

## Information about data protection: Central Surveys

According to §5 Landeshochschulgesetzes Baden-Württemberg (LHG) within the framework of university's quality management, the quality management in studies and teaching (Qualitätsmanagement Studium und Lehre) at the University of Freiburg regularly conducts surveys of different target groups. The main aim is to produce data which can be used for internal accreditation process and quality management process of the whole university and different faculties.

### The Student Survey

All students of the University of Freiburg are invited to take part in the student survey. This triannual survey aims at developing and securing the quality of studying and teaching focusing on different phases of studies, the support for students, and usage of services offered. In an upcoming survey a special focus lies on beginners/freshmen.

### Survey of Graduates

The annual survey of graduates aims to get especially a retrospective view on the quality of study as well as to assess the contribution of study to their personal career. The survey consists of several parts regarding the university's quality and study conditions, further studies, and the current work situation. Since 2017, this survey has been conducted in cooperation with the other universities in Baden-Württemberg.

### Survey of former students and degree course changer

In context of quality development in areas of studies and teaching, specific Intervention for reduction in university dropout rate as result of study related influencing factor should be designed and carried out. The survey consists of several parts mainly regarding the reasons behind the dropping out of the university/change of study or university and regarding personal career, study conditions, and consultation services at the University of Freiburg.

## 1. Legal basis for implementation of Central Surveys

According to § 5 Abs. 1 of federal university state law, the universities has a quality management system under the supervision of Rectorate to ensure high quality and efficiency. In this context, they regularly carry out their own evaluations in accordance with § 5 Abs. 2 LHG, in particular for assessing the fulfillment of their duties in the field of study and teaching. To regulate the fulfillment of these tasks, the University of Freiburg has established rules and regulations for the process of evaluation of study and teaching on the basis of § 5 Abs. 3 S. 4 LHG. On the basis of § 5 Abs. 3 S. 2 LHG and § 7 Abs. 1 of the evaluation regulations, students are obliged to cooperate with their university as part of the survey for the evaluation of study and teaching and to provide personal data as well. As this is the case, the University may also process the personal data of students as far as necessary for the completion of tasks in the field of evaluation. This comes from Art. 6 Abs. 1 lit. e Abs. 3 of the General Data Protection Regulation (EU GDPR) in cooperation with § 12 Abs. 1 S. 2 LHG.

Since the University of Freiburg also carries out surveys of former students of the University, in particular of graduates, according to § 3b Abs. 2 S. 1 of the evaluation regulations, the processing of your data for the purpose of the University is according to § 5 Abs. 1 und 2 LHG legally required task and thus legal within the meaning of Art. 6 Abs. 1 lit. e Abs. 3 of the General Data Protection Regulation. In this context, § 12 Abs. 1 S. 3 allows that universities may use the personal data of their former students. Therefore, the team of Central Survey can invite (former) students to the respective survey. However, active participation in the Central Surveys is voluntary.

Additionally, the former students of the University of Freiburg have the right to resist the use of personal data. Please address your objection to [Datenschutz@uni-freiburg.de](mailto:Datenschutz@uni-freiburg.de). The opposition shall not affect the lawfulness of the processing up to the time of the opposition.

## 2. Process of each Central Survey

The survey is conducted online as a separate project by the University of Freiburg using the software EvaSys (contact person for data protection regarding EvaSys Software: Oliver Hafner, Tel.: +49 (0)761 203 67576). Responsible for the survey is the team of quality management in studies and teaching at the rectorate for studies and teaching (Prorektorat für Studium und Lehre). At the beginning of the survey, the survey team creates personalized link for the questionnaire via EvaSys. This is sent to the students with an invitation to participate in the voluntary survey via e-mail.

At the end of the survey, the participants can voluntarily participate in a contest by providing their e-mail address. This happens in a separate questionnaire, thus, students who would like to participate in the contest would be sending two questionnaires. This construct makes it technically impossible to connect answers to e-mail addresses.

## 3. Protection of personal data of questionnaires

The connection that transfers the survey data is secured by an SSL encryption (HTTPS). From the start, only data that are absolutely necessary in order to achieve the survey's aims are collected. Not gathered are particular categories of personal data stating racial and ethnic origin, political opinions, religious beliefs or personal beliefs, as well as genetic data, biometric data to uniquely identify a natural person, health or sexual life or sexual orientation data of a natural person (Art. 9 EU-GDPR).

