

## 1 Data Protection Policy for the HFT Stuttgart Graduate Survey

This Data Protection Policy provides you with information on how your personal data will be processed by HFT Stuttgart within the context of the nationwide project "Kooperationsprojekts Absolvent:innenstudien" ([KOAB](#)), which is being conducted in cooperation with [ISTAT \(Institut für angewandte Statistik GmbH\)](#), as well as your rights in this regard.

### 1.1 Controller

Hochschule für Technik Stuttgart  
Rektorat, Rektor:in  
Contact person (survey):  
Qualitätsmanagement  
Andrea Schulz  
Stuttgart Schellingstr. 24  
D-70174 Stuttgart  
Tel.: +49 (0) 711 8926-2783  
Email: [gm@hft-stuttgart.de](mailto:gm@hft-stuttgart.de)

### 1.2 External Data Protection Officer

External Data Protection Officer  
Maximilian Musch – Deutsche Datenschutzkanzlei  
Tel.: +49 (0) 7542-9492 102  
Email: [datenschutz@hft-stuttgart.de](mailto:datenschutz@hft-stuttgart.de)

## 2 Goal and purpose of the HFT Stuttgart Graduate Survey, data processing

The Graduate Survey is being conducted by HFT Stuttgart in cooperation with ISTAT as part of the nationwide project "Kooperationsprojekts Absolvent:innenstudien" ([KOAB](#)). The goal of this annual survey of selected classes of graduates is to gather information on their experiences at HFT Stuttgart, their level of satisfaction with their course, their professional career and their current place of residence and/or work. Among other results, the survey will yield detailed insights into the graduates' entry into the job market as well as the proportion of graduates who elected to continue their studies with a master's degree or doctorate. In addition to job success KPIs such as time to employment, salary, type of contract and job suitability, survey results will also include retrospective assessments of course structure and content from a graduate perspective. Results will provide HFT Stuttgart with important insights into the extent to which improvements are required. All graduates from the class of 2022 will receive a letter or email about the survey from the Rektorat/Qualitätsmanagement. Each person HFT Stuttgart invites to participate in the survey will be given an individual access code. The mailing list containing the access codes will be deleted by the end of July 2024 at the latest. The survey can only be completed online on the ISTAT platform.

The partners in the cooperative project see themselves as jointly responsible ("joint controllers") under the terms of §26 DSGVO.

HFT Stuttgart holds sole responsibility for correspondence with graduates, whose contact details will not be disclosed to ISTAT at any time. When conducting the initial KOAB survey, ISTAT will consciously forego gathering graduates' names and contact details in order to maximize the level of data protection enjoyed by those surveyed.

The data submitted during the survey will be processed by ISTAT and subsequently transferred to HFT Stuttgart in the form of an anonymized report. As a result, it will not be possible, at any time, for personal data to be matched to specific responses. The results of the survey will be used as a basis for the optimization of the structure and content of the education provided by HFT Stuttgart. Key results will be published on the HFT Stuttgart website.

ISTAT will also generate a full data set containing the results submitted by all participating graduates from all participating HEIs. This anonymized data set will be used for exclusively academic purposes within the context of research into HEIs and their graduates. The results of that research will be published in a form that prevents data from being matched to specific HEIs or individuals.

## 3 Types of data, legal grounds for data processing

Invitations to participate in the anonymous Graduate Survey will be sent out using the first name, last name, postal address, email address, degree programme and qualification of each recipient. The recipient's sex, date of birth and nationality will only be used as a means of checking data plausibility. HFT Stuttgart will not process any other personal data within the context of the Graduate Survey.

The following data will be sent to ISTAT for the purpose of survey preparation and execution:

- PIN (personalized code used to access the survey)
- Graduation-related data: Qualification (bachelor's/master's degree), degree programme, month and year of graduation

The processing of your personal data in connection with the Graduate Survey is required for the purpose of quality management and the assessment of the fulfilment of HFT Stuttgart's obligations in terms of research and teaching. Such processing is permissible under the terms of our teaching evaluation statutes and occurs in accordance with §6 para. 1 lit. c DSGVO in combination with § 5 para. 4 LHG; § 12 para. 1 LHG. The processing of your personal data and data you submit as part of the Graduate Survey is justified by your voluntary participation in the survey (see § 5 para. 4 LHG; § 12 para. 1 LHG).

A legally and contractually binding agreement between ISTAT and HFT Stuttgart defines how the results of the Graduate Survey are to be processed: The results of the survey may only be evaluated, presented and/or disseminated (e.g. to individual faculties within HFT Stuttgart) in a way which ensures that participants in the survey remain anonymous.

