

Privacy Policy of the Library

General information

The Graz University of Technology (hereinafter “**TU Graz**”) considers the protection of your data to be a top priority. All of our procedures and processes comply with the applicable data protection regulations. If you use the services of the Graz University of Technology Library (hereinafter “**library**”), we are required to process your personal data. In accordance with our legal obligation, we therefore inform you in this statement about the nature, purpose, and legal basis of our data processing.

Responsible party

The responsible party for data processing is Graz University of Technology, Rechbauerstraße 12, 8010 Graz.

Categories of persons

Data processing differs depending on your relationship to Graz University of Technology. In principle, you can either act as an **employee**, **student**, or **external person** in relation to the library. In the first two cases, the library already has your personal data; as an external person, this data must be collected when you first use a service.

Data categories

The library processes the following data in the course of our work:

1. Identity data (name, date of birth, citizenship, gender, Mifare ID)
2. Contact data (address, email address, phone number)
3. Information on user authorization in accordance with the University Library's Terms of Use
4. Library data (loans, reminders, fees)

Purposes and legal bases

The tasks of universities as laid down in § 3 UG 2002 require the provision of a university library and the associated services. In order to meet these requirements, the library has personal data (identity data, contact data) on all **employees** and **students** at Graz University of Technology, regardless of whether they have already used the library's services or not. This data is collected from you upon enrollment or commencement of employment and is required for the issuance of a library card. The legal basis for this processing is therefore **Art. 6 (1) (e) DSGVO**.

If you are not a student or employee at Graz University of Technology but are associated with another educational institution within the Styrian Library Network, the above-mentioned personal data will be forwarded to the library of Graz University of Technology at your request so that you can use the library's services without restriction. The legal basis is therefore **Art. 6 (1) (a) DSGVO**.

As soon as you borrow books from the library, you enter into a contractual relationship with Graz University of Technology (loan agreement). In the course of this agreement, your library data

generated in the course of borrowing (number and type of loans, loss of a copy etc.). In this context, contact and identity data is also collected for the first time from **external users**. The legal basis for this data processing is therefore **Art. 6 (1) (b) DSGVO**.⁷

Recipients

External universities will receive your personal data upon request if you wish to borrow books from a library within the Styrian Library Network. You give your consent for this.

In the event of legal claims, we reserve the right to forward all data necessary for legal enforcement for the purpose of legal representation.

Storage periods

In principle, all personal data (including fee history) is stored by us for the duration of the card's validity. Personal data is deleted one year after the card's validity expires and after all borrowed information carriers have been returned and any outstanding fees have been paid. If fees have been incurred during the period of validity, the data will only be deleted after the statutory retention period of 7 years has expired.

Correspondence from the library management system "Alma" (provisions, reminder emails, reminders, etc.) will be deleted after 3 months.

Rights of data subjects

You have the right to access, rectify, transfer, restrict, and erase your data. Please note that exercising any of these rights may mean that you will no longer be able to use the services of the library. Furthermore, exercising these rights cannot lead to the termination of contractual or legal obligations.

If you have any questions regarding data protection or wish to exercise your rights as a data subject, please contact datenschutz@tugraz.at. Further information on data protection at Graz University of Technology can be found at datenschutz.tugraz.at.

You also have the right to lodge a complaint with the Austrian Data Protection Authority, Wickenburggasse 8, 1080 Vienna (dsb@dsb.gv.at).

Data protection officer

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