

## Privacy Policy and Terms of Use

### Declaration of Consent Using Moodle of HFT Stuttgart

Moodle ([moodle.hft-stuttgart.de](https://moodle.hft-stuttgart.de)) is the learning platform of HFT Stuttgart. It is used to support both teaching/learning and administration and provides access to different functionality and activities, such as:

- Courses and course materials
- Means of communication
- Learning results
- Collaborative activities
- Organization

Moodle is exclusively available for members of HFT Stuttgart. However, in certain cases, external access can be provided on demand. Participation is voluntary.

### Data Collection

In order to create an account for the Moodle platform, the following personal data need to be stored: First name, last name, email address, User ID, and password. These data are acquired from the centralized identity management provider of HFT Stuttgart via LDAP.

By using the Moodle learning platform, besides the data you have already provided when registering, further personal data about you will be stored. This includes e.g. which courses you are attending, your activities in those courses, test results etc.

Some data, such as your personal profile information or data about your course activities are entered by yourself. Therefore, you already know these data. Other data is generated automatically by evaluations during tests or tasks or is entered by course instructors (trainers). In addition, logs of your usage are automatically created on the server. These data are used to solve technical problems.

In the file "[Visibility-Data-Moodle](#)" you can see which personal data are visible for which groups of people.

As the data mentioned above are personal data, we are obliged to inform you that these data will be recorded and processed as well as what rights you have in this regard. The bases for the processing of personal data are the Data Protection Regulation of the EU, the Federal Data Protection Act and the State Data Protection Act of the State of Baden-Württemberg.

### Data Transfer and Data Publication

Your personal data is used exclusively for the Moodle learning platform and the implementation of the respective courses and will not be disclosed to third parties or used for purposes other than those intended, even in anonymous form.

### Duration of Storage and Deletion of the Data

The data in your user profile will be stored until the deletion of your user account. You can have your user account deleted at any time (please refer to "Contact Details / Deleting User Data". Please note that, after your user account has been deleted, you will not be able to participate in any Moodle courses.

Excluded from deletion and revocation are the posts you have published in Moodle in forums and wikis. These remain available until the deletion of the respective Moodle course. Results of tests and tasks, generally outside of Moodle, will be stored until the expiration of legal retention period. Log data will be deleted within 3 days.

### Users' Rights

You have various claims to the responsible entity regarding the data stored about you. This includes:

- Right to get information from the responsible person (see below) about the data stored about you in Moodle. The stored personal data can be viewed in your "personal profile" (editable via the user menu top right) at any time and it can be edited by yourself.
- Right of correction. If incorrect data is stored, you can partly edit it on your own (self-recorded profile data) or ask the person in charge to do so. The person in charge will comply with the request if the correction is justified and appropriate.
- Right of deletion. You are entitled to the deletion of data that is in fact incorrect or for which the person responsible has no further purpose. A right of deletion of data does not exist if the person responsible is obliged to provide the data for legal reasons or due to other obligations. There is also no right of deletion if you have authored information and it is used in the context of other users' information (for example, posts in forums and wikis).
- Right of restriction on data processing. The person responsible will ensure that, in case of restriction, data is accessible only to persons who are obliged to access the data. For this he or she can use the means of pseudonymisation or anonymization.
- Right of objection. You can object to the further use of the data. This will only be effective in the future. The right of objection is not an automatic obligation for the person in charge to delete the data. If there are other obligations to store the data, the person responsible will weigh the options and inform you about the result.
- Data portability. You are entitled to receive data recorded by yourself in an electronic format that may be used for the purposes elsewhere. This right is limited to data that are not subject to a trade secret and therefore cannot be transferred to other entities or that do not protect the rights of others, e.g. copyright.

### **Right of withdrawal**

You have the right to revoke your declaration of consent to the processing of your data. The revocation leads to the deletion of your user account, as a result of which you will no longer be able to participate in any Moodle courses.

### **Supervision Authority**

In case of a breach of legal provisions to protect the data stored about you, you may contact the relevant supervision authority. The relevant supervision authority is:

Landesbeauftragter für Datenschutz und Informationsfreiheit Baden-Württemberg

Postfach 10 29 32, 70025 Stuttgart

Telefon: 0711/615541-0, Fax: 0711/615541-15

poststelle@lfdi.bwl.de

Please first contact the person in charge or the data protection supervisor of the Stuttgart University of Applied Sciences (see contact details). In most cases, this will help to clarify questions and resolve complaints.

### **Contact details / contact persons**

#### **Responsible for the learning platform:**

Rector Prof. Dr. Katja Rade

#### **Questions and information about data protection:**

Data protection supervisor of the HFT Stuttgart

Maximilian Musch (datenschutz@hft-stuttgart.de)

**Viewing Stored Data / Deleting User Data:**

You can view the data stored in Moodle about you or delete your user account. To do this, please create a data request (User menu top right / Profile / Privacy and policies / Data requests / New request) and then select whether you want to export or delete your data.

**Cookies**

With the use of Moodle, two cookies are stored locally on the computer. "MoodleSession" and "MoodleID" are session cookies that are deleted after closing your browser.

You can only use Moodle if you allow cookies in your browser, at least temporarily. The cookies are necessary to allow access after login to all pages.

**Content and Copyrights**

The information, texts, files, pictures, videos etc. contained on the learning platform Moodle of the HFT Stuttgart are in general protected by copyrights.

You are entitled to use the information accessible on the learning platform for private, non-commercial purposes, in particular to read, download or print out. For other purposes, the use of the information stored in Moodle is not permitted. In particular, the information may not be disclosed to third parties, published or otherwise made accessible to third parties or the public.

**Change of Privacy Policy and Terms of Use**

You can read the privacy policy and terms of use any time in your profile under "Privacy and Policy / Policies and Agreements".

Due to ongoing legal and technical developments, the University of Applied Sciences Stuttgart reserves the right to update the privacy policy information at any time.

12.04.2021