

## PRIVACY POLICY OUTGOING 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.

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 (*Agentur für Bildung und Internationalisierung* [Austrian Agency for Education and Internationalisation]), Regulation (EU) No. 1288/2013 - ERASMUS+).

If you have given us your freely consent (Art 6 (1) (a) GDPR),

- we will forward your contact details to interested students/staff at TU Graz to enable information exchange about the respective mobility programme.
- we will publish the questionnaire that you complete at the end of the mobility programme together with your optionally selected photos on central, university media channels as well as on social networks (explicit consent for third country transfer requested according to Art 49 (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.

#### PERSONS ISSUING RECOMMENDATION LETTERS

TU Graz processes personal data from you as a person who issues a recommendation letter (e.g. title, first and last name, the personal data contained in the letter).

The legal basis for this data processing is to represent the legitimate interest of a third party, namely, the students, in order to fulfil the application requirements and to protect the interests of TU Graz, i.e. to support the selection of sufficiently qualified applicants according to Art 6 (1) (f) GDPR.

#### 4. Recipients

If required for the programme you have chosen, your personal data will be forwarded on to the partner institution or networks (e.g. ISEP, CEEPUS) (EU/EEA area or third country – see point 5) as part of the organization, processing and evaluation procedures for the respective mobility programme and, in the case of ERASMUS+ stays, on to the European Commission and the Austrian Agency for Education and Internationalisation (OeAD GmbH) as well as on to the Federal Ministry of Education, Science and Research (*Bundesministerium für Bildung, Wissenschaft und Forschung*, BMBWF). If students apply for a company scholarship while taking part in the mobility programme, their personal data will be forwarded on to the sponsoring companies for the selection of the scholarship recipients.

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 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 freely consent.

#### 5. Third Country Transmission

If you have chosen to take part in a mobility programme hosted at a partner institution in a third country (outside of the EU/EEA area), it will become necessary to transfer your personal data to the partner institution in the respective third country once you have successfully completed the application procedure to participate in the programme.

Based on an decision made by the European Commission regarding the adequacy of the data protection, the following countries have been classified as 'safe third countries for data protection purposes: Andorra, Argentina, Canada, Faroe Islands, Guernsey, Israel, Isle of Man, Japan, Jersey, New Zealand, Switzerland, UK, and Uruguay. You can find more information [here](#).

If you have chosen to take part in a mobility programme hosted a partner institution in a non-secure third country (European Commission decision: no adequacy data protection), the data transfer takes place based on Art 49 GDPR. This data transfer, which is necessary to finalize the contract and/or to fulfil pre-contractual measures, is based on your application to participate in the mobility programme or is based on your express consent.

## 6. 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.

## 7. 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).

If you have general questions and concerns about data protection, please 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.

## 8. Data Protection Officer

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