ISTAT may only evaluate and present the results of the survey in a way which ensures that individuals and higher education institutions (HEIs) remain anonymous.  
The results of the survey may neither include nor be combined with personal data.

## 4 Further information on data protection

### 4.1 Automated individual decision-making (including profiling)

HFT Stuttgart does not use fully automated individual decision-making (including profiling) as defined in §22 DSGVO.

### 4.2. Scope of obligations to submit data

You are under not under any obligation to submit your data. Participation in the Graduate Survey is voluntary and anonymous.

### 4.3 Storage periods, deadlines for deletion

Your contact details will only be used to send an invitation and up to three reminders in connection with the HFT Stuttgart Graduate Survey. The mailing list containing access code allocation details will be deleted immediately after the end of the field phase of the survey (late July 2024). The data used to check the plausibility of the mailing list will be deleted prior to the dispatch of invitations to participate in the survey. You can opt out of being contacted by HFT Stuttgart in connection with the Graduate Survey by sending an email to that effect to [qm@hft-stuttgart.de](mailto:qm@hft-stuttgart.de). We will then delete you from the mailing list for the Graduate Survey prior to the end of the survey period.

## 5 Data recipients

Your data will only be disclosed to internal organizational units within HFT Stuttgart that require such data for the fulfilment of HFT Stuttgart's obligations.

Our Quality Management Department holds responsibility for the processing of your contact details and graduation-related data within the context of the dispatch of invitations and reminders in connection with the Graduate Survey. An external mail dispatch tool of inxmail GmbH is used for this purpose. The service provider processes the data exclusively on the instructions of HFT Stuttgart for the stated purposes and within the Federal Republic of Germany (certified German data center). A contract processing agreement was concluded with Inxmail in accordance with the requirements of § 28 DSGVO to ensure the legally compliant processing of personal data. In addition, comprehensive technical and organizational measures are applied at Inxmail in accordance with § 32 DSGVO to ensure confidential and integrity processing of data. Inxmail is also certified in the area of information security in accordance with ISO 27001.

The following data will be disclosed to ISTAT for the purpose of survey preparation and execution: PIN (personalized code used to access the survey), qualification (bachelor's/master's degree), degree programme and month and year of graduation.

Your data will not be transferred or stored in any third-party countries outside the European Union (EU) and European Economic Area (EEA).

## 6 Rights

Under certain circumstances you are entitled to assert claims against us in connection with data protection. Wherever possible, such claims should be asserted in written form or by email to either the above address or directly to our Data Protection Officer.

- § 15 DSGVO entitles you to demand information from us on any personal data concerning you stored by us; this right may be restricted under the terms of § 9 LDSG.
- § 16 DSGVO entitles you to demand the rectification of any incorrect or inapplicable personal data concerning you stored by us.
- § 17 DSGVO entitles you to demand that we delete your data provided this does not conflict with other statutory requirements (e.g. statutory storage periods, the restrictions set out in § 10 LDSG, etc.) or an overriding interest on our part.
- § 18 DSGVO entitles you to demand that we restrict the processing of your data.
- In addition, § 21 DSGVO entitles you to opt out of the processing of your data. The assertion of this right will result in us ceasing to process your data. To opt out of data processing in connection with correspondence sent to you by HFT Stuttgart as part of the Graduate Survey, please send an email to that effect to [qm@hft-stuttgart.de](mailto:qm@hft-stuttgart.de). We will then delete you from the mailing list for the Graduate Survey prior to the end of the survey period. Or you can unsubscribe from the survey using the corresponding link in the mail.
- § 20 DSGVO entitles you to receive any personal data concerning you stored by us in a structured, commonly used and machine-readable format or have it transferred to a third party.
- In addition, you are entitled to inform us at any time that you wish to revoke your consent to the processing of your personal data with future effect.
- § 77 DSGVO entitles you to lodge a complaint with a supervisory authority responsible for data protection. In the case of HFT Stuttgart the following supervisory authority is responsible for handling such complaints:  
Landesbeauftragter für den Datenschutz und die Informationsfreiheit Baden-Württemberg  
Postfach 10 29 32, 70025 Stuttgart  
Lautenschlagerstr. 20, 70173 Stuttgart  
70173 Stuttgart  
Tel.: +49 (0) 711/615541-0  
Fax: +49 (0) 711/615541-15  
Email: [poststelle@lfdi.bwl.de](mailto:poststelle@lfdi.bwl.de)