Note: Please note that the yellow highlighted sections are placeholders that need to be replaced.

**Privacy policy**

The E-LEARNING PLATFORM is operated as a central learning platform by the DEPARTMENT (e.g. LAW CENTER/LIBRARY/ MEDIA CENTER) of the OFFICIAL ORGANIZATION.

With this privacy policy, the OFFICIAL ORGANIZATION fulfils its obligation to provide information regarding the processing of personal data, in accordance with Article 13 of the General Data Protection Regulation (GDPR, DSGVO in German).

**1. Contact details of the controller**

The OFFICIAL ORGANIZATION is responsible for data processing (as defined within Article 4(2) of the GDPR) on the E-LEARNING PLATFORM. The OFFICIAL ORGANIZATION is a public corporation. It is represented by the CHANCELLOR, TITLE AND NAME.

OFFICIAL ORGANIZATION

TITLE AND NAME OF THE CHANCELLOR

STREET NO

ZIP CODE LOCATION

Tel.: PHONE NUMBER

E-mail: ADDRESS

The processing of personal data falls under the purview of the DEPARTMENT of the

OFFICIAL ORGANIZATION

DEPARTMENT

STREET NO

ZIP CODE LOCATION

Tel.: PHONE NUMBER

E-mail: ADDRESS

Homepage, if applicable

**2. Contact details of the data protection officer**

OFFICIAL ORGANIZATION

TITLE AND NAME OF DATA PROTECTION OFFICER, if applicable (optional)

STREET NO

ZIP CODE LOCATION

Tel.: PHONE NUMBER

E-mail: PERSONAL ADDRESS or ROLE-SPECIFIC ADDRESS

Homepage, if applicable

**3. Purpose of processing personal data**

In the E-LEARNING PLATFORM, personal data are processed for the following purposes:

* Digital services and content for studying and teaching
* Performance measurement in the context of studying and teaching
* Communication and cooperation in the context of studying and teaching

**4. Legal basis for the processing of personal data**

For students and employees, the use of the E-LEARNING PLATFORM, including data processing, is generally mandatory as part of the university's legal obligations (Article 6(1)(e) of the GDPR), in conjunction with PARAGRAPH HIGHER EDUCATION LAW OF THE FEDERAL STATE). In all other cases, especially in the case of guests, data processing is based on consent (Article 6(1)(a) of the GDPR).

**5. Processing of personal data**

In order to utilise the E-LEARNING PLATFORM, certain data are processed, which are necessary for the platform’s usage and its functionalities. The types of personal data processed include:

* user account details such as user ID, first and last name, title, e-mail address, enrolment number
* in case of participation in courses and groups: membership, date of enrolment, learning success ("not processed"/"in progress"/"processed"); files submitted within assignments are the professional responsibility of the respective instructors or ILIAS course administrators
* date of registration, ownership of objects when using the internal mail system, messages sent and received via the e-mail function
* consent to the terms of use and date of consent
* permissions (roles) assigned to the user account
* server logs that contain the name of the retrieved file/page, date and time of retrieval, amount of data transferred, http status code, retrieving IP address and browser type/version

**6. Recipients or categories of recipients of the personal data**

The E-LEARNING PLATFORM and any personal data being processed are operated and stored on IT systems owned by the OFFICIAL ORGANIZATION. In cases where external technical service providers require access to personal data within the E-LEARNING PLATFORM, such access is granted under a contractual data processing agreement with the service provider.

**7. Transmission of personal data**

The personal data processed by the OFFICIAL ORGANIZATION for the purposes mentioned in point 3 will not be shared with third parties as a matter of principle.

**8. Duration of data storage and deletion**

The data mentioned in point 5 may only be stored for as long as they are required for the purposes of studying and teaching.

Upon deactivation of the ID in the IDM/LDAP/Active Directory of the OFFICIAL ORGANIZATION, the user account will be either deleted or anonymised. Simultaneously, all usage and history data associated with the data subject will also be deleted or anonymised.

The DEPARTMENT guarantees that content data in courses are typically deleted after X years from the course’s creation date. Consequently, all related usage and history data are also deleted.

Technical connection and communication data will be deleted or anonymized after X days.

**9. Your rights**

You have the right to exercise your rights under the GDPR as a data subject at any time:

* If your personal data are being processed, you have the right, according to Article 15, to obtain **information** about the data that is stored about you.
* According to Article 22, you have the right to request **information** regarding the existence of automated decision-making, including profiling.
* If your personal data that is being processed is inaccurate and incomplete, you have the right, as outlined in Article 16, to request **rectification or completion**.
* If legal requirements are met, you have the right to request the **deletion or restriction** of processing, as stated in Article 17 and Article 18.
* If you have consented to your data being processed or if there is a contract for data processing and the data processing is carried out with the help of automated procedures, you may be entitled to exercise your right to **data portability**, as stipulated in Article 20.
* If you have consented to data processing, then you have the right **to revoke your declaration** **of consent** under data protection law at any time. The revocation of consent does not affect the lawfulness of any processing carried out on the basis of the consent until its revocation, according to Article 7.
* If the legal basis for your data being processed is Article 6(1)(e), then you have the right **to object** **to the processing of your data** at any time on grounds arising from your particular situation, pursuant to Article 21(1).
* If you believe that the processing of personal data related to you infringes data protection laws, you have the right **to** **file a complaint** in accordance with Article 77. You can reach out to the data protection supervisory authority responsible for us using the contact details provided below.

State Commissioner for Data Protection and Freedom of Information FEDERAL STATES

STREET NO

ZIP CODE LOCATION

Tel.: PHONE NUMBER

E-mail: ADDRESS

If the aforementioned rights are exercised, the public body will conduct an assessment to determine whether the necessary legal criteria are met.

**10. Validity of this privacy policy**

The present privacy policy is currently valid and dated YEAR/DAY/MONTH.

We retain the right to modify this privacy policy as necessary, in order to align with any alterations in relevant laws or regulations, or to better cater your needs. The version of this privacy policy that is considered valid is always the latest version published by the OFFICIAL ORGANIZATION.

We recommend periodically reviewing the current version of this privacy policy.