form so that a reference to a person can be excluded.

The legal basis for the processing of the data is your consent, pursuant to Art. 6 Para. 1 lit. a DS-GVO.

You have the right to revoke your consent at any time without giving reasons with effect for the future.

If you do not agree to the future transmission of your data to Matomo in the context of using our websites, you have the option of completely deactivating Matomo in your browser settings (see point 2 above). In this case, it is possible that not all functions of our website will be fully available to you.

Further information on Matomo’s terms of use and data protection can be found at <https://matomo.org/privacy-policy/>.

#### 2.1.2 Evenito

We use the service of evenito AG, Limmatquai 122, 8001 Zurich, Switzerland, to design our website. This enables us to operate our website and make it available to you in an attractive form. Further information on evenito can be found on the company’s website at <https://evenito.com/de/> and in evenito’s privacy policy at <https://evenito.com/de/datenschutz/>. The processing of your personal data within the scope of this service is based on our legitimate interest pursuant to Art. 6 (1) lit. f DS-GVO to freely design our website.

#### 2.1.3 Google Maps

We use Google Maps, a service of the provider Google Ireland Limited („Google“), Gordon House, Barrow Street, Dublin 4, Ireland. Within the scope of the services, Google may process personal data relating to you. It cannot be ruled out that Google also transmits the information to a US server. Further information can be found at <https://policies.google.com/privacy/frameworks?gl=de>.

We have no influence on how and which of your personal data Google processes. According to Google's privacy policy, depending on the respective Google service, the following personal data may be processed (<https://policies.google.com/privacy?gl=de#infocollect>)

- data about the apps, browsers and devices you use when accessing Google services
- Unique identifiers, the type and settings of your browser, the type and settings of your device, the operating system, mobile network information (mobile carrier name, phone number, app version number)
- Data about how your apps, browsers and devices interact with Google services (e.g. IP address, crash reports, system activity and the date, time and referring URL of your request).
- Activity data (e.g. terms you search for, videos you watch, content and ads you view and interact with).

Further information on how Google uses data from websites on which Google services are integrated can be found at <https://policies.google.com/technologies/partner-sites?hl=de>.

For the purpose and scope of data processing by Google, as well as your rights in this regard and setting options for protecting your privacy, please refer to Google's privacy policy at <https://policies.google.com/privacy?hl=de>. Information on your privacy settings can be found at <https://safety.google/privacy/privacy-controls/>.

Google Maps is a map service that is intended to make it easy to find the places we indicate on our websites. By using Google Maps, data about your use of the Maps functions of our websites may be processed by Google.

The legal basis for the processing of the data is your consent, pursuant to Art. 6 Para. 1 lit. a DS-GVO.

You have the right to revoke your consent at any time without giving reasons with effect for the future.

If you do not agree to the future transmission of your data to Google in the context of the use of Google Maps, you have the option of deactivating Google Maps in your browser settings. In this case, however, you will no longer be able to use Google Maps and the map display.

#### 2.1.4 Social plugins

We use so-called social plugins on our website, which are provided by third-party providers of social networks. These plugins can be interaction elements or content (graphics, videos or text contributions).

In order to increase the protection of your data when visiting our websites, we have integrated the social plugins on our websites using an HTML link. This integration prevents the social plugins integrated on our websites from establishing a connection with the servers of the provider of the respective social network and transmitting your data when you call up our websites.

Only when you activate the respective plugin by clicking on the corresponding button, a new window of your browser opens and calls up the page of the respective provider on which you can (if necessary after entering your login data) e.g. press the Like or Share button.

If you are logged in to the respective social network of the third-party provider while visiting our website, the third-party provider of the respective social network may be able to recognise the information collected in this way from your specific visit and assign it to your personal profile or publish it via this. If you want to prevent the assignment, you must either log out of the respective social network before clicking on the social plugin or make the corresponding settings in your user account of the social network.

The legal basis for the processing is Art. 6 (1) lit. f DS-GVO. We have a legitimate interest in the best possible presentation of our offer and extensive visibility on social media.

You have the right to object to the processing of your personal data at any time with effect for the future (see rights of data subjects). You can find further information on your objection options on the websites of the respective providers (as well as on our data protection declaration under point 11 „Online presences in social media“ <https://www.kas.de/de/datenschutz>). We will not subsequently process your personal data any

further unless we can demonstrate compelling legitimate grounds for our processing which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims. You may also exercise your rights in relation to processing activities concerning our joint responsibility with Facebook with us. In this case, we will promptly forward your request to Facebook for timely resolution.

You are not obliged to provide your personal data. The provision is neither legally or contractually required nor necessary for the conclusion of a contract. However, failure to provide such data could result in you not being able to use our websites or not being able to use them to their full extent.

We use the social plugins of the following third-party providers:

#### 2.1.4.1 Facebook

Facebook is an Internet service provided by Meta Platforms Inc., 1601 Willow Road, Menlo Park, CA 94107, USA. In the EU, this service is in turn operated by Meta Platforms Ireland Limited, 4 Grand Canal Square, Dublin 2, Ireland. Further information about the possible representations of the plugins as well as their respective functions can be found at <https://developers.facebook.com/docs/plugins/>. It is possible that Facebook stores your IP address even though you are not a registered member. At <https://www.facebook.com/policy.php> you will find further information on data processing by Facebook as well as your rights and protection options in this regard.

