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Data protection information INES

Data protection and ensuring data security are important concerns for TU Wien. Personal data is processed in strict compliance with the principles and requirements set out in the GDPR¹ and the Austrian Data Protection Act². TU Wien only processes data that is necessary to achieve the intended purposes and always strives to ensure the security and accuracy of the data.

Responsible party:

Rectorate of the Vienna University of Technology

Karlsplatz 13

1040 Vienna

Data protection officer TU Wien:

Mag. Christina Thirsfeld

Vienna University of Technology

Karlsplatz 13/018

datenschutz@tuwien.ac.at

Contact

Dr. techn. Gergely Rakoczi

Paniglgasse 16

1040 Vienna

support@ines.tuwien.ac.at

Purpose of data processing

INES (abbreviation for "Internal Education System") is the central continuing education platform of TU Wien based on the open source software Moodle. The platform is a Moodle installation with extensions from TUW and plugins from Wunderbyte that were developed specifically for INES.

The platform enables employees to participate in and complete continuing education courses in various attendance modes. In order to verify authorization to view, use, or edit content on the platform, all users must log in to the platform with personal access data. The user's master data must be stored so that created learning elements can be assigned to these users for further processing.

¹ General Data Protection Regulation

² Data Protection Act

What categories of personal data do we process?

INES transfers or synchronizes the following personal data for all users each time they log in personal data from the DWH personnel master:

- TISS ID
- Name of the person
- Email
- Organizational assignment to institutes
- The "main organizational unit assignment" (relevant if there is an assignment to multiple organizational units)
- For managers: OUs that the person heads
- Total weekly hours
- Start and end dates (end date is either the expiry date for fixed-term contracts or the expected retirement date for permanent contracts)
- Is the person currently on extended leave (Y/N)? [Definition: Leave lasting at least 28 days that is not vacation leave]. The type of leave or its duration is not transferred.
- TISS ID of the immediate supervisor
- Target group according to INES definition (multiple entries possible)

Other data stored in INES about individuals includes:

- INES internal username
- Date and time of last access to the continuing education course
- Date, time, and type of access to activities and work materials in enrolled courses
- Course registration (date, role in the course, registration type)
- Usage data on learning activities and learning materials for the continuing education course. This varies depending on the course and may include quiz attempts, assessments, date, feedback, accesses, attendance, group assignments, number of attempts, calendar dates, completion dates, etc.
- Communication data (forum posts written and read, votes, comments)
- Information (name, date, time, and comment) when a data request for the processing of personal data has been made
- Personal profile fields, if voluntarily entered by the user: city, country, user picture, personal interests, institution, department, telephone, smartphone, address.



Collection of log files and cookies

Each time the website is accessed, INES automatically collects data and information from the computer system of the accessing computer. The following data is collected or recorded:

- Date and time of access
- Full name of the user
- Name of the user concerned, if applicable
- Event context (e.g., course or core system)
- Component (e.g., activity, work material, etc.)
- Technical event name
- Description of the technical event name
- Origin (web or cli)
- IP address of the requesting computer

The log files contain the above data to enable assignment to a user or a continuing education context.

The legal basis for storing the data and log files is Art. 6 (1) lit. f GDPR. The data is stored in log files to ensure the functionality of the platform. In addition, the data is used to track learning progress in online courses. Only INES administrators have access to log files.

We also use so-called "cookies." Cookies are small text files that are sent from our web server to the user's browser when they visit our website and are stored on their computer for later retrieval. Cookies contain a characteristic string of characters that enables the browser to be uniquely identified when the learning platform is accessed again. We only use so-called "session cookies" (also known as temporary cookies), i.e., cookies that are only stored temporarily for the duration of your use of one of our pages. The following cookies are set:

- Session cookies (ID)
- JavaScript cookies
- Matomo/Piwik cookies for statistical analysis

With the exception of cookies used to store data in connection with an active login, the usage data collected does not allow any conclusions to be drawn about the user. None of this anonymized usage data is merged with personal data and is deleted immediately after the statistical evaluation has been completed. After the session ends, as soon as the user closes the browser session, all cookies are deleted.

We also use cookies on our pages that enable us to analyze the surfing behavior of users, in particular for error analysis. The legal basis for the processing of personal data using cookies is Art. 6 (1) lit. f GDPR. The legal basis for the processing of personal data using technically necessary cookies is Art. 6 (1) lit. f GDPR. The cookies used serve in particular to determine the frequency of use and the number of users of our learning platform and to continue to identify the computer during a visit to our website when switching from one of our websites to another of our websites and to be able to determine the end of the visit. This tells us which areas of our websites and which other websites our users have visited.



The purpose of using technically necessary cookies is to simplify the use of websites for users. Some functions of our website cannot be offered without the use of cookies. For these, it is necessary that the browser is recognized even after a page change.

Uploading learning materials

7.1. Documents for learning purposes (e.g., learning materials) can be uploaded to INES.

Security measures to protect the data stored with us

- The personal data processed is protected against manipulation, loss, or misuse by means of extensive technical and organizational measures, which are regularly reviewed and adapted to technical progress.
- Users' personal data is stored and processed almost exclusively within the platform (in the TUWEL cluster of Campus IT).

Legal basis for data processing

Data processing for the use of INES is based on Art. 6 (1) lit. b GDPR for contractual employment relationships and Art. 6 (1) lit. c GDPR for civil servants.

Categories of recipients of personal data

INES serves the Human Resources Development Department within the framework of the objectives of TU Wien. It is therefore necessary and in line with the purpose of the platform that users can recognize each other within selected on-line courses in order to facilitate exchange in the learning process. For this reason, selected courses in INES have a participant list and integrated role management, which uses various system-wide defined roles (manager, course creator, trainer, trainer without editing rights, guest, supervisor, etc.) to control access to course materials and course information.

Storage period

The data is stored for up to 30 years after the end of the employment relationship.

Your rights in relation to personal data

In accordance with Art. 21 GDPR, you may object to the processing of your data for reasons arising from your particular situation. An objection will only result in the cessation of processing of your data if the objection is justified by special reasons and compelling reasons for processing on the part of TU Wien do not outweigh these reasons.

As a data **subject**, you have the following rights vis-à-vis TU Wien:

- Right to information
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability

Furthermore, as a data subject, you have the right to complain to the data protection authority about alleged unlawful data processing or our failure to fulfill our obligations under the GDPR.





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Competent supervisory authority:

The competent supervisory authority is the Austrian Data Protection Authority (DSB), Barichgasse 40-42, 1030 Vienna, telephone: +43 1 52 152-0, email: dsb@dsb.gv.at

12.1.2026

