TICANDAC
Training to improve child abuse &
neglect diagnostic & administrative coding

Privacy Policy TICANDAC - Training to Improve Child Abuse & Neglect Diagnostic & Administrative Coding:

Website https://elearning-childprotection.se and online course " Barnskydd inom hälso- och sjukvården: kunskapsbas och dokumentation"

Status: 18.03.2024

With this privacy policy, we would like to inform you which data is collected when you use the project website "https://elearning-childprotection.se" and participate in the online course "Barnskydd inom hälso- och sjukvården: kunskapsbas och dokumentation", how this data is processed and what you can do yourself to better protect your data. For information on the publisher of the platform and the responsible body in terms of data protection, please refer to the legal notice. You will find the link to the legal notice in the footer of the website. If you have any questions, you can contact the project team at any time. You will find the link to the contact form in the footer of the website.

Klinik
für Kinder- und Jugend-
psychiatrie/Psychotherapie
UNIVERSITÄTSKLINIKUM ULM

UNIVERSITÄTS
KLINIKUM
ulm

BARNAFRID - NATIONAL CENTRE OF KNOWLEDGE
LINKÖPING UNIVERSITY

1 Scope of validity of this privacy policy

This privacy policy applies to the use of the website "https://elearning-childprotection.se" and participation in the online course "Barnskydd inom hälso- och sjukvården: kunskapsbas och dokumentation".

2 Responsibility

The responsible provider of the website and the online course is the Department of Child and Adolescent Psychiatry/Psychotherapy at Ulm University Hospital (Head: Prof Dr Jörg M. Fegert). Ulm University Hospital is responsible for data processing. You can contact the Data Protection Officer of Ulm University Hospital at Ulm University Hospital, Data Protection Officer, Albert-Einstein-Allee 29, 89081 Ulm, Tel. 0731/500-69290, Mail: Datenschutz@uniklinik-ulm.de.

The following companies are involved on behalf of Ulm University Hospital: The project website and the online course are provided and administered by SoonSystems GmbH. There is a contract with Soon-Systems for order processing in accordance with Art. 28 GDPR.

3 Your data protection rights

Within the framework of the applicable legal provisions, you have the right to free information about the personal data processed about you at any time (Art. 15 GDPR) and, if applicable, a right to rectification of incorrect data (Art. 16 GDPR), erasure of your data (Art. 17 GDPR), the right to restriction of processing (Art. 18 GDPR), the right to object (Art. 21 GDPR) and the right to data portability of data provided by you (Art. 20 GDPR). Restrictions or special conditions may apply to the right of access and the right to erasure in accordance with the GDPR and the Baden-Württemberg State Data Protection Act.

In addition, you have the right to lodge a complaint with the competent supervisory authority (Art. 77 GDPR): State Commissioner for Data Protection and Freedom of Information in Baden-Württemberg, P.O. Box 10 29 32, 70025 Stuttgart, Tel.: 0711/61 55 41-0, Mail: Poststelle@lfdi.bwl.de.

4 Processing of personal data

We process your personal data in compliance with the EU General Data Protection Regulation and its national implementing legislation. The data will only be processed and analysed within the project. Under no circumstances will we pass on your data with direct personal reference to third parties.

The legal basis for the processing of your personal data when you visit the website is Article 6(1)(f) GDPR. When you use the online course, a contract is concluded with Ulm University Hospital. The legal basis for the processing of your personal data for this purpose is Art. 6 para. 1 lit. b GDPR.

5 Data collection and storage

5.1.1 When visiting the website "https://elearning-childprotection.se"

The website operator, the company SoonSystems GmbH, stores the following data in the server log files:

‣ Referrer URL

‣ IP address

‣ Date and time of the server request

The collection of this data is not used to analyse visitor flows or for further processing, but is required, for example, to detect attacks on the server. The log files are automatically deleted after 49 days.

5.2 When participating in the online course

The online course is managed in the Moodle Version 3.1.2+ system. The online questionnaires used to evaluate the course are made available in the LimeSurvey software and are also managed in the Moodle version 3.1.2+ system.

We use your personal data to enable you to use the internet services of the platform that require registration. In principle, your data is not visible to other participants or non-users of the platform.

