

PRIVACY POLICY

1. General

For **Graz University of Technology** (hereinafter “**TU Graz**”) as well as **TU Graz Life Long Learning**, the protection of your data is of utmost priority. All our procedures and processes comply with the applicable data protection regulations. Within the scope of the processes outlined below, we process your personal data. In accordance with our legal obligations, this policy informs you, among other things, about the nature, purpose, and legal basis of our data processing activities.

2. Controller

The controller responsible for data processing is TU Graz, Rechbauerstraße 12, 8010 Graz.

3. Contact

If you contact us by email or telephone, the data you provide will be processed for the purpose of handling your enquiry/feedback and in case of follow-up questions.

Legal basis: We process your data on the basis of our legitimate interest pursuant to Art. 6(1)(f) GDPR in responding appropriately to your enquiry, or for the implementation of pre-contractual measures or the performance of a contract pursuant to Art. 6(1)(b) GDPR.

Where processing is necessary for entering into a contract or for pre-contractual measures, failure to provide the data will result in the inability to provide the contractual service.

4. Registration for notifications “Staying up to date“

If you register via our web form “Staying up to date”, we process the following data (depending on the information provided) for the purpose of sending you news and information about our offers:

- Title, first and last name, address, email address, telephone number, company, preferred language

Legal basis: We process your personal data on the basis of your consent pursuant to Art. 6(1)(a) GDPR in conjunction with § 174(3) Austrian Telecommunications Act (TKG) 2021.

5. Application and enrolment in our continuing education programmes

If you register or apply for one of our continuing education programmes via our application/registration form on our website or via TUGRAZonline, we process the personal data provided for the purpose of contract processing, implementation of our programmes, and informing you about further offers. The following data are stored:

- Title, academic degree, gender, first and last name, date of birth, email address, telephone number, address, nationality, education, information on motivation, payment details
- In the case of third-party payment: billing address and contact person within the organisation

Legal basis: We process your data for the initiation and performance of a contract pursuant to Art. 6(1)(b) GDPR or for compliance with legal obligations pursuant to Art. 6(1)(c) GDPR. Public interest of TU Graz pursuant to Art. 6(1)(e) GDPR in conjunction with § 3(1)(5) Austrian Universities Act (UG) may also apply, as continuing education is a statutory task assigned to universities.

The sending of information about offers beyond the booked programme is based on your consent pursuant to Art. 6(1)(a) GDPR. Providing your data is necessary for initiating or fulfilling a contract. Failure to provide the required data may result in the contractual service not being delivered or an existing contractual relationship being terminated.

Recipients: These data are not published or disclosed to third parties unless separately agreed or required to fulfil legal obligations.

6. Photo and video recordings

If you participate in a TU Graz Life Long Learning programme, photo and/or video recordings of you may be made during the course (e.g. teaching sessions, excursions, other events).

The processing of image data is carried out for the purposes of public relations, presentation of our activities, informing the public about the fulfilment of universities' tasks, documentation purposes, and the further development of modern teaching and learning scenarios.

Legal basis: Processing is carried out in particular on the basis of public interest pursuant to Art. 6(1)(e) GDPR in conjunction with § 3 UG and our overriding legitimate interest pursuant to Art. 6(1)(f) GDPR. Where consent is requested, processing is based on Art. 6(1)(a) GDPR.

Recipients: Your images may be published on central media channels operated by TU Graz or TU Graz Life Long Learning (e.g. website, social media channels, publications).

In individual cases, data may be transferred to third parties (e.g. cooperation partners, contributors, companies). This applies exclusively to recordings suitable for general documentation of a specific event (e.g. excursions) and only within the framework of the legal bases mentioned above.

7. Retention periods

Public interest (Art. 6(1)(e) GDPR): We process data as long as necessary to safeguard public interests or until a justified objection is raised.

Legitimate interest (Art. 6(1)(f) GDPR): We process data as long as necessary to safeguard legitimate interests or until a justified objection is raised.

Contract performance or pre-contractual obligations (Art. 6(1)(b) GDPR): Your personal data are stored as long as necessary for the execution of the contract.

Legal obligation (Art. 6(1)(c) GDPR): We process your data as long as required by legal obligations.

Consent (Art. 6(1)(a) GDPR): If you have given consent, your personal data are stored until consent is withdrawn or until the purpose of processing ceases. In the event of withdrawal, only those data necessary to demonstrate your consent or its withdrawal will be retained. These data will be stored for three years from the time of withdrawal.

Beyond this, we store your data only where statutory retention periods apply or limitation periods for potential legal claims are still open.

8. Data subject rights

In connection with the data processing operations described above, you are generally entitled to the following rights:

- Right of access to personal data (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR), erasure (Art. 17 GDPR), and restriction of processing (Art. 18 GDPR)
- Right to data portability (Art. 20 GDPR)
- Right to object (Art. 21 GDPR)
- Where processing is based on consent: right to withdraw consent (Art. 7(3) GDPR). Please note that withdrawal of consent does not affect the lawfulness of processing carried out prior to withdrawal. Furthermore, exercising these rights does not result in the termination of contractual or legal obligations.

For data protection concerns or to exercise your rights, please contact: datenschutz@tugraz.at

Further information on data protection at TU Graz is available at: <https://datenschutz.tugraz.at/dsgvo/rechte/>

You also have the right to lodge a complaint with the Austrian Data Protection Authority (Barichgasse 40–42, 1030 Vienna; email: dsb@dsb.gv.at).

9. Data Protection Officer

The Data Protection Officer of TU Graz is x-tention Informationstechnologie GmbH (Friedhofstraße 57, 4600 Wels; email: office@x-tention.at)