

PRIVACY POLICY WELCOME CENTER

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 international students who spend the entire period of their studies at TU Graz, international staff, or guest researchers as well as people who accompany them (e.g. family members) request a service offered by the TU Graz Welcome Center, it is necessary to process personal data to fulfil this request. 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

The Welcome Center serves as the initial contact point for international students, international staff and guest researchers. It offers various event-related services that can be provided upon the request of these groups of people and their accompanying persons to provide support once you have arrived in Graz. In order to provide this support, the Welcome Center processes personal data (depending on the service) for the following purposes:

- Provision of various services to help you overcome bureaucratic hurdles (e.g. filing the application for a residence certificate/visa, information about the registration form, co-insurance of spouses and children). Please note that that is necessary for you to provide your data (depending on the service) to process your request. Unfortunately, we cannot provide support unless you disclose the necessary information.
- Inclusion in the contact database and sending various offers of information (networking events, language courses, reminders, updates and general information about current topics in Austria)
- Organization and carrying out of events as well as performing public relations work and documenting events (taking photos, presenting the activities of the University as well as informing the public)

The legal basis for processing personal data (including sensitive data¹) in order to provide services to help you overcome bureaucratic hurdles is the voluntary consent as described in Article 6 para. 1 lit. a of the General Data Protection Regulation (GDPR; in German, this is referred to as the *Datenschutz-Grundverordnung* or DSGVO), which you give us by using our service (in the case of sensitive data, the explicit consent is described in Article 9 para. 2 lit. a of this regulation).

The legal basis for processing personal data in order to include your information in our contact database and to send you various information offers is the voluntary consent as described in § 107 para. 1 of the Telecommunications Act (in German, this is referred to as the *Telekommunikationsgesetz*, TKG) (sent electronically) or Article 6 para. 1 lit. a of the DSGVO (sent by postal mail). You provide this consent by actively and voluntarily registering to receive information offers.

In order to organise and carry out the events, we process the personal data provided by the participants upon their registration to protect the legitimate interests of TU Graz, and specifically to support networking among the international students, staff and guest researchers (Art. 6 para. 1 lit. f of the DSGVO).

The legal basis for the public relations work and the documentation of events, and in particular taking pictures at these events, is the public interest according to Art. 6 para. 1 lit. e of the DSGVO in conjunction with § 3 of the Universities Act 2002 (UG 2002).

4. Recipients

Depending on the service, it may be necessary for us to transmit personal data to third parties in order to provide the requested service. We will let you know in advance whether such transmission is necessary as part of the respective service.

If services are provided on the topic of social insurance, processing this request may require us to transmit data to the respective social insurance provider (e.g. in the case of the co-insurance of spouses and children).

If services are requested by international students or international staff and guest researchers based outside the EU/EEA area, personal data may be transferred to the relevant embassy/consulate as well as to other institutions (e.g. OeAD GmbH or domestic authorities).

Pictures taken at events (potentially including pictures of you) may be published on central, university media channels (please note the information signs at the event).

5. Storage Periods (Applicable Criteria)

IN CASES OF PUBLIC INTEREST/LEGITIMATE INTEREST

We process (i.e. store) the data for as long as necessary to protect the public or legitimate interests or until a (justified) objection has been raised.

IN CASES OF CONSENT

If you have provided your consent to process your data, your personal data will be stored until you withdraw this consent. If you withdraw your consent, only the data that is necessary to provide the proof of your consent or its withdrawal will be stored for a period of three years after receiving this withdrawal request.

Furthermore, your data are only stored for as long as the statutory retention periods or limitation periods regarding potential legal claims apply.

6. Source (only for accompanying persons)

When international students, international staff, or guest researchers use a service, we collect personal data from the accompanying persons (e.g. family members) solely for the purpose of providing the requested service.

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.

If you do not wish any photographs to be taken of you, please inform the organizer(s) or the photographer(s) of the event before the event begins.

Contact: welcomecenter@tugraz.at

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