

# Data protection and data security

## Dear visitors,

Welcome to our website.

Protecting your personal data is very important to us. In the following, we would like to explain which data we process, when and for which purpose.

### Responsibility

The German Medical Association (*Bundesärztekammer*), of Herbert-Lewin-Platz 1, 10623 Berlin, Germany (hereinafter referred to as “GMA” or “we”) is responsible for processing the personal data collected when you visit this website.

[Contact the German Medical Association](#)

---

### Usage data

When you visit our website, we temporarily store so-called usage data based on Article 6 paragraph 1 point (f) General Data Protection Regulation.

We employ the usage data for statistical purposes, to improve the quality of our website, and for security purposes.

We also use this information to let you access our website, to control and administer our systems, and to improve the web page design.

The purposes that we pursue also constitute the legitimate interest within the meaning of Article 6 paragraph 1 point (f) General Data Protection Regulation.

### User behaviour

- Which page(s) were viewed
- Which is the user’s entry page
- Which is the user’s exit page
- Behavioural flow (how the user navigates)
- Recognition and differentiation of new and returning users
- Downloading files
- Playing videos
- Scroll depth, expressed in percentage
- Length of stay on individual pages and the entire website
- Clicks on external links and buttons (only recorded if such an event is triggered)

### Technology

- Which end device does the user employ
- Browser and version
- Operating system used
- Screen resolution used

- User's IP address (the fourth block of the IP is anonymised)

### **User origin**

- Location of the user (country, region, city) (also with anonymisation)
- Origin of the user (in this case, search engine, another website, social networks, etc.)
- If the user was redirected by a search engine: which term(s) was or were used to reach the page
- If from another website, then an attempt will be made to determine which one it was
- User's browser language settings

### **Web server logs**

Independent of tracking, the following data is collected by the web server for reasons of security and maintenance of operations:

- Date/time
- Request processing time in microseconds
- File name
- Client's IP address
- Server name of the responding server
- User ID according to authentication
- Query string with a leading question mark
- HTTP request method
- Original query status
- User-agent header
- Referrer header
- Client host name
- "Identd" username sent by the client
- Request start line
- Value of the specified response header

A rolling system is used for storage. The collected data is kept for a maximum of 28 days and then irretrievably deleted.

---

## **Use of Matomo**

We use the "Matomo" web analysis service to make our website user-friendly. This is an open-source product from InnoCraft Ltd, of 7 Waterloo Quay PO625, 6140 Wellington, New Zealand. Our website's Matomo system works without cookies.

With the "Matomo" web analysis service, we can analyse user flows on our website without any cookies. The analysis includes, for example, information on the number of visits, which pages were visited, the length of time spent on individual pages, and an analysis of the visitors, etc. This can be used to serve quality assurance and website optimisation purposes.

The information collected by Matomo on the use of our website is transmitted exclusively to our servers and compiled in a pseudonymised form. The IP addresses are anonymised (by IP masking) so they cannot be assigned to individual users. This data is automatically deleted after 14 months. The data collected is not passed on to third parties.

The processing of the data is based on Art. 6 para. 1 s. 1 point (f) GDPR. We are thus pursuing our legitimate interest in continuously improving the user-friendliness and quality of our website.

[More information on the “Matomo” web analysis service](#)

---

## **Usage of YouTube**

YouTube is employed as the video-integration provider. YouTube is operated by YouTube LLC, with its principal place of business at 901 Cherry Avenue, San Bruno, CA 94066, USA. YouTube is represented by Google LLC, headquartered at 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

A so-called “cookie banner” has been placed on our website. This allows users to accept only those cookies that are necessary. All unnecessary cookies are rejected.

As a result, YouTube videos, for example, are initially only displayed as placeholders without YouTube being contacted. Users are only asked to accept the cookies required when they click on the video and the cookie banner is displayed again.

The legal basis for the processing is Art. 6 paragraph 1 lit. f) GDPR. The GMA has a legitimate interest in making the website informative.

[Further information on data processing and notes on data protection by YouTube \(Google\)](#)

---

## **Social media services**

You will find links on our website to the Twitter and YouTube social media services. You will reach the GMA’s social media site if you follow these links, and provided you have an account with the respective social media service. Connection to the servers of the social media service is established when you click on the link to a social media service. This tells the servers of the social media service that you have visited our website. Moreover, further data is transferred to the provider of the social media service. This data includes, for example:

- The address of the website on which the activated link is located
- The date and time the website was accessed, or the link was activated
- Information on the browser and operating system used
- The IP address

If you are already logged in to the corresponding social media service at the time you activate the link, the social media service provider may be able to determine your username and possibly even your real name from the data transmitted and assign this information to your personal user account with the social media service. You can exclude this association with your personal user account if you first log out of your user account.

