

## DATA PROTECTION

### JARO Institute for Sustainability and Digitization e.V.

The protection of your personal data is very important to us. In the following, we provide information on how we collect personal data when using the website [www.jaro-academy.com](http://www.jaro-academy.com). Personal data are all data that can be related to you personally, e.g. Name, address, email addresses, user behaviour.

Responsible according to Art. 4 No. 7 EU General Data Protection Regulation (GDPR) is:

JARO Institute for Sustainability and Digitization e.V.  
Köpenicker Str. 325, Haus 11  
D - 12555 Berlin  
Tel: 0049 (0) 30 234 80 567  
Email: [academy@jaro-institut.de](mailto:academy@jaro-institut.de)

### Board:

Yvonne Jamal, CEO  
Prof. Dr. Sandra Rochnowski, Deputy Chairman of the Board

You can find more information in our legal notice.

### Safety

The JARO Academy website of the JARO Institute for Sustainability and Digitalization e.V. is protected by technical and organizational security measures to prevent the loss, manipulation, destruction, or access by unauthorized persons to your personal data. Despite the use of the industry standard SSL (Secure Sockets Layer) to encrypt the transmitted data between you and our website, complete protection against all occurrences is not possible.

### Disclosure of personal data

No personal data will be transmitted to third parties without your express consent. A transfer to public bodies, law enforcement agencies and courts only takes place within the framework of a legal obligation. Our employees are also obliged to maintain the confidentiality and confidentiality of your personal data provided. In this context, JARO Services GmbH associated with the JARO Institute and contractually bound service providers for order processing are not considered third parties.

### Collection, processing and use of personal data

If you use our website for informational purposes only, i.e. if you do not register or otherwise provide us with information, we only collect the personal data that your browser transmits to our server. This data is technically necessary for us to display our website to you and to ensure stability and security. This data also enables us to improve our offer in a targeted manner.

The legal basis is Art. 6 Para. 1 S. 1 lit. f GDPR (legitimate interest). Which includes:

- Date and visit of the URL on which the visitor is located
- URL that the visitor visited immediately before
- IP address and domain from which access is made
- Browser used
- Operating system used
- Technical information about the visit (http method, http version, http status code, length of the transferred data)

### **Use of cookies**

The JARO Institute uses cookies to make its website attractive and user-friendly. The legal basis for this is Art. 6 para. 1 sentence 1 lit. f GDPR. Cookies are small text files that are stored on your device but do not contain any viruses or cause any damage.

The JARO Academy website uses "session cookies". These cookies track your movements between the different pages of our website during a session. For example, you may not be asked for the same information that you have already provided on our website. When the browser is closed and reopened, a new user session starts with a new cookie ID.

On the other hand, so-called "global cookies" are used, which measure the traffic of the website and identify the visitors and the session. These cookies are not deleted at the session but replaced after one year.

Cookies are also used in connection with the shopping cart on the JARO Academy website. You can find more information in the corresponding section of this data protection declaration.

You can prevent cookies from being saved by making the appropriate browser settings. To use our website with full functionality, we do not recommend this.

### **Website analysis**

We use Sitecore Analytics to analyze the website. This software only evaluates server data. This data corresponds to the data mentioned in the section "Collection, processing and use of personal data". Using the statistics obtained, we can improve our offer and make it more interesting for you as a user. The legal basis for the use of Sitecore Analytics is Art. 6 Para. 1 S. 1 lit. f GDPR. Only server data is used for this evaluation. This includes the data mentioned in the section "Collection, processing and use of personal data". We only save the information collected in this way on a server in Germany.

### **Registration, booking and shopping cart**

Registration of training modules on the JARO Academy website requires registration. As part of the registration, you will be asked to provide the following information about your company in addition to the information about your company: title, last name, first name, email address, telephone number. This information is necessary for the booking of our products and the communication about them. After registration, you can use the JARO Academy shopping cart to book the corresponding JARO products according to the applicable conditions of participation. The legal basis for the processing of this personal data is Art. 6 para. 1 sentence 1 lit. b GDPR (necessity to fulfill the contract). When using the shopping cart, a cookie is created and placed on your device. This means that the products you put in the shopping cart are displayed in the shopping cart beyond the session.

This should enable you to use the shopping cart as conveniently as possible. The legal basis for this is Art. 6 Para. 1 S.1 lit. f GDPR (legitimate interest).

### **LearnerPortal**

When using our LearnerPortal, the content to be displayed, your learning progress, test results and settings ("LearnerPortal data") within the LearnerPortal are linked to your booking data as part of a JARO Academy training course. Permanent access to this LearnerPortal data by you requires a my.JARO account. If you are logged into your my.JARO account while using the LearnerPortal, this LearnerPortal data will be made available to you via your my.JARO account.

Alternatively, you have the option of using the LearnerPortal without additional registration with my.JARO. In this case, however, you can only access the LearnerPortal data for a limited time. The legal basis for the processing of this personal data is Art. 6 para. 1 sentence 1 lit. b GDPR (necessity to fulfill the contract).

### **Contact**

If you contact us by email, the data you transfer will only be used to process your request and will always be treated confidentially. We delete the data generated for the purpose of contacting us after the storage is no longer required, or we restrict the processing if there are statutory retention requirements.

### **Links to other providers' websites**

The JARO Academy website may contain links to external websites. At the time the link was created, the JARO Institute was satisfied that the linked pages do not represent any illegal content. However, the JARO Institute cannot guarantee continuous control and has no influence on the content of the linked pages. No liability is accepted for the content after the link has been set.

### **Your rights**

You have the following rights towards us regarding your personal data:

- Right to information
- Right to correction or deletion,
- Right to restriction of processing,
- Right to object to processing,
- Right to data portability.

To assert these rights, you can contact [academy@jaro-institut.de](mailto:academy@jaro-institut.de) free of charge.

You also have the right to complain to a data protection supervisory authority about the processing of your personal data by us.

### **Deletion periods**

We delete all personal data as soon as it is no longer required for the purpose for which it was collected, or you have exercised your right to have it deleted. If there are statutory retention requirements or one of the other exceptions from Art. 17 GDPR, we will delete the data concerned as soon as possible.

### **Contact Person**

If you have any questions about the design and functionality of the JARO Academy website, please contact: [academy@jaro-institut.de](mailto:academy@jaro-institut.de)

### **Subject to change**

The JARO privacy policy on the JARO Academy website can be saved or printed out at any time. However, the JARO Institute reserves the right to adapt the data protection declaration at any time, considering the data protection regulations, to do justice to the constant further development of the website.