Privacy Policy

1 Information about Data Collection

1.1 Name and contact details of responsible person by Art 13 para. 1a,b GDPR

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1.2 Learning platform buildingbiology-course.org

The Institut für Baubiologie + Nachhaltigkeit IBN (hereinafter referred to as IBN) operates the web-based learning management system Moodle, accessible via www.buildingbiology-course.org, for the organization and design of time and/or location-independent learning processes. The learning platform is based on the open source software Moodle (Modular Object-Oriented Dynamic Learning Environment). It is hosted by Eledia (eLeDia GmbH, Mahlower Str. 23/24, 12049 Berlin, Germany, phone +49 (0) 30 50561070, www.eledia.de).

A valid user account is required to access the IBN learning platform. To set up this personal access, it is necessary to electronically store your surname and first name, e-mail address and login name. With the consent of the participants, the IBN creates a user account for participation in the Building Biology Course IBN. Participants will receive an e-mail generated by the IBN with provisional personal registration data, which must be changed and individually specified when registering for the first time. In addition, visitors to the website lehrgang-baubiologie.de can view the course overview and courses activated for guest access via the guest access. This does not provide access to participant data.

Enrolment in courses is carried out by the IBN. Via a personalized dashboard, participants can then access the courses of the educational offer they have attended. Work materials and learning activities are provided in the virtual course environments. In addition, participants and teachers can communicate and collaborate with each other in their course in various ways. Each course is configured in such a way that only registered and enrolled participants have access and can access it.

1. 3 Legal basis for data processing on the learning platform

Art. 6 para. 1a GDPR: The data subject has given consent to the processing of their personal data for one or more specific purposes.

Art. 9 para. 2a GDPR: The data subject has expressly consented to the processing of the aforementioned personal data for one or more specified purposes, unless Union or Member State law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject's consent.

1.4 Purpose and scope of data processing on the learning platform

The Moodle learning platform is part of the educational program at IBN. It is used to store course content and to organize self-learning. The following specified categories of users' personal data are processed on the buildingbiology-course.org learning platform.

1.4.1 Inventory data

IBN administrative staff set up a user account on the Moodle learning platform for participants in the training courses. Registration only takes place when participants register for the Building Biology Course IBN. Participants are registered with their consent. The user profile stores the person's login or user name, their first and last name, their email address, the Moodle user ID and optional profile data (user picture, city, country, description), which can be added voluntarily.

1.4.2 Course dates and enrollment

Participants are enrolled by the IBN in the virtual courses intended for them. Enrolments in Moodle courses are automatically saved by the system.

1.4.3 Usage data / log data generated when using the learning platform

Usage data is generated by the activity of users in the system. The actions they can perform depend on their role. For every action within the Moodle learning platform, the system automatically logs the following log data and activities:

- First name, surname and user ID of the person performing the action
- If applicable, first name, surname and user ID of the person concerned
- IP address of the accessing computer
- Date and time of the request
- Source of the call
- Event name and action (incl. description, e.g. views and accesses to learning materials in the course)
- Virtual course room concerned
- Login/logout time
- Online/offline status

In addition, the Moodle learning platform stores this data in the user's profile:

- Time of first access to the website
- Time of last access to the website
- Time of the last access to a virtual course room
- Last IP address used

1.4.4 Content data

Content data is generated by the users themselves and depending on their role. For example, users can create content in polls, feedback surveys, hyperlinks, calendars, group management, tasks, tests, interactive exercises, forums, glossaries or wikis, as well as in messaging across learning spaces. Files uploaded by participants to the virtual course room also count as content data.

This data category also includes assessments that are awarded for assessed learning activities. Assessments can either be made automatically by the system, as with electronic self-tests, or manually by the teacher in the case of assignments.

1.4.5 Cookies

Two cookies are used on the Moodle website:

- MoodleSession: The most important cookie is called MoodleSession. You must allow this cookie so that your login is retained when you access Moodle from page to page. After logging out or closing your web browser, the cookie is deleted in the browser and on the server.
- MoodleID: This cookie is used for convenience. It stores the login name in the web browser and is called MoodleID by default. This cookie is retained even after you log out of Moodle. The next time you log in, your login name will already be entered. You do not need to allow this cookie, but you will have to re-enter your login name each time you log in.

Cookies are stored on the user's computer and transmitted to us from there. Users therefore have control over the use of cookies. You can deactivate or restrict the transmission of cookies by changing the settings in your Internet browser. Cookies that have already been saved can be deleted at any time. This can also be done automatically. Please note that it is possible that not all functions of Moodle can be used to their full extent if cookies are deactivated.

1.4.6 Integration of third-party services and content

It may happen that third-party content, such as videos from YouTube/Vimeo or from media libraries of public broadcasters, learning applications, texts or graphics from other websites are integrated within the learning platform. This always presupposes that the providers of this content ("third-party providers") are aware of the user's IP address. Without the IP address, they would not be able to send the content to the respective user's browser. The IP address is therefore required to display this content. IBN endeavors to only use content whose respective providers only use the IP address to deliver the content. However, we have no influence if the third-party providers store the IP address, e.g. for statistical purposes.

2. Purpose of data processing

The processing of personal data in the Moodle learning platform is carried out in accordance with Art. 5 GDPR for a specific purpose and under the condition of data minimization. Inventory, course room, usage and content data are processed for the purpose of preparing, organizing and conducting courses, teaching the course content and monitoring learning success. The usage data is also used for the purpose of administering and maintaining the system, technical controlling, troubleshooting technical problems or clarifying security incidents.

3. Data access

The following user roles exist in the Moodle learning platform with descending scope of rights:

Administrator	has all management and usage rights
Participant	can access a course and participate in the course activities
Guest	can view shared courses, but cannot participate in course activities (password-protected access)

These roles have varying degrees of access to personal data on the Moodle learning platform. Data is only viewed for the specified purpose, insofar as it is necessary for the fulfillment of tasks. The principle of data minimization also applies.

4. Duration of storage

Personal data shall be stored in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed, in accordance with Article 5(1e) GDPR. They may be stored for longer if the personal data are processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1), subject to the implementation of appropriate technical and organizational measures required by this Regulation to safeguard the rights and freedoms of the data subject ("storage limitation").

4.1. Moodle Account

Inactive user accounts and therefore personal data will be deleted one year after the contract expires, with the exception of contributions to course activities, files and messages. The latter data will be retained until the respective virtual course room is deleted. Each user can request the deletion of their account via their user profile.

5. Acknowledgement

By registering and using the Moodle learning platform, you have taken note of the data collection and use described above.