

## Information about data protection: Graduate Survey 2017

In the context of the quality management, the department for teaching development (*Abteilung Lehrentwicklung*) at the University of Freiburg regularly conducts surveys of different target groups. In winter 2017, the survey of graduates aims to get a retrospective view on the quality of study as well as to assess the contribution of study to personal career.

### Process of the graduate survey

The survey is conducted as an own project by the University of Freiburg using the software EvaSys and is developed as an online survey. Responsible for the survey is the department for teaching development at the rectorate for studies and teaching (*Prorektorat für Studium und Lehre*). At the beginning of the survey, the department for teaching development creates an individual access authorization (personalized link) to the questionnaire via EvaSys. This is transmitted to the students alongside an invitation to participate in the survey via email. The data is evaluated and the result reports are compiled by employees of the department for teaching development at university computers. The data will be evaluated anonymously in strict accordance with data protection regulations.

At the end of the survey, the participants can voluntarily give their email address in order to participate in a prize draw. This happens in a separate questionnaire, thus, students who would like to participate in the prize draw have to send two questionnaires. This construct makes it technically impossible to connect answers to email addresses.

### Protection of personal data

From the start, only data that are absolutely necessary in order to achieve the survey's aims are collected. The survey consists of several parts regarding the university's quality and study conditions, further studies and the current work situation. Not gathered are political opinions, religious or philosophical convictions and things that concern a possible affiliation with a trade union.

The personal data are saved and processed exclusively on university computer systems. The central university administration's (*Zentrale Universitätsverwaltung, ZUV*) servers have so-called "private sub-nets" which cannot be routed and thus are not accessible from the outside. Beyond that, the administration's nets are secured by a two-level firewall. Personal data are generally not saved on data storage devices outside of the University of Freiburg.

Only as many employees of the department for teaching development as are absolutely necessary for conducting the survey have access to personal data. It is defined precisely which persons are authorized to access the data at which point in time. There are no anonymous or guest accounts which mean that every access has to be authorized personally.

After the survey is completed, but at the latest on 31st December 2018, all address data of the department for teaching development will be deleted irretrievably. All deletions will be protocolled. The address data will obviously not be relayed to third parties resp. unauthorized persons.

During the survey stage, the replies will first be saved on a University of Freiburg server and the data will then be transmitted through an encrypted SSL connection. After the survey stage, the department for teaching development will process and statistically analyze the survey data in order to achieve the survey's aim. For this, only established evaluation and research methods are used in order to answer the quality management questions. The data will be aggregated (for example on the level of grouping courses of study) so that the identity of single survey participants cannot be inferred from it.

The department for teaching development compiles result reports in the basis of the survey data. The overall report will be directed to the rector, the rector for teaching and central institutions. Deans, Deans of Studies and study commissions will receive additional reports for individual courses of studies. The overall reports will be published on the department for teaching development's website. Personal data will only be published in aggregated form in the reports so that they cannot identify single persons.

## Cooperative project Baden-Württemberg

Conducting this survey, the University of Freiburg takes part in a cooperative project of universities in Baden-Württemberg for the first time (AG QESC – Qualitätsentwicklung und Strategisches Controlling Baden-Württemberg). The project aims to assure quality standards on state level. In the context of the cooperative project, the data of the University of Freiburg will be given to an external service provider, Konvena UG, that will evaluate the data across the universities. Universities participating in the cooperative project will be given the total data set. It will not be possible for the universities to differentiate between the whole data and any specific university's data other than their own.

The total data set does not include demographic data (e.g. age, sex, nationality). Conclusions about the place of study due to a specific name of the course of study are impossible since the key directory of the Federal Statistical Office will be used to code the courses of study.

The central data protection office (Zentrale Datenschutzstelle, ZENDAS) supports both the University of Freiburg and all the other universities participating in the cooperative project in interests and issues of data protection. Additionally, there exist individual privacy agreements between the University of Freiburg and the cooperative project partners (EvaSys, AG QESC and Konvena UG) that are compliant with above stated regulations.

## Contact

Universität Freiburg, Abt. Lehrentwicklung  
Dipl.-Psych. Natalie Boros  
0761/203-67385  
natalie.boros@zv.uni-freiburg.de

Stefanie Haas, M.A.  
0761/203-54044  
stefanie.haas@zv.uni-freiburg.de