

Information on processing of personal data regarding data protection law

Survey at the Institute of Physics at the University of Rostock on "Teaching, Teaching Assignment and Teaching Load among PhD students" in winter term 2022/2023

This information regarding data protection law described the processing of personal data concerning the survey among PhD students at the Institute for Physics at the University of Rostock on the topic of *Teaching, Assignment of Teaching and Teaching Load among PhD students*. Thereby the University of Rostock fulfils the information obligation under section 13 of the EU General Data Protection Regulation (EU-GDPR).

I. Name and contact information of those responsible

1. Person responsible according to the EU-GDPR and other national data protection laws of the member states as well as other data protection terms is the

Universität Rostock, legally represented by the rector
Universitätsplatz 1
18055 Rostock
+49 381 498 – 1000
rektor@uni-rostock.de
<https://www.uni-rostock.de>

2. Office responsible for data processing / contact

Institute of Physics (Faculty of Mathematics and Natural Sciences)
Albert-Einstein-Straße 23/24
18059 Rostock
+49 381 - 6960
stefan.lochbrunner@uni-rostock.de

II. Contact data of data protection officer

Universität Rostock
Office for Information Security and Data Protection
Albert-Einstein-Str. 22
18059 Rostock
+49 381 498 – 8333
datenschutzbeauftragte@uni-rostock.de

III. Description and extend of data processing

1. Intent

Starting in the year 2021, the physics PhD students at the University of Rostock (IfPh) are to be surveyed once a year if possible at the start of the summer semester concerning the subject of "Teaching, Teaching Assignment and Teaching Load". This survey will be exclusively electronically. Deviating from this regular cycle, the first survey began on 16th September 2021, towards the end of the summer semester.

The data gathering will take place during a time period of two weeks. The evaluation software EvaSys, provided and hosted centrally by the UR, will be used for the data gathering. The entire data will be stored exclusively on servers within the university. There will be no (additional) storage of data on local office computers and/or private terminals. Access to the data is managed via access authorization (for further information, see under "Recipient").

2. Registration

The PhD students will receive an invitation to this survey via e-mail. The e-mail will contain the link to the survey and the access password (password-based survey).

3. Data protection information and consent for participation

The obligation for information (Art. 13 f. GDPR) will be fulfilled in the introductory text of the survey. The questionnaire of the current survey is attached for verification. Consent for participating in the survey and for the data protection information according to art. 13 of the GDPR will be obtained via a checkbox at the start of the survey. Only by activating both checkboxes the rest of the survey can be accessed.

4. Evaluation and presentation of results

The analysis and processing of the results will be handled by those members of the Graduate Research Training Group of the Institute for Physics who are charged with administering the survey. The processed results of the survey will be presented in a pseudonymized format to the PhD students at the Institute of Physics, as well as the institute leadership and the institute's lecturer's conference.

For this purpose, the participant's responses to the free text fields will be transferred in anonymized form. Additionally, the collected responses for the free text fields will be separated from the questionnaire and shown collectively per question. Answers that might allow conclusions regarding the participant's identity will be re-written and, in some circumstances, generalized.

In total, no conclusions regarding an individual participant's identity will be possible from the presentation of results.

The raw data of the survey will be deleted after the report of results has been compiled.

5. In particular, the following data specific to the individual are processed

1. Contact data (official e-mail address of potential participants)
2. Content data (survey: general answers concerning teaching, assignment of teaching, extent of and satisfaction with teaching duties, dealing with substitutions, feedback concerning the survey)
3. Data concerning the use of EvaSys

1. IP-addresses of survey participants
2. Protocol data (deletion protocol, deliveries, and logbook)

IV. Legal basis for the processing of the data

The legal basis for the processing of the data is Art. 6 Abs. 1 S. 1 lit a) EU-GDPR in conjunction with your consent.

V. Purpose of data processing

1. Contact data: approaching contacts
2. Content data (survey)

The doctoral researchers, the spokespersons and co-spokespersons of the Graduate Research Training Group and the university lecturers at the Institute of Physics are to receive annual feedback on the satisfaction of the doctoral researchers on the topics of teaching, teaching assignment and teaching load at the Institute of Physics starting in the summer semester of 2021.

The survey is intended to serve as an observation and to analyse the current normal state. Problems are to be identified. If necessary, proposals for action are to be developed based on the data and presented to the university teachers' assembly.

3. EvaSys

- Login and registration within the software EvaSys
- Conducting a survey, online, with automated evaluation
- Technical support for EvaSys

VI. Recipients of data

1. Contact data
2. Content data (Survey)
 - Comissioned persons within the Institute of Physics: spokesperson and co-spokesperson (2-3 persons) as well as other doctoral students supporting the evaluation (2-3 persons)
3. (Meta-)Data while using EvaSys

For points 1 and 3, the recipients are shown below:

- Admin for EvaSyS, IT and Media Center of the Universität Rostock
- Comissioned persons within the Institute of Physics: spokesperson and co-spokesperson (2-3 persons) as well as other doctoral students supporting the evaluation (2-3 persons)

VII. Duration of the storage

1. Contact data
 - Registration data incl. email correspondence: Deletion directly after

completion of the survey, manual deletion of survey invitation emails by the responsible persons

2. Content data (survey)

- After creating the evaluation and a result report, the raw data, provided by EvaSys for evaluation, is immediately deleted manually by the responsible persons. No assignment of free text fields to a questionnaire is possible. The result report is stored for 5 years in a folder accessible to the speakers. The data is stored on a server set up by the ITMZ, to enable comparison of the results over the years.

3. (Meta-)Data while using EvaSys

- The IP addresses of the users are automatically deleted by the system immediately after the session ends. The log data is deleted after 36 months.

VIII. Possibility of revocation and removal

At any time you have the possibility to revoke your consent to participation in the survey. Revocation of your consent withdraws the legal basis from the participation in the survey with effect for the future. Your withdrawal is to be addressed to the contact named in I.2.

IX: Your rights as data subject

You have the following rights against those responsible:

1. Right to obtain from the controller confirmation as to whether or not personal data concerning you are being processed and which data are concerned (Art. 15 EU-GDPR)
2. Right to obtain the rectification of personal data concerning you (Art. 16 EU-GDPR)
3. Right to erasure personal data concerning you in accordance with Art. 17 EU-GDPR
4. Right to obtain restriction of processing of personal data concerning you in accordance with Art. 18 EU-GDPR
5. Right to object to processing of personal data concerning you in the future in accordance with Art. 21 EU-GDPR
6. Right to receive the personal data concerning you in a structured, commonly used and machine-readable format (Right to data portability, Art. 20 EU-GDPR)

Further you have the right to lodge a complaint with the supervisory authority on data protection (Art. 77 EU-GDPR):

Landesbeauftragte für Datenschutz und Informationsfreiheit Mecklenburg-Vorpommern
Schloss Schwerin
Lennéstraße 1
19053 Schwerin
Telefon: +49 (0)385 59494 0
Telefax: +49 (0)385 59494 58
E-Mail: info@datenschutz-mv.de