

## PRIVACY POLICY INCOMING STUDENTS/STAFF

### 1. General

At Graz University of Technology (TU Graz), protecting your data is a top priority. All our procedures and processes are compliant with the applicable data protection regulations. If you take part in a bilateral, multilateral, or personally organized mobility programme that involves a stay at TU Graz, it is necessary to process your personal data for certain purposes. To meet our statutory obligations, we have prepared this statement to provide you with information about the nature, purpose and legal basis of our data processing activities.

### 2. Data Controller

The data controller is Graz University of Technology, Rechbauerstraße 12, 8010 Graz.

### 3. Purpose and Legal Basis

#### STUDENTS/STAFF

TU Graz processes the personal data required for participation in the respective mobility programme as described in the call for applications. Your personal data (e.g. application documents, personal information, information about your stay, data about your bank details associated with making a payment) is processed in order to follow the application procedure described in the programme guideline. If you choose to submit an application, these data are also processed as part of the organization, processing and evaluation procedures for the respective mobility programme that involves a stay at TU Graz.

We process your personal data to fulfil the contract (organizing and supporting your participation in the mobility programme) or fulfil pre-contractual measures (to support your participation in the application procedure) according to Art (6) (1) (b) GDPR (*Datenschutz-Grundverordnung*, [General Data Protection Regulation]).

In order to comply with legal obligations regarding your rights to check and audit these data, we process your personal data in accordance with Art 6 (1) (c) GDPR (see point 4 – Recipients).

Your personal data are processed to fulfil duties of the university described in the Universities Act 2002 (UG 2002) to assure data quality (e.g. statistics), to increase mobility – promote the national and international mobility of students, graduates, and scientific and artistic university staff – as well as to support public relations (Art (6) (1) (e) GDPR together with §§ 2 (7) and 3 (7) UG 2002; please see the BildDokG (*Bildungsdokumentationsgesetz* [Education Documentation Act]), FOG (*Forschungsorganisationsgesetz* [Research Organisation Act]), OeAD Act (*Österreichs Agentur für Bildung und Internationalisierung* [Austrian Agency for Education and Internationalisation]), Regulation (EU) No. 1288/2013 - ERASMUS+).

The personal data of students from outside the EU/EEA will be transmitted to the Austrian Agency for Education and Internationalisation (OeAD GmbH) or, if the applicant will be a staff member, to the competent embassy/consulate in order to provide information that is needed before the applicant files for a visa/residence permit (Art (6) (1) (a) and (c) GDPR in conjunction with § 3 (4) and (5) of the OeAD Act).

In order to provide various services (e.g. discounts in the canteen), we process your personal data on the basis of your freely consent according to Art (6) (1) (a) GDPR.

If you have given us your freely consent, we will forward your contact details to interested students/staff at TU Graz to enable information exchange about the respective mobility programme (Art 6 (1) (a) GDPR).

Depending on the mobility programme, it is necessary your data to be provided in order to complete the application procedure or – once the procedure has been completed – to finalize the contract and/or fulfil a legal obligation. Unfortunately, it is not possible for you to participate in the mobility programmes without disclosing the data.

#### 4. Recipients

In the case of stays which are supported by TU Graz with EU funds, your personal data will be forwarded to the European Commission and the Austrian Agency for Education and Internationalisation (OeAD GmbH).

If you will participate in a Marshall Plan stays, your personal data will be forwarded on to the Marshall Plan Foundation.

Your data may be transferred on to third parties (e.g. the European Anti-Fraud Office, European or Austrian Court of Auditors, Federal Ministry of Finance (BMF) – transparency database) in compliance with national and/or European regulations to support your rights to check and audit these data.

For mobility programmes where accommodation is organised by the International Office - Welcome Center of TU Graz, your data will be passed on to the accommodation provider so that a room can be reserved for you and, if included in the programme, the payment for the accommodation can be processed by us.

As part of providing services, your personal data may be forwarded on to the Erasmus Student Network (ESN), the TU Graz Union of Students (HTU, *Hochschülerinnen- und Hochschülerschaft der TU Graz*), the Austrian Health Insurance Fund (ÖGK, *Österreichische Gesundheitskasse*), the OeAD Housing Administration (*OeAD-Wohnraumverwaltungs GmbH*) and the WIST Economic Aid for Working Students in Styria (*Wirtschaftshilfe für Studierende Steiermark*), depending on the service requested.

Personal data of students from outside the EU/EEA will be transferred to OeAD GmbH or, in the case of staff members, to the responsible embassy/consulate (visa or residence permit).

For the administration of data submitted with regard to the mobility programmes, we use the software "MobilityOnline", the SOP Hilmbauer & Mauerberg GmbH & Co KG based in Austria, which is used as a data processing tool.

Your contact details will be passed on to interested TU Graz students/staff if you provide your voluntary consent.

#### 5. Storage Periods (Applicable Criteria)

##### CONTRACTUAL/PRE-CONTRACTUAL MEASURES AND LEGAL OBLIGATIONS

We will store your personal data for as long as is necessary to process the contract (mobility programme) or to fulfil the legal obligations.

##### IN CASES OF PUBLIC INTEREST/LEGITIMATE INTEREST

We will store your personal data for as long as is necessary to protect the public/legitimate interests or until a (justifiable) objection is raised.

##### IN CASES OF CONSENT

If you have given us your consent to process your data, your personal data will be stored until you revoke this consent. Only the data that is necessary to prove your consent or revocation of your consent will be stored. From the time that a request is filed to revoke your consent, these data will be stored for a period of three years.

Furthermore, your data is only stored if statutory retention periods or limitation periods regarding potential legal claims apply.

## 6. Contact and Rights of Data Subjects

You have the right to receive information about the personal data collected about you, as well as to access, rectify, request a copy of, restrict access to, object to and request the deletion of your data. In addition, you have the right to withdraw your consent to the processing of your data. However, bear in mind that withdrawing your consent does not retrospectively affect the legality of your data processing. Exercising these rights also cannot override contractual or statutory obligations.

Contact: [international@tugraz.at](mailto:international@tugraz.at).

To ask general questions and express concerns about privacy, contact: [datenschutz@tugraz.at](mailto:datenschutz@tugraz.at).

You have also a right to file a complaint with the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna.

## 7. Data Protection Officer

The TU Graz data protection officer is x-tention Informationstechnologie GmbH, Römerstraße 80A, 4600 Wels.