

Privacy Policy and Terms of Use

Use of Moodle at HFT Stuttgart

Overall objectives and purposes, and description of processing operations

Moodle (moodle.hft-stuttgart.de) is the learning platform of HFT Stuttgart. It is used to support both teaching/learning and administration and provides access to different functionality and activities, such as:

- Digital provision of course content and learning media
- Means of communication
- Learning results
- Collaborative activities
- Organization

Moodle is exclusively available for members of HFT Stuttgart. However, in certain cases, external access can be provided on demand. Participation is voluntary within the framework of the course of study and can be terminated by the user at any time. All users have the option of deleting their account themselves at any time.

In order to create an account for the Moodle platform, the following personal data need to be stored: First name, last name, email address, User ID, and password. These data are acquired from the centralized identity management provider of HFT Stuttgart via LDAP.

By using the Moodle learning platform, besides the data you have already provided when registering, further personal data about you will be stored. This includes e.g., which courses you are attending, your activities in those courses, test results etc. Some data, such as your personal profile information or data about your course activities are entered by yourself. Therefore, you already know these data. Other data is generated automatically by evaluations during tests or tasks or is entered by course instructors (trainers). In addition, logs of your usage are automatically created on the server. These data are used to solve technical problems. In the file [„Visibility Data“](#) you can see which personal data are visible for which groups of people.

As the data mentioned above are personal data, we are obliged to inform you that these data will be recorded and processed as well as what rights you have in this regard. The basis for the processing of personal data is the EU General Data Protection Regulation, the State Data Protection Act of Baden-Württemberg, and the State Higher Education Act of Baden-Württemberg.

Legal basis for data processing

The Moodle system is provided as part of the public remit of HFT Stuttgart (research and teaching). The legal basis for this is Art. 6 (1) (e) GDPR in conjunction with § 4 LDSG in conjunction with § 2,12 LHG and the data protection statutes of HFT Stuttgart in their current form.

The processing of data when students use the system takes place within the framework of the implementation of the course of study and thus on the basis of Art. 6 (1) (b) GDPR (contract initiation/implementation).

Type of data and data categories

A comprehensive description of the types/categories of data can be found below in the section “Visibility of data by group of persons.”

Source of data collection and obligation to provide data

The following data is imported from the central university LDAP directory to set up access to the Moodle learning platform: first name, last name, email address, login name, and password. Additional data is added by users when using the learning platform or is generated through use of the system.

There is no obligation to use the system.

Recipients, data transfer, and data publication

Your personal data will be used exclusively for the use of Moodle and for the implementation of the respective courses and classes. Personal data will not be passed on to third parties, external recipients, or external service providers—not even in anonymized form.

Within the university, only professors and lecturers who need your data to conduct the relevant courses or to fulfil their official duties will have access to it. Faculty staff will have access to the necessary data in courses offered by the central institutions.

Duration of Storage and Deletion of the Data

account deleted at any time; see “Deleting user data” under “Contact details/contact person.” Deleting your user account will mean that you will no longer be able to participate in Moodle courses.

For students, the user account and associated personal data will be deleted automatically after deregistration. The personal data of employees will be deleted after they leave the university in accordance with the applicable legal requirements.

Contributions you have published in forums and wikis in Moodle are excluded from deletion and revocation. These remain available until the respective Moodle course is deleted. Results from tests and assignments are usually stored outside of Moodle until the statutory retention period expires. Log data is deleted within 10 days.

Automated decision-making

We do not use purely automated decision-making processes in accordance with Art. 22 GDPR.

User rights

You have various rights vis-à-vis the responsible body with regard to the data stored about you. These include:

- Right to get information from the responsible person (see below) about the data stored about you in Moodle. The stored personal data can be viewed in your "personal profile" (editable via the user menu top right) at any time and it can be edited by yourself. The mandatory data, which comes from the university LDAP directory, is regularly synchronized with the directory and cannot be changed by you.
- Right of correction. If incorrect data is stored, you can partly edit it on your own (self-recorded profile data) or ask the person in charge to do so. The person in charge will comply with the request if the correction is justified and appropriate.
- Right of deletion. You are entitled to the deletion of data that is in fact incorrect or for which the person responsible has no further purpose. A right of deletion of data does not exist if the person responsible is obliged to provide the data for legal reasons or due to other obligations. There is also no right of deletion if you have authored information and it is used in the context of other users' information (for example, posts in forums and wikis).
- Right of restriction on data processing. The person responsible will ensure that, in case of restriction, data is accessible only to persons who are obliged to access the data. For this he or she can use the means of pseudonymisation or anonymization.
- Right of objection. You can object to the further use of the data. This will only be effective in the future. The right of objection is not an automatic obligation for the person in charge to delete the data. If there are other obligations to store the data, the person responsible will weigh the options and inform you about the result.

