Hochschule für Technik Stuttgart
Information Center

IT-Online Services
confluence@hft-stuttgart.de

Confluence: HFT Stuttgart wiki:
Terms of Use and Data Protection Policy

Terms of Use and Data Protection Policy

Confluence: HFT Stuttgart wiki (confluence.hft-stuttgart.de)

Confluence – the HFT Stuttgart enterprise wiki – is used for the purposes of documentation, knowledge transfer and communication, for example within a specific project. Confluence is divided into individual wiki spaces, which can be viewed in the spaces directory. It is to be noted that only spaces that are either public or for which the user holds at least read-only access are displayed.

Confluence is available to all members of the university. In certain cases it is also possible to grant external users access to Confluence.

Data collection and logging

The HFT Stuttgart Information Center operates, hosts and maintains the web server and the Confluence wiki system, which was developed by the Australian firm Atlassian.

If you opt to use Confluence you should be aware that this will involve the storage of personal data concerning you. As the data relates to you personally, we are obliged to inform you of the collection and processing thereof as well as your rights in this regard. We process your personal data in accordance with the EU General Data Protection Regulation (GDPR), German Federal Data Protection Act and the Baden-Württemberg State Data Protection Act.

Data stored on the web server:

Every instance of access sees the web server temporarily store the following data in a log file:

- Date and time of access
- Name, URL and size of the file retrieved
- Access status (e.g. "requested file transferred", "file not found", etc.)
- Data on the user's browser and operating system (insofar as such data was communicated by the web browser that made the request)
- The website from which the request was made (insofar as such data was communicated by the web browser that made the request)

The data stored in the log file is processed as follows:

- Manual analysis of log files occurs in exceptional cases, for example in the event of faults, errors or security issues
- Log files are deleted after a period of ten days

The log files generated by the web server do not store the IP address of the device that sent the request. This prevents the creation of personalized user profiles.

The temporary storage of the IP address by the system is nevertheless essential to the display of the website on the user's device. The user's IP address is therefore stored for the duration of the session. Temporary data storage and the logging of data in log files is legally permissible under the terms of GDPR Art. 6 (1) lit. e (in connection with § 2 LHG).

Cookies:

When you use Confluence your browser stores so-called "session cookies" locally on your device. Cookies are small text files that help us make Confluence more user-friendly and effective. Cookies do not cause any damage to your device and do not contain any viruses. Cookies are deleted when you end your browser session. You can prevent cookie storage using the corresponding settings in your browser.

Data stored in Confluence:

Personal data concerning you is stored in Confluence in addition to the personal data concerning you that is stored on the web server.

As is typical to wiki systems, wiki pages created in Confluence show the names of authors and editors. All changes to content are logged, stored (with a time stamp) and assigned to the respective editor. As a general rule, changes to pages are stored in the page history for as long as the page exists. Page editors are nevertheless able to modify the page history by deleting versions that are no longer required. Editors can also influence whether or not their name is shown by using the HideElements plugin.

We use the Space Privacy plugin to enhance the protection of user data. The plugin differentiates between extranet spaces and anonymous spaces. Spaces in which it is expressly intended for users to be able to see each other, work together and form networks are designated as extranet spaces. All other spaces are designated as anonymous spaces (i.e. spaces in which users are not visible).

Confluence makes it possible to grant users authorisations depending on their respective role (e.g. watcher, commenter, editor or administrator). This involves the storage of a variety of personal data, which may in some cases be viewed by authorized users. Please refer to page 5 for further details on data visibility.

Retention and deletion of data and accounts:

University members retain their wiki account – including all personal data stored therein – for as long as they are a member of the university.

When, for whatever reason, such membership expires, members' wiki accounts are deleted in accordance with the following deadlines:

- Students: Maximum of 3 months after disenrollment
- Employees, teaching staff, professors: Maximum of 30 days after the respective user has been deleted from the HFT Stuttgart user directory (Active Directory)

When a wiki account is deleted, any optional data submitted by the user (e.g. their profile picture, telephone number, etc.) is removed and their user data anonymised. The user's name is replaced with an alias (e.g. user-12345). The alias cannot be traced back to the deleted user.

Any content created by the user (e.g. pages, comments, etc.) now forms part of the wiki and is therefore not deleted.

Professors and employees have the option to create personal spaces in Confluence. The deletion of their wiki account automatically leads to the deletion of their personal space.

