

## **Privacy Policy**

The energy agency of North Rhine-Westphalia EnergieAgentur.NRW takes the protection of your personal data quite seriously. We aim at enabling a comfortable way of enrollment for our events by you. At the same time, we intend to observe your right to self-determination regarding disclosure of information and the protection of privacy. The following policy provides an overview on when we collect and save data, the purpose they are used for, and how we ensure the protection of your personal data.

### **Collection and Use of Data**

EnergieAgentur.NRW collects personal data when you enroll for an event. These data are required for the climate neutral performance of our events. When enrolling for an event, we ask you to provide your surname, first name, function, company / organization, address, phone number, and e-mail address. Moreover, we ask for the means of transportation, the place from where you travelled to our event, and the distance covered. We need this information to perform our events in a climate neutral way. On the basis of this information, we are able to calculate the CO<sub>2</sub> emissions caused by your trip. We then purchase CO<sub>2</sub> certificates covering these emissions in order to eliminate the latter. You are free to disclose the above data to a large extent. The mandatory information selected in the scope of an enrollment and the data collected in this connection serve the climate neutral performance of the event and are therefore urgently required. Moreover, upon access of a user to a page of the EnergieAgentur.NRW website, data on this process are recorded in a log file. These data are used exclusively for evaluation for statistical purposes and are not combined with the personal data entered by the user. In detail, the following data record is saved upon each access:

- Name of queried file
- Date and time of query
- Transferred data volume
- Message whether the query was successful
- Description of the type of web browser used
- Operating system used
- IP address

At the end of the connection, the IP addresses are made anonymous. Accordingly, we cannot trace which user queried the data.

### **Modification and / or Deletion of Data**

EnergieAgentur.NRW does not sell or lend any data collected by it. When attending an event, your address including your complete name is made accessible to the other participants on the list of participants. These participant lists serve exclusively for internal use by EnergieAgentur.NRW and the participants in the event; e.g. they can carpool. After the event, your data will be deleted completely and permanently. Should you, however, give us your corresponding consent and expressly wish so, we do not delete your data and will provide information on our events also in future.

### **Data Security**

Personal data are transferred using state-of-the-art encryption techniques in SSL format (Secure Socket Layer). Moreover, EnergieAgentur.NRW uses data networks protected by firewalls.

## **Cookies**

Our websites use so-called cookies in several places. They serve to render our offer more user friendly, effective, and safer. Cookies are small text files saved on your computer and in the buffer of your Internet browser. Cookies do not damage your computer and do not contain any viruses. The cookies used by us are so-called session cookies: They are deleted automatically at the end of your visit. Accordingly, these data are not used to identify your visit to this website sustainably.

Most servers are set so as to accept cookies automatically. You can disable the saving of cookies; however, this will strongly limit the use of our internet presence (online booking, personal area). Moreover, you can set your browser so as to be notified of the placing of cookies and / or grant an exception for our website.

## **Right to Information and Revocation**

EnergieAgentur.NRW will inform you at any time and free of charge of your data saved by us. You can have the data collected by us blocked, corrected, or deleted and revoke the collection and saving of data by us in an anonymous and pseudonymous way for the purpose of optimizing our website. Moreover, you can revoke at any time your consent regarding the collection and use of data without stating any reasons. For this purpose, please contact the respective contact person of an event or Susanne Hans, EnergieAgentur.NRW under phone number +49 (0)202-2455237, by e-mail [hans@energieagentur.nrw.de](mailto:hans@energieagentur.nrw.de), or by mail EnergieAgentur.NRW, Kasinostrasse 19-21, D-42103 Wuppertal.

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