QM
QUALITÄTSMANAGEMENT

UNIVERSITÄT MANNHEIM

Course Evaluations at the University of Mannheim

Information according to Article 13 of the General Data Protection Regulation (GDPR)

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Legal basis and purposes of data processing

The legal basis for data processing is Art. 6 paragraph 1 letter e in conjunction with paragraph 3 GDPR in conjunction with section 5 LHG in conjunction with the statutes for evaluation and quality management in academics, teaching and further education of the University of Mannheim from 10 December 2021 (Evaluations- und Qualitätsmanagementsatzung für Studium, Lehre und Weiterbildung, hereinafter: “evaluation statutes”).

The purpose of data processing is to carry out course evaluations.

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Which data are processed by the University of Mannheim in the context of course evaluations?

The university processes data related to the respective course that are visibly collected in the questionnaire. In addition, the university processes the data listed in section 5 subsection 9 of the evaluation statutes: Last name, first name, academic degree of the teacher, their faculty affiliation and university e-mail address, title of the course, type of course, survey date, questionnaire data and – in case of online surveys using the TAN procedure – the university e-mail address of the respondent. The survey data are generated by scanning the paper questionnaires as image files by means of a special software, transmitting these to a protected server, processing the questionnaire numbers and the handwritten texts within the text boxes and evaluating the given answers. In case of an online survey, the university stores the name of the survey, the individual transaction number (TAN) or passcode, the e-mail address to which the TAN was sent, as well as the status of participation in form of a yes/no answer. Each given answer receives a time stamp that is stored with the raw data of the survey. The university does not store any IP addresses so that it is not possible to determine which IP address is connected to which set of data. The survey data do not contain any information about which TAN or passcode was used to fill out the questionnaire. In case the survey data are transmitted via e-mail, the completed questionnaire cannot be traced back to the TAN or passcode.

Recipients

The data collected in the survey are evaluated by means of an evaluation software. Sections 5 and 11 of the evaluation statutes apply accordingly. The University of Mannheim has entered into a support and maintenance contract as well as a contract on data processing complying with the requirements specified in Art. 28 GDPR with the company EvaSys GmbH.

Access to evaluation results, publication and further use are determined in section 9 of the evaluation statutes. Recipients of the evaluation results for a specific course that cannot be traced back to individual participants of the survey are the instructors of the respective course and the dean for student affairs of a school/department. Upon request, the evaluation results must also be provided to the President's Office in order to fulfill its duties according to the LHG. The recipient of aggregated reports of the school/department, which do not make it possible to identify individual instructors and do not contain any answers given in the text boxes, is the dean for student affairs, who presents the results of the aggregated reports to other bodies (committee on student affairs and teaching, school council) and the dean's office. The following general rule applies: In the event of publication, survey results cannot be traced back to answers given by individual participants.

Storage and deletion of data

According to section 11 of the evaluation statutes, the entities responsible for evaluation can store the raw data obtained in the context of course evaluations for a period up to five years and the aggregated data related to individual questions on a course for a period up to ten years. Timely deletion in compliance with data protection regulations is to be ensured. Completed paper-based questionnaires are to be destroyed by the end of the semester following the evaluation.

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Voluntary participation and your rights

You have the right to obtain information about your data stored by the University of Mannheim and the right to have false data rectified.

Furthermore, you have the right to erasure, the right to restriction of processing and the right to object to the processing.

In order to exercise your rights, please contact:

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Right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with the supervisory authority responsible if you are of the opinion that the processing of your personal data is not in compliance with data protection regulations.

The supervisory authority responsible is the commissioner for data protection and freedom of information of Baden-Württemberg (Landesbeauftragter für den Datenschutz und die Informationsfreiheit Baden-Württemberg) (website available in German only). Complaints can also be lodged online at https://www.baden-wuerttemberg.datenschutz.de .

Information on your right to object according to Art. 21 paragraph 1 GDPR

On grounds relating to your particular situation, you have the right to object to the processing of your personal data according to Art. 6 subsection 1 letter e GDPR (data processing in the public interest) at any time.