The aforementioned individual link is created in EvaSys. In order to prevent unauthorized access by people wanting to fill in the survey instead of the actual respondents, the link is designed as a case-sensitive alphanumeric combination. This way, several million combinations are possible, thus preventing someone from guessing someone else's access link. The personal data are saved and processed exclusively on university computer system. The central university administration's (Zentrale Universitätsverwaltung, ZUV) servers have so-called "private sub-nets" which cannot be routed and thus are not accessible from the outside.

After completion of the respective survey and prize contest, at the latest after one year, all e-mail address data of the participants will be deleted. The personal data of the questionnaires collected in the course of the survey will be deleted as soon as the data is no longer required for the purpose of the evaluation, but no later than four years after collection. All deletions will be logged. Of course, a passing on of the e-mail address data to third parties or unauthorized persons does not take place. Further regulations for the protection of your personal data can be found in § 7 of the evaluation regulations.

## 4. Evaluation of the survey

After the survey, the team of quality management in studies and teaching will process and statistically analyze the survey data in order to achieve the survey's aim. For this, only established evaluation and research methods are used in order to answer the quality management questions. The data will be accumulated so that the identity of survey participants cannot be inferred from it.

The team of quality management in studies and teaching compiles result reports on the basis of the survey data. The overall report will be directed to the main rector, the rector for teaching and other central institutions. Deans, Deans of Studies and study commissions will receive additional reports of individual courses of studies. The overall statically reports will be published anonymously on the website of quality management in studies and teaching ([www.uni-freiburg.de/go/befragungen](http://www.uni-freiburg.de/go/befragungen)).

## 5. Social Media

The Central Survey uses the Facebook Page of the University of Freiburg ([www.facebook.de/unifreiburg](http://www.facebook.de/unifreiburg)), which constantly shares blog posts from “Notizblog Lehre” ([www.uni-freiburg.de/go/blogZB](http://www.uni-freiburg.de/go/blogZB)), contests, current affairs, and publishes different pictures. The snapped pictures are under the copyright of employees of Central Survey, until mentioned otherwise.

Contests are for the students of Albert Ludwigs University Freiburg who have liked the Facebook Page “DU kannst uns mal die Meinung sagen”. Contests don’t have any connection with Facebook. Before posting the pictures a written consent is taken by the winner who is being photographed. The winners must consent before their names are posted on any social media platform. These pictures might surface on the search engine which can’t be excluded. The winners can withdraw their consent any time by requesting the Central Survey to delete online published content. The prizes must be collected in person by showing the Student ID. None of the winner would be tagged/linked in the post to their private profile. The winners would be informed about their prizes through a comment on the respective post. Exchange of messages in private chat is not possible. The winners are drawn randomly. The won prize cannot be paid out in cash.

## 6. Cooperative project Baden-Württemberg (only graduate survey)

This survey of the University of Freiburg is a part of a cooperative project of universities in Baden-Württemberg since 2017 (AG QESC – Qualitätsentwicklung und Strategisches Controlling Baden-Württemberg). The project aims to assure quality and standard on a state level.

In the context of the cooperative project, the data of the University of Freiburg will be given to an external service provider, Konvena UG ([www.konvena.de](http://www.konvena.de)), which will evaluate the data across the universities. Universities participating in the cooperative project will be given the total data set. That means that the universities can’t differentiate between the whole data and any other specific university’s data other than their own. The total data set does not include demographic data or personal data (e.g. age, e-mail address)

The central data protection office for the Universities of Baden-Wurttemberg (Zentrale Datenschutzstelle, ZENDAS, [www.zendas.de](http://www.zendas.de)) supports the University of Freiburg and all the other universities participating in the cooperative project in interests and issues of data protection. Additionally, contracts for data processing within the frames of Art. 28 Abs.2 DS-GVO exist between the University of Freiburg and the cooperative project partners (EvaSys, AG QESC and Konvena UG) which are complying with above stated regulations.

## 7. Data Protection Representative of the University of Freiburg

From the starting of the survey, there are factsheets, detailed proceeding lists, protocol of deletions, and other documentation for the Central Survey. For further Information one may contact the employees of quality management in studies and teaching at the University of Freiburg. Additionally, the affected person can consult the data protection officer of the University of Freiburg on all questions related to the processing of their personal data and the exercise of their rights under the EU-GDPR (Art. 38 Abs. 4 GDPR).

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