#### 2.1.4.2 Instagram

Instagram is an internet service provided by Meta Platforms Inc, 1601 Willow Road, Menlo Park, CA 94107, USA. In the EU, this service is in turn operated by Meta Platforms Ireland Limited, 4 Grand Canal Square, Dublin 2, Ireland. At <https://privacycenter.instagram.com/policy> you can find more information on data processing by Instagram and your rights and protection options in this regard.

#### 2.1.4.3 Twitter

Twitter is an internet service operated by Twitter Inc, 795 Folsom St, Suite 600, San Francisco, CA 94107, USA. At <https://twitter.com/de/privacy> you will find further information on data processing by Twitter and your rights and protection options in this regard.

#### 2.1.4.4 LinkedIn

LinkedIn is a service of the provider LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. At <https://www.linkedin.com/legal/privacy-policy> you will find further information on data processing by LinkedIn and your rights and protection options in this regard.

#### 2.1.4.5 YouTube

YouTube is a service of the provider YouTube LLC („YouTube“), 901 Cherry Ave, San Bruno, CA 94066, USA. YouTube LLC is a subsidiary of Google Ireland Limited („Google“), Gordon House, Barrow Street, Dublin 4, Ireland. Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

### **3 Contacting us and registering for events**

You have various options for contacting us.

### **3.1 Scope of data processing**

You can contact us via the contact channels provided on our websites (registration form, e-mail, post, telephone, fax). In this case, we process your personal data transmitted to us (e.g. name, e-mail address, postal address, telephone number if applicable, date of birth, profession and other data resulting from your enquiry).

### **3.2 Legal basis**

If your contact relates to a contract or is a pre-contractual contact (e.g. event registration), the legal basis is Art. 6 para. 1 lit. b DS-GVO. In all other cases, the legal basis for processing your data is Art. 6 para. 1 lit. f DS-GVO. It is our legitimate interest to process your contact requests.

### **3.3 Purpose of data processing and recipients**

The purpose of the data processing is the handling of your contact request or registration. The data is processed exclusively for this purpose. For the processing of registrations, we use external service providers who have been carefully selected by us and have been contractually obligated accordingly. On the day of the event, lists of participants are also compiled and submitted to the funding bodies and financial authorities for verification as part of our obligations to provide evidence under grant and tax law.

### **3.4 Duration of storage of your personal data**

After complete processing of the contact request or event, we restrict your data for further processing. Your data will be deleted after expiry of the retention periods under tax and commercial law. These are 10 years for accounting documents in accordance with § 147 para. 1 of the German Fiscal Code (AO) and 6 years for business documents in accordance with § 257 para. 1 of the German Commercial Code (HGB).

You are not obliged to provide your personal data. The provision is neither legally or contractually required nor necessary for the conclusion of a contract. However, failure to provide such data could result in you not being able to (fully) use the registration form or contact us.

## **4 Picture, video and sound recordings**

At the event, image/video and sound recordings will be made by us and the cooperation partners of the event.

### **4.1 Scope of data processing**

The image/video and sound recordings made of you may contain sensitive personal data (including biometric data, references to ethnic origin, religion and health).

### **4.2 Purposes of data processing and recipients**

4.2.1 We use the image/video and sound recordings as documentation, information, advertising and illustrative material of our activities and publish them on our website and social media channels. In this regard, we refer to point 11 „Online presences in social media“ of our data protection declaration at <https://www.kas.de/de/datenschutz>.

4.2.2 We also transmit the recordings made by you to our cooperation partners of the event:

- Aspen Institut Germany
- Bake For Ukraine
- Berlin Economics
- Dachverband für ukrainische Organisationen in D.
- Deutsche Gesellschaft für Osteuropakunde
- Energy Act for Ukraine
- Europäische Akademie Berlin
- Europäische Kommission (Vertretung in Deutschland)
- Europäische Investitionsbank
- Europaunion Frankfurt
- Gart.Gallery
- International Alumni Center (iac)
- Initiative für Wissensaustausch, Empowerment & Kultur (IWEK)
- Kultura Agency
- Make.org
- Martens Centre
- MitOst
- Phineo
- Pictoric Ukraine
- Robert Bosch Stiftung
- Salon Kolumnisten (Ostausschuss)
- Schüler Helfen Leben
- Skrynya
- Ukrainian culture community
- Vitsche Berlin
- WeAid
- Zentrum Liberale Moderne

4.2.3 We may also receive image/video and sound recordings made of you from our cooperation partners and process these for the above-mentioned purposes.

### **4.3 Legal basis for data processing**

This data will only be used and passed on if you have given us your consent to do so, Art. 6 para. 1 lit. a, Art. 9 para. 2 lit. a, Art. 49 para. 1 lit. a DS-GVO.