5.3   In the registration for course participation

To take part in the online course, you must first register. Participation in the online course is not possible without registration.

The following personal data must be entered:

‣ Gender (male, female, other)

‣ Salutation (man, woman, without)

‣ Title (not mandatory)

‣ First name

‣ Surname

‣ Birthday

‣ Street, house number

‣ Postcode, city

‣ Country

‣ Region

‣ Occupational group (dropdown)

‣ Occupational field (dropdown)

‣ Mail address

You are also asked to tick a checkbox:

‣ I have taken note of the privacy policy.

‣ I agree to take part in questionnaires on the quality development of the course as part of my participation in the course. These will be analysed pseudonymously.

‣ I certify that the information provided above is correct.

5.4 As part of the course

Processing period

A fixed processing period is specified for course processing. In order to be able to monitor compliance with this period, the system generates and saves the dates "Registered on", "Approved on" and "Last accessed". The system also uses this data to send course participants reminder e-mails about the status of course completion. These emails are only used to inform course participants.

Case studies and exercises

The online course contains case studies and exercises in which answers to tasks can (but do not have to) be entered. The entries in the answer fields are saved in the system and are only visible to the user themselves. Other users do not have access to these answers. The project team can view this data, but does not analyse it.

Commenting on and evaluating the learning materials

Next to the display of the respective learning material (e.g. specialised text or video) there is a clickable box labelled "Rate". Clicking on this opens a window for evaluating the respective learning material. This is done using icons and a comment can be left in a free text field. The project team can display an Excel table of the evaluations. The evaluation and the entries are saved and displayed anonymously, i.e. without being linked to any personal data. The entries are only visible to the participants themselves; other participants have no access to them.

An entry in the tool for evaluating and commenting on the learning materials is voluntary. The information provided here will be used to improve the learning materials.

Completion of the course and certificate

For all learning units, it must be confirmed that the learning unit has been completed by ticking a checkbox. Once all learning units have been marked as completed and the cases in the application area have been filled in, the course participant can download a certificate of successful course completion in their learning area.

5.5 At the course evaluation (accompanying research)

The online course will also be evaluated as part of the project. The aim of the evaluation is to assess the satisfaction of course participants with the course and the learning materials offered, the increase in knowledge and skills and the even more specific adaptation of the course to different user groups.

Questionnaires are available at different times for the purpose of evaluation. When you register, your personal data is encrypted with a token and this token is linked to the questionnaire. This means that we cannot recognise which person has completed the questionnaire.

The contents of all questionnaires are stored or analysed in connection with the following personal data from the registration: Gender, year of birth, age, occupational group, postcode shortened to the first three numbers, federal state, country.

If you have not completed a questionnaire by a time defined by the project team based on the project schedule, you will receive a reminder email. This email is sent automatically from the system based on the predefined time.

The ethics committee of the University of Ulm has voted in favour of carrying out the evaluation.

The project team can also use the log files to see how many course participants are on the platform at any given time. This is partially evaluated (not on a personal basis) in order to be able to make a statement about usage behaviour and improve support for course participants.

The data collected in the evaluation forms the basis for the optimisation and further development of the course. It is also used in anonymised and aggregated form for project-related publications.

5.6 When contacting us by e-mail

In the footer of the website "https://elearning-childprotection.se" you will find a link to a contact form. The e-mail address and the corresponding mailbox are provided by Hetzner Online GmbH (https://webmail.your-server.de/login.php). The transfer of mails from the contact form to the server is encrypted. All mails received will be deleted 6 months after the end of the project (end of project: 28 February 2025, deletion: 31 August 2025). The privacy policy of Hetzner Online GmbH can be found at the following link: https://www.hetzner.com/legal/privacy-policy/

If a problem with the course access or the learning materials is described in the e-mail, the project team will take a look at the user account in order to be able to provide concrete assistance (e.g. issuing new access data, ticking off learning materials).

E-mails from the platform (e.g. mail to confirm registration) are sent directly by Moodle.