Disclosure and publication of data:

Your personal data is used exclusively to enable you to use Confluence. It is neither disclosed to third parties nor used for any other than the aforementioned purpose (regardless of whether it has been anonymised or not).

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Content and copyright

As a general rule, the information, text, files, images, videos, etc. contained in Confluence – the HFT Stuttgart wiki – is protected by copyright.

Copyright to contributions added to HFT Stuttgart's Confluence wiki remains with the respective user. By contributing to Confluence, the user nevertheless grants HFT Stuttgart the right to make their contribution permanently available for retrieval from Confluence and to make contributions added to public spaces available to the general public. The user has no right to demand that HFT Stuttgart deletes or corrects their contributions.

Every user with write permission for Confluence is responsible for ensuring that none of the content they create (e.g. in the form of text, graphics, audio documents, video sequences, comments, etc.) violates the rights of others, copyright, other commercial intellectual property rights or current German laws.

Confluence users are entitled to use content made available on Confluence for private, non-commercial purposes, and in particular to read, download or print it out. The use of content made available on Confluence for other purposes is prohibited. In particular, content may not be passed on to third parties, published or made accessible to third parties or the general public in another form.

User rights

Right of revocation:

You have the right to revoke your consent to the aforementioned Terms of Use and the processing of your personal data at any time. You can refer – and revoke your consent – to these Terms of Use at any time in your Confluence user profile. Revocation of your consent will result in you no longer being able to access Confluence.

Right to information and correction:

You have the right to obtain information on the personal data concerning you currently stored in connection with Confluence. Your request must be made in writing. You also have the right to obtain the correction of incorrect data and the deletion of personal data concerning you.

Supervisory authority:

If you become aware of a violation of legal requirements concerning the protection of your personal data you can address any complaints to the supervisory authority responsible for our region:

Landesbeauftragter für Datenschutz und Informationsfreiheit Baden-Württemberg
Postfach 10 29 32, 70025 Stuttgart
Phone: 0711/615541-0, Fax: 0711/615541-15
poststelle@lfdi.bwl.de

We politely request that you first contact either the person responsible for the HFT Stuttgart wiki or the HFT Stuttgart Data Protection Officer (see contact details below). In the majority of cases they will be able to answer any questions and deal with any complaints you have.

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Contact:

Person responsible for the HFT Stuttgart wiki:

Ulrike Messerschmidt, Vice-Chancellor

Please address any questions or requests for information on the issue of data protection to:

Data Protection Officer
Christof Mosler (christof.mosler@hft-stuttgart.de)

Changes to the Terms of Use and Data Protection Policy

The Terms of Use and Data Protection Policy are available to view at any time under "Terms of Use" in your user profile.

In view of continuous legal and technological developments, HFT Stuttgart reserves the right to update the Terms of Use and Data Protection Policy at any time.

For reasons of enhanced readability, the German-language version of this document foregoes the use of both masculine and feminine forms. All references to persons (e.g. users, administrators, commenters, etc.) therefore apply to both sexes.

Appendix to Terms of Use and Data Protection Policy:

Data visibility in Confluence

Personal data concerning Confluence users

As a general rule personal data can only be seen if the person in question is **visible**.

When is a person visible?

- In anonymous spaces only the authors of contributions (editors), commenters and space administrators are visible. All other persons are invisible.
- In extranet spaces all persons are visible with whom you share one or more extranet spaces. Editors, commenters and space administrators are also visible.
- Extranet space administrators and system administrators see all persons within the system.

What data is visible?

- First and last name*
- Optional data provided by you, for example a profile picture, contact details, etc.

NB: Email addresses* are only visible to the users to which they belong.

Authors of contributions (wiki articles, blogs)

The following data on authors of contributions (user role "editor") is also visible:

- Page creation: First and last name of creator, time stamp
- Page editing: First and last name of editor, time stamp
- Change log: First and last name of editor, time stamp, changes made

Authors of comments

The following data on authors of comments (user role "commenter") is also visible:

- First and last name of authors of comments
- Comments, time stamp

Space administrators

The following data on space administrators is also visible:

- Space creation: Name of creator, time stamp
- First and last names of space administrators

System administrators

System administrators see the following data in addition to the aforementioned data:

- Login name*
- Last login (with time stamp)
- Failed login attempts (with time stamp)
- Account created / account amended (with time stamp)
- Email address *
- Group memberships (AD groups)*

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*: Data held in the HFT Stuttgart user directory (Active Directory)