



## Data protection information: TUsurvey (survey tool)

Data protection and its safeguarding are important concerns of TU Wien. The processing of personal data is carried out in strict compliance with the principles and requirements laid down in the GDPR<sup>1</sup> and the Austrian Data Protection Act<sup>2</sup>. TU Wien processes only those data that are necessary to achieve the intended purposes and always endeavors to ensure the security and accuracy of the data.

### TUsurvey

The TUsurvey survey tool is a powerful solution for creating data protection-compliant surveys. It offers a wide range of question types and has a comprehensive condition designer that makes it possible to create complex conditions and branches within the surveys. The collected data can be analyzed directly within the tool or exported to other analysis tools. TUsurvey is part of the LimeSurvey community and uses its comprehensive functions and resources. TUsurvey is only operated on the servers of TU Wien. No data is shared with third-party providers.

### Responsible person:

Rectorate of the Vienna University of Technology

Karlsplatz 13

1040 Vienna

### Data Protection Officer TU Vienna:

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### Data processing as part of the TUsurvey application:

There are three levels at which personal data can be processed:

#### 1. Survey data

Personal data may be collected when conducting surveys. If this is the case, the survey administrators are responsible for creating specific data protection information (DS-Info) (this data protection information serves as a template for this specific data protection information). In particular, this information should transparently explain the type, scope and purpose of data collection and use. It should be noted that even if the survey results are not directly linked to a profile, subsequent identification possibilities, for example through research or recombination of data, may be possible.

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<sup>1</sup> General Data Protection Regulation.

<sup>2</sup> Data Protection Act.

## 2. Metadata

TUsurvey offers different levels of anonymity, which can be defined by the survey administrators depending on the type of survey:

- **Private, non-anonymized survey:** Participants are invited directly by the survey administrators - a personalized token is required to complete the survey and the answer is linked to the participants whose token was used. It is always possible to draw conclusions about all participants.
- **Private, anonymized survey:** Participants are invited directly by the survey administrators - a personalized token is required to complete the survey. In this mode, however, the answer is not linked to the participants whose token was used. This means that no personal data is collected, unless questions are asked directly within the survey.
- **Public survey:** No login is required to participate in the survey. This means that no personal data is collected unless you are asked directly within the survey.

The survey administrators are responsible for informing the participants which of the above cases applies.

## 3. System data

LimeSurvey automatically processes the following information in particular at system level:

- Date and time of the server request
- IP address
- Operating system used
- Browser identification
- Referrer URL
- accessed survey
- Cookies

### Purpose of data processing:

The general purpose of this service is to facilitate the data protection-compliant implementation of surveys by employees and students. The specific purpose of the respective survey is specified in the data protection information by the respective survey administrators.

### What categories of personal data do we process?

The categories of data processed generally include survey data, metadata and system data, as described above. The specific data that is processed in the respective survey varies depending on the survey and is specified by the respective survey administrators in the data protection information.

### Legal basis for data processing:

The general legal basis for the provision of a survey tool at TU Wien is the performance of a task in the public interest in accordance with Art. 6 para. 1 lit. e GDPR in conjunction with the university fields of activity from § 3 UG. The specific legal basis depends on the individual survey and must be specified by the survey administrators in the DS-Info.

The legal basis for the processing of cookies is the legitimate interest (Art. 6 para. 1 lit. f GDPR) of TU Wien.





## Categories of recipients of the personal data

TUSurvey is only operated on the servers of TU Wien. No data is shared with third-party providers.

## Storage duration:

The survey data will be stored by the survey administrators for as long as is necessary for the purpose of the survey. The data on the TU servers will be deleted after completion of the survey or after deletion of the survey administrator's profile on TUSurvey.

LimeSurvey uses temporary session cookies that are not stored on the survey participant's computer, but only exist in memory until the browser is closed. The cookie is transferred to the server with every click. The cookie on the server is stored together with the participants' previous answers. As soon as the survey is completed or 3 days of inactivity have elapsed, this server-side cookie memory is removed. At the end of the survey, the answers are saved as described under Survey data. The remaining data is anonymized after one day.

## Your rights in connection with personal data:

In accordance with Art. 21 GDPR, you may object to the processing of your data on grounds relating to your particular situation. An objection will only result in the omission of the processing of your data if the objection is justified by special reasons and does not outweigh the compelling reasons of TU Wien for the processing.

As **the data subject** of this data processing, 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, you have the right to complain to the data protection authority about allegedly unlawful data processing or non-compliance with our obligations under the GDPR.

## 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, e-mail: dsb@dsb.gv.at

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