



## What happens to your data when you use the Leicht Bewegt website

(<https://leichtbewegtarbeiten.de>)

### Cookies & Co: What happens when I click on the Leicht Bewegt website?

When you click on the website, only the cookies necessary for Wordpress are set. For this website, this selection is limited to functional cookies and does not include cookies that store personal data. In addition to the cookies that are set for saving the cookie setting, the "wordpress\_test\_cookie" is also set. The using person (User:in) has to confirm at least this cookie selection. The IP address is not stored.

### I would like to register with the Leicht Bewegt program to use the internal area of the Leicht Bewegt website. How does this work?

Persons interested in the Leicht Bewegt program register free of charge to gain access to the Leicht Bewegt working materials in the internal area of the website. For this purpose, the service e-mail address and name of the person are given. During registration, a user name is chosen and a password is created. Registration and account management takes place via the "Ultimate Member" plugin. The data is stored on a European server in compliance with the GDPR.

The registered person then receives an automatically generated mail with a confirmation link (double opt-in). After clicking on the link and confirming the registration, the person can log in to the password-protected, internal area of the site. If the person does not click on the registration link, the data entered will be deleted within four weeks. The confirmation mail is created in an automated process and sent from the address [leichtbewegtarbeiten@gmail.com](mailto:leichtbewegtarbeiten@gmail.com). Access to the mail account is granted to the scientific staff of the Leicht Bewegt project at the Heidelberg University of Education Chiara Dold and Juliane Möckel.

### I have registered and am using the internal area of the Leicht Bewegt website. What do I find there?

In the internal area, the registered person has full access to all working materials of the Leicht Bewegt program. These can be downloaded in the form of PDFs, among other things.



### The Leicht Bewegt program includes two employee surveys. What about data protection?

In the internal area of the Leicht Bewegt website, two anonymous employee surveys have been created for the work team of the registered person.

The registered person will find a link in the internal area under the program items "As-is analysis" and "Evaluation" that leads to the anonymous online surveys. The survey runs Jotform (<https://www.jotform.com/de/build-order-forms/security/>).

The registered person (User:in) can copy the survey links via Copy & Paste and forward them by mail to their work team via their own service mail account. The members of the work team can then participate in the survey by clicking on the link. The start of the survey is preceded by a privacy statement, which informs the employees about the purpose of the survey and data protection. At the end of the data protection declaration, there is a request for consent to participate in the survey. The questionnaire only opens after this has been clicked on and consent has been given. No personal data is collected during the survey.

The completed questionnaire is automatically evaluated using Python scripts. These are stored on a European server of Hetzner Online GmbH.

The registered person closes the survey after a self-selected period of time (e.g. 14 days) by requesting the team report. The team report shows the average values of all participants from the registered person's work team. The Leicht Bewegt program does not conduct individual evaluations, as the program is built on teamwork and joint goal achievement (goals: Reduction of work-related sitting time and increase of everyday physical activity in office/home office). A team report can only be generated if 5 or more people have participated in the survey. If this is not the case, the registered person will receive the following notification: "Less than 5 people have participated in the survey so far. For data protection reasons, therefore, a team report cannot be created. Please motivate your team to still participate in the survey."

**No personal data is collected in the surveys of the Leicht Bewegt program. To further ensure anonymity, the minimum number of participants in the employee survey was set at 5. This anonymization ensures that no conclusions can be drawn about individuals.**



In the internal area, there is a survey link for the registered person. What is collected here and where does the data end up?

The registered person himself can evaluate the program and the program materials of Leicht Bewegt. To do this, they will find a link to an anonymous LimeSurvey survey in the internal area. **No personal data is collected in this process.**

The survey leads to the tool LimeSurvey, and the project staff members Juliane Möckel and Chiara Dold have access to the survey results. The data will be stored on LimeSurvey until 20.07.22 and then deleted by the license administrator of the PH Heidelberg (Regina Bedersdorfer). **The answers entered at LimeSurvey do not allow any conclusion about the company/organization (employer) of the registered person.**

How can I delete my user account?

After completing the Leicht Bewegt program, the registered person can delete his/her account. Each registered person has a separate account management menu. The deletion can be done there. Since the program can be carried out over and over again, account deletion is not necessary. After logging into the internal area of the Leicht Bewegt website, you can delete your user profile.