

# INFORMATION ON DATA PROTECTION TEACHING STAFF SURVEY RUHR UNI- VERSITY BOCHUM

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## 1. BASIC INFORMATION

### 1.1 LEGAL BASIS

The teaching staff survey is carried out by Ruhr University Bochum (RUB) due to its statutory task of systematic improvement of the quality of teaching and studies at RUB in order to meet the legal requirements of quality and diversity management. All members and employees of the university are required to participate in this process (see. § Section 7 (2) and (4) of the Higher Education Act (HG) of 16.09.2014 in combination with Art. 6 para. 1 sentence 1 lit. e General Data Protection Regulation - GDPR). Therefore, the evaluation regulations for teaching and studies at Ruhr University Bochum (Official Announcement No. 1532) include surveys of university members.

### 1.2 PURPOSES OF THE DATA PROCESSING

The information obtained with the regularly used survey instruments at Ruhr University Bochum is intended to support the university in the regular review, evaluation and targeted further development of studies and teaching. For this purpose, the teaching staff survey is systematically integrated into Ruhr University Bochum's quality management system. In addition to identifying influencing factors that contribute to academic success, measures to improve the teaching and study situation are to be derived and implemented. Furthermore, the survey will be used to gain insights into the diversity of university members in order to support the university's tasks in connection with inclusion and equality, among other things, which will be incorporated into continuous monitoring.

### 1.3 RESPONSIBILITY

Department 1 at Ruhr University Bochum is responsible for conducting surveys and analyzing the data sets:

Ruhr University Bochum  
Department 1 - Hochschulentwicklung und Strategie  
Universitätsstraße 150, 44801 Bochum  
E-Mail: [qm-lehre@rub.de](mailto:qm-lehre@rub.de)

### 1.4 NAME AND CONTACT DETAILS OF THE DATA PROTECTION OFFICER

The data protection officer of the Ruhr University Bochum is:

Ruhr University Bochum  
Dr. Kai-Uwe Loser  
Wasserstr. 221, 44799 Bochum  
E-Mail: [dbs@rub.de](mailto:dbs@rub.de)

## 2. ANONYMITY

The answers of the survey participants are treated in compliance with the applicable data protection regulations. The survey data collected is processed and analyzed in such a way that it is not possible to identify individual persons and the responses remain anonymous. With the publication of results in accordance to §7 HG, aggregation and anonymization ensures that no conclusions can be drawn about individual persons.

In addition, persons who are entrusted with the evaluation and preparation of reports and who may view personal data and results as part of this activity are obliged to maintain silence about them.

## 3. ORGANISATION AND IMPLEMENTATION

### 3.1 PROCEDURE

Invitations and reminders to participate in the online survey are sent by e-mail. For this purpose, the e-mail addresses provided by IT.SERVICES are sent to the postmaster, who sends out the invitations. A maximum of three contacts will be made in total (one invitation and a maximum of two reminders).

In the course of the first contact, the participants are informed about the data protection measures as part of the survey. By participating in the survey, they agree to the storage and processing of the survey data for the purpose of further developing teaching and studies.

### 3.2 QUESTIONNAIRE DESIGN

The questionnaire is designed in such a way that individuals cannot be identified as far as possible. Even at the construction stage, an attempt is made to avoid combinations of questions that affect a small group of people or individual participants. Questions that serve the socio-demographic classification are only integrated into the survey to the extent necessary (e.g. faculty affiliation, diversity-relevant characteristics and characteristics relating to teaching activities).

### 3.3 VOLUNTARY PARTICIPATION AND CONSEQUENCES OF NOT PARTICIPATING

Participation in the survey is voluntary and can be canceled at any time without giving reasons. In addition, individual questions can be skipped without giving a reason and remain unanswered. The persons concerned will not suffer any disadvantages as a result.

## 4. PROCESSING PERSONAL DATA

The handling of personal data from the RUB surveys is subject to the general data protection laws (NRW Data Protection Act, Federal Data Protection Act and EU General Data Protection Regulation) and is regulated by the Evaluation Regulations of Ruhr University Bochum (AB No. 1532).

#### 4.1 RECIPIENTS AND PUBLICATION OF SURVEY RESULTS

The results of the survey are processed by Department 1 for use primarily within the university. In order to guarantee the anonymity of the survey participants, evaluations are only carried out from a case number of 10. This also applies to subgroup evaluations.

In accordance with §7 HG, central results from the survey instruments are published in anonymized form. Publication ensures that no conclusions can be drawn about individual persons. qualitative data (original free text responses) that have not previously been anonymized through categorization are excluded from publication.

The survey data collected is anonymised and included in an anonymised overall dataset in the context of the RuhrFutur collaboration project, which is analysed by the participating universities. Raw data that has not been anonymised is not passed on to third parties.

#### 4.2 DATA COLLECTION, PROCESSING AND STORAGE

Department 1 is responsible for conducting the central teaching staff survey. The data is collected using the evasys survey software on internal RUB servers. Access to the software is restricted to employees of Department 1 who are entrusted with the task of evaluation and reporting.

The survey data is exported from the survey software, stored in a secure folder and then analyzed in compliance with data protection regulations in order to generate measures to improve the quality of teaching and studies.

As the central surveys at RUB are intended to enable time series analyses, the deletion period for the raw data is 20 years.

#### 4.3 RIGHTS OF THE DATA SUBJECT

Survey participants can revoke their consent to the collection, processing, storage and use of their personal data at any time. They can also object to further contact and/or request the deletion of existing survey data records relating to their person.

In this case, all data that can be clearly linked to the person will be deleted. Data that is only available in anonymized and pseudonymized form and in which a personal reference can no longer be established beyond doubt is excluded from this. Respondents have the right to lodge a complaint with a supervisory authority.

At the respondent's request, employees of Department 1 will inform them in writing, in accordance with applicable law, whether and what personal data about them is stored in Department 1.