The servers of the social media services are generally located in the USA and other countries outside the European Union. The data may, therefore, also be processed by the provider of the

social media service in countries outside the European Union. Please note that companies in these countries may be subject to data protection laws that do not generally protect personal data to the same extent as in European Union member states.

You can find more information on how the social media services integrated in our website use your data in the data protection guidelines of the respective social media service.

---

## **Application**

If you wish to apply for a position advertised by us or submit an unsolicited application, you can submit your application documents via our [Application portal](#). BITE GmbH is our processor for this purpose.

You can access the “Online application” via the corresponding advertisement, where you will find specific information on data protection under “Data privacy statements.”

Once your data has been entered into the application management system, your application documents will be processed by the person responsible in the German Medical Association’s Human Resources department and only forwarded to the specialist department responsible for the respective position or to the persons entrusted with processing and with the staff representation (works council).

We use your application data to carry out the application process. We will delete your application documents no later than six months following the end of the application process. You may give your consent for a more extended storage period of 12 months.

---

## **Business contacts**

If we maintain business contacts with you, we will process your personal data to initiate, conclude and implement contracts and projects with you.

In addition to your personal salutation, first name and surname, and business details, it will usually be necessary to provide a valid e-mail address.

Processing is carried out specifically in the context of the mutual exchange of services, as well as for communication purposes. Furthermore, data is processed for project-related processing, for example, to name contact persons for projects, or in the context of exchanging information.

During contract processing, the data may also be processed for invoicing, controlling and reporting and to manage and optimise business processes.

This personal data is processed in accordance with Art. 6 para. 1 lit. b GDPR and is lawful if it is necessary for the performance of a contract to which the data subject is a party or to implement pre-contractual measures that are requested by the data subject.

Furthermore, processing for the other purposes mentioned is necessary to protect the legitimate interests of the German Medical Association and is lawful pursuant to Art. 6 para. 1 lit. f GDPR.

The legitimate interest of the German Medical Association lies in maintaining business contacts and in initiating and implementing contracts. We store your data in the context of our business relationship and to initiate and implement a (project) contract.

Regarding the duration of the storage of this data, we must observe statutory retention requirements as well as statutes of limitations with regard to documentation and verification purposes.

---

## Contact

You can contact us by e-mail, via our contact form and by telephone. We will need you to provide - via the contact form - your name and e-mail address, telephone number, details of the subject area in question and a message.

The fax number and the subject line of the message are optional. When contacting us, the German Medical Association will only process the data you provide to respond to your request.

Data will only be passed on to third parties if this is necessary for processing your request and is permitted in the context of our statutory tasks.

The legal basis for the use of your data in this process is Article 6 paragraph 1 point (f) General Data Protection Regulation.

We have a legitimate interest in being in contact with website users and, where appropriate, answering any questions asked or sending information. Your personal data will be deleted once your request has been processed.

[Contact the German Medical Association](#)

---

## Use of service providers

The GMA uses service providers to provide services and process your data (“order processing”). The service providers process the data exclusively on the instructions of the GMA and are obliged to comply with the applicable data protection regulations. All processors have been carefully selected and only have access to your data to the extent and for the period needed to provide the services.

---

## Encryption

We use a state-of-the-art encryption process to protect your data from unwanted access. This prevents unauthorised persons from accessing the data. Your details will then be transmitted from your computer to the server and vice versa via the Internet using 256-bit TLS (Transport Layer Security) encryption. You can recognise this because the lock symbol on your browser’s status bar will be closed, and the address line will begin with “https://”.

---

## Duration of data storage

We will only store your data for as long as necessary to fulfill our tasks or provide services, and provided the deletion does not conflict with any retention periods.

---

## **Your rights as a user**

As a user, you have the right to request information about which data we have stored on you and the purpose for which this data is stored. Furthermore, you may correct inaccurate data or have data deleted if its storage is inadmissible or no longer necessary. You have the right to data portability and to request that restrictions are placed on how your data is processed. You also have the right to complain to a supervisory authority about the data processing that is taking place. If you have given us your consent, you have the right to withdraw it at any time.

## **Right to object**

In cases where we process your personal data on the legal basis of Art. 6 paragraph 1 point (e) or (f) GDPR, you have the right to object at any time on grounds relating to your particular situation. We shall then no longer process the personal data unless there are demonstrably compelling legitimate grounds for the processing, which override the interests, rights and freedoms of the data subject or if the processing serves to assert, exercise or defend legal claims.

If possible, please send the objection to: [info@baek.de](mailto:info@baek.de)

## **Data protection officer**

The German Medical Association's in-house data protection officer will be happy to provide you with information or suggestions about data protection:

Franz-Josef Herpers  
Herbert-Lewin-Platz 1  
10623 Berlin, Germany  
Phone: +49 (0)30 400 456-0

[Contacting the Data Protection Officer](#)