

# WEBSITE DATA PROTECTION POLICY ENGLISH

This document applies to all visitors to our website. The LMS-Schule / Schule TALENTIA website includes both the publicly accessible and login protected pages under the domain lms-schule.ch and talentia.ch

## GENERAL

We take the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the statutory data protection regulations and this data protection declaration. You should not have to provide your personal data to use our website however, if your personal data (e.g., name, address or e-mail address) is collected on our website, this is usually done on a voluntary basis and the data will not be passed on to third parties without your consent.

#### COOKIES

A cookie is a small text file stored by your browser that allows the website to "remember" your preferences on the site from visit to visit, or to maintain your "logged in" status when visiting protected areas. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Web browsers have settings allowing you to reject cookies or selectively accept cookies or delete cookies previously accepted.

#### **CONTACT FORM**

If you send us enquiries via the contact form, your details (as little personal data as possible) will be stored with us for the purpose of processing enquiries and follow-up questions.

### **COMMUNICATION VIA E-MAIL**

Please note that any e-mail communication between you and this company is not encrypted and therefore cannot be classified as a secure means of communication. Complete protection against third party access is not possible.

### **GOOGLE MAPS**

This website uses the Google Maps product from Google Inc. to find directions to the location. By using this website, you agree to the collection, processing and use of the automatically collected data by Google Inc, its representatives and third parties.

The Google Maps Terms of Use can be found at http://www.google.com/intl/de\_de/help/terms\_maps.html

When the "Google Maps" component is called up, Google sets cookies to process user settings and data when viewing the page and the associated functions on which the

"Google Maps" component is integrated. It cannot be ruled out that external servers of Google are used in the USA.

# LINKS

This website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the data protection policy of each and every website that collects personally identifiable information. This data protection policy applies solely to information collected by this website.

# UPDATING AND MODIFYING

The Data Protection policy, or parts of the policy, may be changed or updated by us without notifying you first. Please check the Data Protection policy to ensure you are up to date with any changes or updates.

# CONTACT

If you wish to raise a complaint or require further information on how we have handled your personal data, you can contact us at <u>schulleitung-luzern@lms-schule.ch</u>