6 Deletion of your personal data

Stored personal data will be deleted if you withdraw your consent to processing, if knowledge of the data is no longer required to fulfil the purpose for which it was stored or if processing is inadmissible for other legal reasons. Data for billing and accounting purposes are not affected by a request for deletion.

We store the personal data entered during registration until 6 months after the end of the project (project end date 28 February 2025; deletion date: 31 August 2025). If you wish to have your registration deleted, you can contact the project team at any time using the contact form. You will find the link to the contact form in the footer of the website.

If you have started the course but no longer wish to participate, please contact us using the contact form on the website. We will then delete your account.

The data collected during the evaluation will be stored in anonymised form on a server at Ulm University Hospital after the end of the project.

7 Safety measures

We have taken extensive precautions to protect the security of your data as a user of the online course. In all areas of the platform where personal data is processed, we use the industry standard SSL (Secure Sockets Layer) to encrypt this data for data transfer to the server. Our IT systems are protected against data loss and data misuse in accordance with the current state of the art.

Only registered users can work on the platform. Communication with the learning management system takes place during registration via an encrypted and authenticated connection. The event rooms themselves are protected against indexing by search engines. A backup is created daily to restore the system if necessary; the backups are stored for 14 days.

Access to personal data

In order to access the platforms on which the data can be retrieved, individual access data is required, which is only issued to the project staff. Employees of the project organiser (European Commission) do not have access to the personal data collected in the project. They only receive anonymised aggregated data from the project team.

There is also an authorisation system within the Moodle platforms. In this system, certain roles are assigned to employees in the project. These roles are linked to authorisations for access to the areas of the platform.

Password for course participation

Your login name and password are not visible to other users of the platform. The project staff will never ask you for your password. Please also keep this data secret and do not pass it on to third parties. The minimum requirement for your personal password is 8 characters with upper and lower case letters, at least one number and at least one special character. You can change your password yourself at any time in your user profile.

8 Cookies

Cookies are identifiers that are stored on the platform user's hard drive.

Moodle uses two cookies:

The important cookie is called **MoodleSession**. This cookie must be authorised in order to use the online course. It enables your login to be retained when you jump to other pages of the course. This cookie is automatically deleted when you log out or close the web browser.

The other cookie is for convenience and is called **MoodleID** by default. This cookie saves the login name in the web browser and is retained even after logging out. The next time you log in, your login name will already be entered. This cookie is only set if you specifically tick the checkbox with the question "Remember login name" when you log in. This information can be deleted at any time.

9 Facebook

Our website contains links to the external social network Facebook. This website is operated exclusively by Facebook Inc, 1601 S. California Ave, Palo Alto, CA 94304, USA (Facebook). The

links on our website are identified by the Facebook logo or the addition "Like". No Facebook plugins are used.

When you visit our website, functions and data transfers to Facebook are not automatically activated. The Facebook plugins are only activated when you click on the links and your browser establishes a direct connection with Facebook servers. If you follow the links and are logged into your Facebook user account at the same time, the information that you have visited our website will be forwarded to Facebook. Facebook can assign the visit to the website to your account. This information is transmitted to Facebook and stored there. To prevent this, you must log out of your Facebook account before clicking on the link.

For the purpose and scope of data collection by Facebook and the further processing and use of your data there, as well as your rights in this regard and setting options for protecting your privacy, please refer to Facebook's data protection information.

10   Youtube

The online course contains links to videos on YouTube. This website is operated exclusively by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. When you visit our website or the online course, functions and data transfers to YouTube are not automatically activated. The YouTube plugins are only activated when you click on the links and your browser establishes a direct connection with YouTube servers. If you follow the links and are logged into your YouTube user account at the same time, the information that you have visited our website will be forwarded to YouTube. YouTube can assign the visit to the website to your account. This information is transmitted to YouTube and stored there. To prevent this, you must log out of your YouTube account before clicking on the link.

For the purpose and scope of data collection by YouTube and the further processing and use of your data there, as well as your rights in this regard and setting options for protecting your privacy, please refer to YouTube's data protection information.

11   Changes to the privacy policy

Changes may be made to this privacy policy, which will be announced on this page.

12 Terms of use and liability

Information on the terms of use and liability can be found in the legal notice. You will find the link to the legal notice in the footer of the website.