Terms of Use SoSci Survey of Sigmund Freud Private Universiy Vienna

1. Data Protection

By default, SoSci Survey does not record IP addresses or use cookies that allow conclusions about the identity of the participants. Nevertheless, there may be a need for action under data protection law (e.g. declarations of consent) for example due to small samples (e.g. survey of a specific department of a company) or the explicit collection of personal data (e.g. email addresses). The correct compliance with the GDPR (EU General Data Protection Regulation) as well as the adequate handling of research data is the responsibility of the project manager and all persons who have access to the project. For more information on the handling of the GDPR and personal data in surveys with SoSci Survey please refer to the SoSci Survey Manual.

2. Access control

Each project is assigned to a project manager by default, who is the person who created the project at the beginning. The project manager has standard rights such as editing the questionnaire (e.g. creating items) and defining project settings (e.g. survey period). Furthermore, the project manager has the possibility to grant access to her or his project to other persons (who have to own a valid SoSci Survey account from Sigmund Freud Private University). The project manager can determine *individually and independently* what kind of rights are granted to these persons. The right to access and, if necessary, to edit a project is thus *exclusively assigned by the project managers* and not determined by the server admins.

3. Project duration, data storage and backups

The survey period of a project is defined by the project manager by default. As soon as the survey period is completed, the project manager has to export the research data from SoSci Survey *independently* and store it in compliance with the GDPR. As soon as the project manager has not logged into the project (attention: logging into the account is not sufficient!) for a period of *three months* (regardless of the project status), the *project* (questionnaire) will be archived and the *research data* (data of the participants) will be *deleted* from the server.

Project archiving and data cleansing are therefore *exclusively* automated and are not carried out by the server admins. The *project manager is responsible* for the timely backup of the research data.

In addition to the standard data retention period of 3 months since the last login to the project by the project manager took place, daily backups of the server are made. These backups will be kept for 12 months. ***After the retention period has elapsed***, the backups are ***automatically deleted*** for data protection reasons. Please note that ***it is not possible*** to restore a project after the retention period has elapsed (3 months since the last login to the project + 12 months backup retention period) and the research data is ***irrevocably deleted***.

If a project has been deleted accidentally by the project manager, please contact the server admins at *onlinebefragungen@sfu.ac.at* ***immediately***.

4. Server maintenance

By default, server maintenance is performed on the first Monday of each month to ensure trouble-free operation and to provide you with new software features. In this regard a notification will be sent via e-mail 4 hours prior to the start of maintenance to the e-mail address used to set up your SoSci Survey account.

As part of server maintenance short-term disruptions may occur or the online survey platform may be temporarily unavailable. Details can be found in the respective e-mail notification. The maintenance work will not affect projects that have already been created or research data that has already been collected, but we ask you ***not to put any new surveys online or to start collecting data for a project during the maintenance period***.

If SoSci Survey is not available for you regardless of the maintenance window or another technical problem occurs, we ask you to contact the server admins at onlinebefragungen@sfu.ac.at with a short description of the problem. The technical support is available for you on weekdays from 9 AM to 5 PM in order to solve any problems or malfunctions as quickly as possible.

Declaration of consent

I hereby confirm that I have read the terms and conditions of use of the online survey software SoSci Survey of Sigmund Freud Private University listed under point 1-4 and agree to use the provided software SoSci Survey in compliance with these terms and conditions.

_____   _____

Date   Name and signature

Account information

Please note that in order to obtain a Sigmund Freud University SoSci Survey account you have to agree to the terms of use listed above.

Please enter the information required to create an account (in CAPITAL LETTERS) below:

First name*: _____

Surname*: _____

E-mail address*: _____

Academic title: _____

Preferred language of the software interface (please tick): German ☐   English ☐

*Mandatory fields