Data Protection Clause

1. Personal data
Personal data is specific information about personal or factual characteristics relating to a certain natural person or a natural person who can be specified. This includes information such as your real name, address, telephone number and date of birth. Information which cannot be directly linked to your real identity - such as favourite websites or number of users of a site - is not considered personal data.

2. Collection and processing of personal data
When you visit our web pages, our web servers always save the connection data of the computer connecting to our site, a list of the web pages that you visit within our site, the date and duration of your visit, the identification data of the type of browser and operation system used as well as the website through which you linked to our site for the duration of three months. This is done for system security and analysis purposes only. Additional personal information such as your name, address, telephone number or e-mail address is not collected unless you provide this data voluntarily, e.g. as part of a registration, survey, competition, fulfilment of contract or an information request.

3. Utilisation and passing on of personal data
We use the personal data which you have made available to us exclusively for technical administration of the web pages and to fulfil your wishes and requests - thus primarily for fulfilment of a contract concluded with you or to answer your request. Only when you have previously granted your approval or - if so stipulated by legal regulations - have not raised an objection do we also use this data for product-related surveys and marketing purposes. iSQI does not share, sell, transfer or otherwise disseminate your personal data to third parties, unless this is required for the purpose of the contract or unless you have given express consent to do so. For instance, it may be necessary that we need to forward your address and your order data to a trainings provider that provides the exam infrastructure or to our event organisation partner as far as conference registrations are concerned.

4. Use of cookies
"Cookies" are small files that enables us to store information related to your PC and you, the user, specifically, while you visit one of our website. Cookies help us to determine how frequently our internet pages are accessed as well as the number of users. And they help us configure our offers so that they are as convenient and efficient as possible for you. On the one hand, we use what are called "session cookies", those that are stored exclusively
for the duration of your visit to one of our internet pages. On the other, we use "permanent cookies" for retaining information about visitors who repeatedly access one of our internet pages. The purpose of using cookies is to be able to offer you optimal user guidance as well as to "recognize" you and thus be able to present (as much as possible) diversified internet pages and new contents during repeated use. The content of a permanent cookie is limited to an identification number. Name, IP address, etc., are not saved. We do not create an individual profile of your online activities. Using our products and services without cookies is also possible. In your browser, you can deactivate the saving of cookies, limit them to particular websites, or set the browser to notify you when a cookie is sent. You can also delete cookies from your PC hard drive at any time (file: "cookies"). Please note that in this case you will have to expect a limited page presentation and limited user guidance.

5. Security
iSQI takes all of the necessary technical and organisational security measures to protect your personal data from being lost or misused. For instance, your data is saved in a secure operating environment which is not accessible to the public. In certain cases, your personal data is encrypted by Secure Socket Layer technology (SSL) during transmission. This means that an approved encryption procedure is used for communication between your computer and iSQI servers if your browser supports SSL. Should you wish to contact iSQI by e-mail we would like to point out that the confidentiality of the information sent cannot be guaranteed. The contents of e-mail messages can be read by third parties.

6. Right to information
Upon written request, we will inform you what kind of personal data (e.g. name, address) we have stored about you

Contact
If you have questions in regard to the processing of your personal data, please contact the data protection officer of iSQI.
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