



Data Protection Information on the Moodle Platform of the course of studies pre-phase (“Studien-VoR-Phase”)

Protecting and securing data are important matters at TU Wien. Personal data are processed in strict compliance with the principles and requirements laid down in GDPR¹ and DSGVO². TU Wien only processes those data required for the purposes intended and at all times endeavours to ensure the security and accuracy of the data.

Controller:

Rectorate of TU Wien
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1040 Vienna

Data protection officer:

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Contact - Teaching Support Center:

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The following data are processed:

The Moodle learning platform of the course of studies pre-phase (“Studien-VoR-Phase”) takes on or synchronises with every login for all users (with the exception of manually set up accounts) the following personal data from the TISS information system:

- First name
- Last name
- Email address
- Role (participant)
- Internal username of the learning platform

Additional data stored on persons is:

- Date and time of the most recent access to the course
- Date and time as well as the type of accesses to activities and work materials in registered courses
- Course description (date, role in the course, type of registration, assignment to the procedure)
- Evaluations received or given in the registered courses

¹ General Data Protection Regulation

² Data Protection Act (Datenschutzgesetz)



- Data on learning activities and learning work materials (test attempts, evaluations, date, feedback, accesses, number of attempts, completion data)
- Communications data (pollings, remarks)
- Information (name, date, time and remarks) when a data enquiry was made on processing of personal data
- Personal profile fields, if entered voluntarily by the user: city, country, user image, middle name, pseudonym, personal interests, website, ICQ, Skype, AIM, Yahoo, MSN, institution, department, telephone, mobile phone, address, blog entries.

The data will be obtained from you directly.

Legal Basis for processing data:

Data processing for the use of the Moodle learning platform of the course of studies pre-phase (“Studien-VoR-Phase”) is based on article 6 par 1 (e) GDPR in conjunction with § 3 (1) – (3) UG (2002 University Act).

Purpose of data processing:

TU Wien prescribes a preparation and reflection phase (in short „course of studies pre-phase“, “Studien-VoR-Phase”) for studies. This course of studies pre-phase (“Studien-VoR-Phase”) is meant to serve all courses of studies applicants as an aid in deciding on a course of studies and as preparation for an introduction to the course of studies selected. For completion of the „course of studies pre-phase“ (“Studien-VoR-Phase”) a learning platform is required that supplements the TISS information system with expanded e-learning functionalities. It is based on the open-source software Moodle and enables selected teachers, employees as well as all course of studies applicants of TU Wien authorised for TISS to implement different preparation courses or procedures or to take part in them. Specific procedures can be expanded with online resources, numerous useful activities, submission tools, lectures, feedback cycles, etc. In order to verify authorisation for viewing, using or processing contents on the platform, it is necessary that all users sign onto the platform with their personal access data. The users’ master data must be stored so that learning elements generated can be assigned to those users for ongoing further processing.

Recording of logfiles and cookies:

At each sign-on, the Moodle learning platform automatically records from the computer signing on the data and information from the course of study pre-phase (“Studien-VoR-Phase”). In doing so, the following data is collected and noted:

- Date and time of access
- Complete name of the user
- Eventually, name of the user in question (e.g., trainer calls up the entries of a study applicant)
- Event context (e.g., course or core system)
- Components (e.g., activity, work material, etc.)
- Technical event name
- Description on the technical event name
- Origin (web or client)
- IP address of the enquiring computer



The logfiles contain the above data in order to make it possible to assign it to a person or to a learning context. The legal basis for storage of the data and the logfiles is article 6 par 1 GDPR. Storage in logfiles occurs in order to ensure the functional capability of the learning platform. In addition, the data serves for tracing back learning progress in online courses. An evaluation of the data for marketing purposes does not occur in this context. Only administrators have access to logfiles.

We also use „cookies“. Cookies are small text files sent in connection with a visit to a website to the user's browser by our webserver and then stored there for later retrieval. Cookies contain a characteristic sequence of symbols which make possible an unambiguous identification when the learning platform is once again called up. We only use so-called “session cookies” (also referred to as temporary cookies). That means ones that are only stored temporarily for the duration of your use of our site. The following cookies are implanted:

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

The usage data collected, by those cookies, with the exception of those serving to store the data connected with an active login, does not permit any conclusions identifying the user. All of this collected usage data, disidentified, is not joined together with personal data and it is immediately erased after statistical evaluation. After ending the session, as soon as the user ends the browser session, all cookies are erased. In addition to that, on our webpages we use cookies that make analysis of the users' surfing behaviour possible. The legal basis for processing of personal data by using cookies is article 6 par 1 (f) GDPR. The legal basis for processing of personal data by using technically required cookies is article 6 par 1 (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 pages and to be able to determine the end of the visit. In that way we learn which section of our website and which other websites our users have visited. The purpose of using technically required cookies is to simplify the use of websites for the users. Some functions of our internet presence cannot be provided without the use of cookies. For those sections, it is necessary that the browser can be recognised even after switching pages.

Security measures to protect the data stored with us

The personal data processed is protected against manipulation, loss or misuse for which extensive technical and organisational measures have been instituted and which are regularly checked and adapted to the state of the art.

Categories of recipients of personal data:

The personal data of users is almost exclusively stored and processed inside the learning platform. There is a transmittal to third parties for specific selected courses regarding learning and teaching purposes. The latter occurs when the particular procedure is activated by the data controllers and then to:

- Möbius Assessment, MapleSoft (transmittal: email address and internal registrant name for user identification as well as evaluations for completing the learning tasks).
Purpose: Learning task mathematics

The Moodle learning platform possesses an integrated role management function with which, on the basis of various system-wide defined roles (trainer, trainer without the right to process, course producers, participants, etc.), accesses to courses and course information can be controlled. Visibility



as well as communication between the course of study applicants themselves is blocked as far as technically possible.

Duration of data storage:

The stored usage data in connection with access to Moodle-courses is automatically erased after 1000 days. Sorted out before erasure are the contributions you have published in forums, chats, blogs, Wikis, assignments, etc. or which have been kept for retrieval. They remain available up through the erasure of the particular Moodle-course. Unless otherwise agreed, the Moodle-courses are erased when the purpose of their storage lapses. You can at any time change and erase your voluntary information (personal profile) yourself.

Rights of the data subject:

As the **data subject** affected by the processing of these data, you have the following rights vis-à-vis TU Wien:

- the right to information;
- the right to rectification;
- the right to erasure;
- the right to restriction of processing of your data;
- the right to data portability;
- the right to object

As the **data subject**, you also have the right to complain to the Data Protection Authority concerning any alleged inadmissible data processing or our failure to fulfil our obligations arising from GDPR.

16.02.2021