### **4.4 Duration of storage of your personal data**

We store the image/video or sound recordings for an unlimited period of time, as this is the only way to achieve permanent documentation of our activities. Should you withdraw your consent, we will remove recordings of you from our website as far as this is possible or make them unrecognisable in some other way.

## **5 Sending of product information**

### **5.1 E-mail advertising in connection with the offer of a service**

### 5.1.1 Scope of data processing

If we have received your personal data (first name, surname, e-mail address) in connection with the sale of a product or service and you have not objected to this, we reserve the right, in accordance with Section 7 (3) of the German Unfair Competition Act (UWG), to regularly send you offers by e-mail for similar products to those you have already purchased from our range.

### 5.1.2 Legal basis

The legal basis for the processing of your personal data is Art. 6 para. 1 lit. f DS-GVO. We have an overriding legitimate interest in addressing our customers in an advertising manner.

You have the right to object to the processing of your personal data at any time with effect for the future (see rights of data subjects).

We will not subsequently process your personal data any further unless we can demonstrate compelling legitimate grounds for our processing which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

### 5.1.3 Purpose of data processing

The purpose of the data processing is the implementation of marketing measures. In this context, your data will not be passed on to third parties.

### 5.1.4 Duration of storage of your personal data

We store your personal data until you object. After your objection has been exercised, we will delete your personal data unless you have expressly consented to its further use or we reserve the right to further data processing that is permitted by law and about which we inform you in this declaration.

You are not obliged to provide your personal data. The provision is neither legally or contractually required nor necessary for the conclusion of a contract. However, if you do not provide us with the aforementioned data, it will not be possible to send you product information by e-mail.

## 5.2 Postal advertising

### 5.2.1 Scope of data processing

We reserve the right to process your personal data (first name, last name, postal address) in the context of sending you offers and product information by post.

### 5.2.2 Legal basis

The legal basis for the processing of your personal data is Art. 6 para. 1 lit. f DS-GVO. We have an overriding legitimate interest in addressing our customers in an advertising manner.

You have the right to object to the processing of your personal data at any time with effect for the future (see rights of data subjects).

We will not subsequently process your personal data any further unless we can demonstrate compelling legitimate grounds for our processing that override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

### 5.2.3 Purpose of data processing

The purpose of the data processing is the implementation of marketing measures. In this context, your data will not be passed on to third parties.

### 5.2.4 Duration of storage of your personal data

We store your personal data until you revoke your consent. After exercising your right of revocation, we will delete your personal data unless you have expressly consented to its further use or we reserve the right to process data in excess of this, which is permitted by law and about which we inform you in this declaration. You are not obliged to provide your personal data. The provision is neither legally or contractually required nor necessary for the conclusion of a contract. However, if you do not provide us with the above-mentioned data, it will not be possible to send you product information by post.

## 6 Rights of the data subject

If we process your personal data, you are a data subject according to Art. 4 No. 1 DS-GVO with the following rights towards us:

- Right to information (Art. 15 DS-GVO).
- Right to rectification (Art. 16 DS-GVO)
- Right to erasure (Art. 17 DS-GVO)
- Right to restriction of processing (Art. 18 DS-GVO)
- Right to information (Art. 19 DS-GVO)
- Right to data portability (Art. 20 DS-GVO)
- Right to object (Art. 21 DS-GVO)
- Right to lodge a complaint with a supervisory authority (Art. 77 DS-GVO)
- Right to revoke your declaration of consent under data protection law (Art. 7 (3) DS-GVO)

You have the right to revoke your consent to us at any time, for example by sending an e-mail to [dsb@kas.de](mailto:dsb@kas.de). The revocation of consent does not affect the lawfulness of the data processing carried out on the basis of the consent until the revocation.

### Right of objection (Art. 21 DS-GVO)

In accordance with Art. 21 DS-GVO, you have the right to object at any time to the processing of your personal data based on Art. 6(1)(e) or (f) DS-GVO for reasons arising from your particular situation; this also applies to profiling based on these provisions. You can send your objection to one of our specified contact addresses, for example to [dsb@kas.de](mailto:dsb@kas.de).

We will not subsequently process your personal data any further unless we can demonstrate compelling legitimate grounds for our processing which override your interests, rights and freedoms, or the processing is for the purpose of asserting, exercising or defending legal claims.

If you wish to exercise a right, please contact our data protection officer at [dsb@kas.de](mailto:dsb@kas.de).

We would like to point out that in certain cases we may request additional information from you in order to establish your identity. For example, when exercising the right to information, we may ensure that information is not released to unauthorised persons.

Automated decision making does not take place on our websites.

## **7 Security**

We use technical and organisational security measures to protect your personal data against accidental or intentional manipulation, loss, destruction or against access by unauthorised persons. We continuously improve our security measures in line with technological developments.

## **8 Validity of the data protection declaration**

Due to the further development of our website or the implementation of new technologies, it may become necessary to change this data protection declaration. We reserve the right to change this privacy policy at any time with effect for the future. The version available at the time of your visit to the website will always apply.

Status: January 2023