

## **FAQs on Data Protection**

### **How does Hamm-Lippstadt University of Applied Sciences obtain my address data?**

The addresses of graduates at the time of their graduation were collected and stored in electronic form at the University on the basis of the statutes on the collection and processing of personal data (Section 1(6) of the HSHL enrollment regulations dated November 20, 2017). This address data is collected for the sole purpose of conducting the graduate survey and is passed on to the responsible coordinators.

### **Why may the university use my address data for the graduate survey?**

Personal data may be processed if this serves the fulfillment of scientific tasks and/or the fulfillment of the tasks of the university (Section 6(1), (1), letters (c) and (e) GDPR). Both conditions are met in the context of the graduate survey:

a) The graduate survey at the Hamm-Lippstadt University of Applied Sciences is integrated into a scientific research project of the Institute for Applied Statistics (ISTAT, Institut für angewandte Statistik), in which more than 60 universities nationwide are participating. Within the framework of the cooperation project Graduate Studies (KOAB, Kooperationsprojekt Absolventenstudien), ISTAT compiles a cross-university total dataset with the data of all graduates of the universities participating in the project and evaluates the anonymized data for the processing of scientific questions.

b) The survey data are also used for quality assurance and development of teaching and studies within the university. For this purpose, the survey data is analyzed at the university level by ISTAT and the Hamm-Lippstadt University of Applied Sciences.

The stored address data will not be used for any purposes other than for invitations and reminders to participate in the graduate survey and for data cleansing, if necessary. It is stored in a file separate from the survey data.

The address data will only be processed by employees of the Hamm-Lippstadt University of Applied Sciences. All employees who have access to personal data within the scope of the graduate survey are subject to the applicable data protection laws. In this context, the disclosure of address data to third parties is strictly prohibited and still applies even if the employees no longer work for the Hamm-Lippstadt University of Applied Sciences.

### **How is my anonymity guaranteed?**

The answers given in the survey will not be linked to personal information such as name or address. All results will be published in aggregated form and will not allow any conclusions to be drawn about any individual persons. Where the anonymity of survey respondents is compromised because of a low response rate to certain questions, or because of small group sizes (for example, in small courses), the data is not analyzed for that level or for those questions.

### **What is the access code used for?**

All graduates will receive a randomly generated access code. The personal access code ensures that only invited participants take the survey. The access code also allows the survey to be interrupted at any time and resumed at a later date. Address and survey data are not linked.

### **What role does the Institute for Applied Statistics (ISTAT) play in the survey?**

The Institute for Applied Statistics (ISTAT) is a spin-off of the University of Kassel. It coordinates and scientifically accompanies the cooperation project Graduate Studies (KOAB), in which more than 60 universities nationwide participate. The online survey is conducted by ISTAT and hosted on its own server. All ISTAT employees are subject to the applicable data protection laws. Information on the contact persons at ISTAT can be found at the following [link](#).

### **What happens in the online survey?**

If you are interested in participating, you register for the online survey on the Internet using the access code you received with the invitation letter.

During the survey phase, the answers are initially stored on a secure server at ISTAT. The survey data will be transmitted via an encrypted connection.

At the end of the online questionnaire, you will be asked if you are willing to participate in a follow-up study conducted by ISTAT in collaboration with the International Center for Higher Education Research (INCHER-Kassel) in 3 to 4 years. If you agree to participate in the follow-up survey, you will be asked to provide your contact information. The email address you may provide will be stored on a server directly at ISTAT via an encrypted connection. This address will not be stored in a file with your survey data and will not be used for any purpose other than to invite you to the follow-up survey. This means that the data of the follow-up survey at ISTAT is anonymous.

At the end of the survey phase, the survey data will be processed by ISTAT and statistically analyzed in the context of scientific research. In addition, the Hamm-Lippstadt University of Applied Sciences will receive the survey data for its own evaluations.

### **How and where is the data evaluated and published?**

All evaluations are carried out in such a way that the anonymity of the respondents is guaranteed. Hamm-Lippstadt University of Applied Sciences, with the support of the external service provider ISTAT, prepares evaluations, reports and presentations as part of the quality assurance of teaching and studies, which are made available to selected decision-makers within the university. In addition, selected results are published in aggregated form on the HSHL website. The results are also used in (re)accreditation procedures of study programs. ISTAT compiles a cross-university data set containing information on all graduates of the universities participating in the project. This anonymous data will be evaluated and published for scientific purposes.

This ensures that no conclusions can be drawn about individual universities or persons in any of the publications.

### **Who can I contact if I have further questions?**

If you have any questions, please contact Ms. Katrin Kreiling (Tel.: 02381 8789-6662, E-Mail: [absolventenbefragung@hshl.de](mailto:absolventenbefragung@hshl.de)).