- Data portability. You are entitled to receive data recorded by yourself in an electronic format that may be used for the purposes elsewhere. This right is limited to data that are not subject to a trade secret and therefore cannot be transferred to other entities or that do not protect the rights of others, eg. copyright.
- You can delete the account yourself at any time and thus terminate data processing. Please note that your data will then no longer be available.

Competent supervisory authority

You also have the right to lodge a complaint with a data protection supervisory authority (Art. 77 GDPR). The competent supervisory authority is:

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

Please first contact the person in charge or the data protection supervisor of the Stuttgart University of Applied Sciences (see contact details). In most cases, this will help to clarify questions and resolve complaints.

Contact details / Contact person

Responsible for the learning platform:

Rector Prof. Dr. Katja Rade

Questions and information about data protection:

Data protection supervisor of the HFT Stuttgart

Maximilian Musch (datenschutz@hft-stuttgart.de)

Viewing Stored Data / Deleting User Data:

You can view the data stored in Moodle about you or delete your user account. To do this, please create a data request (User menu top right / Profile / Privacy and policies / Data requests / New request) and then select whether you want to export or delete your data.

Cookies

With the use of Moodle, two cookies are stored locally on the computer. "MoodleSession" and "MoodleID" are session cookies that are deleted after closing your browser.

You can only use Moodle if you allow cookies in your browser, at least temporarily. The cookies are necessary to allow access after login to all pages.

Content and Copyrights

The information, texts, files, pictures, videos etc. contained on the learning platform Moodle of the HFT Stuttgart are in general protected by copyrights.

You are entitled to use the information accessible on the learning platform for private, non-commercial purposes, in particular to read, download or print out. For other purposes, the use of the information stored in Moodle is not permitted. In particular, the information may not be disclosed to third parties, published or otherwise made accessible to third parties or the public.

Change of Privacy Policy and Terms of Use

You can read the privacy policy and terms of use any time in your profile under "Privacy and Policy / Policies and Agreements".

Due to ongoing legal and technical developments, the University of Applied Sciences Stuttgart reserves the right to update the privacy policy information at any time.

As of December 17, 2025

Visibility data according to groups of people

Moodle of HFT Stuttgart (moodle@hft-stuttgart.de)

Personal data		are visible for:					
		Sie Yourself in your user profile or in the course	All authenticated users	Participants (students) in a course	Trainer/in (Teacher) Co-Trainer/in	SG-Kursmanager/in (Manager course category)	Manager/in / Administrator/in
User data:							
First name / Surname*		visible	hidden	visible	visible	visible	visible
Email address*		visible	hidden	visible	visible	visible	visible
Username*		visible	hidden	hidden	hidden	hidden	hidden
Password*		visible	hidden	hidden	hidden	hidden	hidden
Optional data e.g. city, country, user picture ...		visible	hidden	visible	visible	visible	visible
IP address		visible	hidden	hidden	hidden	hidden	hidden
Course data:							
List of course profiles		visible	hidden	hidden	hidden	visible	visible
Roles and groups in the course		visible	hidden	visible	visible	visible	visible
List of participants		visible	hidden	visible	visible	visible	visible
Posts in Forums, Wiki, Glossary, Chat		visible	hidden	visible	visible	visible	visible
Entries in Choice, Database, Feedback		visible	hidden	hidden	visible	visible	visible
Attempts, responses and grades in Quizzes, Assignments		visible	hidden	hidden	visible	visible	visible
Grades, Badges		visible	hidden	hidden	visible	visible	visible
General data in Moodle:							
Comments*		visible	visible	visible	visible	visible	visible
* Note: Comments are in context with the page. They are visible for each user, who can see the page.							
Messages*		visible	hidden	hidden	hidden	hidden	visible
* Note: Users can send private messages to any Moodle-User							
Private files, Calendar (User event)		visible	hidden	hidden	hidden	hidden	visible
Reports (activity)		hidden	hidden	hidden	hidden	hidden	visible
Online-Activity (last access) / Log data		hidden	hidden	hidden	hidden	hidden	visible
*	Required field						
	visible						
	hidden						
	Visibility Email address can be changed in User Profile Settings						
	Visibility can be changed by Trainer						
	depends on the course category						