

Data Protection Statement

I. General information on data processing

Protecting personal data is a matter of great concern to the University of Graz. We treat all the personal data that we process confidentially and in compliance with the law.

As a controller according to the GDPR (General Data Protection Regulation), the University of Graz is responsible for protecting personal data collected and processed in connection with this website. The University of Graz processes personal data only to the extent necessary to guarantee the functioning of our website and to provide content and services.

This data protection statement

- describes how the University of Graz processes personal data from its website and
- provides information about the type, scope, purpose and lawfulness of processing personal data and the rights of those affected by its processing (data subjects).

II. Transfer of your personal data

Your personal data is generally only processed within the university. Its transfer to external recipients does not occur except for in cases that are explicitly mentioned.

III. Duration of storage

We store your personal data only as long as required to fulfill the specifically mentioned purpose in compliance with the law. We store your personal data as long as the legal retention period requires or until the statutory period of limitations for any potential legal disputes has expired.

IV. Your rights

You have the basic rights of access, rectification, erasure, restriction, data portability, revocation and objection. You can exercise these rights with respect to the University of Graz.

If you believe that the processing of your data infringes the current data protection regulation or your data protection rights have been violated in any other way, you can lodge a complaint with the supervisory authority in accordance with Art. 77 GDPR. The supervisory authority in Austria is:

Austrian Data Protection Authority

Barichgasse 40-42
1030 Vienna
Austria
Telephone: +43 1 52 152-0
Fax: +43 (0) 316 380-9030
Email: dsb@dsb.gv.at

V. Contact

You can reach us using the following contact information:

Controller

University of Graz
Universitätsplatz 3
8010 Graz
Austria
Telephone: +43 (0) 316 380-0
Fax: +43 (0) 316 380-9030
Email: [info\(at\)uni-graz.at](mailto:info(at)uni-graz.at)

Data protection representative of the University of Graz

Universitätsplatz 3, Office: Elisabethstraße 27/2
8010 Graz
Austria
Telephone: +43 (0) 316 380-2139
Email: dsba@uni-graz.at
<https://datenschutz.uni-graz.at>

VI. Accessing our website

1.) Description and scope of data processing

When websites of the University of Graz are accessed, our web servers temporarily store data about each access in a log file. The following data is recorded and stored until it is automatically deleted:

- IP address of the inquiring computer
- Date and time of access
- Name and URL of data retrieved
- Amount of data transferred
- Message about whether retrieval was successful
- Identification data of the browser and operating system
- Website from which access is made
- Name of your Internet service provider

2.) Purpose of data processing

This data is processed to ensure use of the website (connection establishment), system security and technical administration of the network infrastructure. Processing also serves to optimize the website of the University of Graz. The IP address is analyzed only in the event our network infrastructure is attacked.

3.) Lawfulness of data processing

The data mentioned above is processed on the basis of the predominantly legitimate interest (Art. 6 par. 1 lit. f GDPR) of the University of Graz to fulfill this purpose.

VII. Establishing contact

1.) Description and scope of data processing

When you establish contact with us (by email, telephone or contact form), any data you provide that is required in order to handle and respond to your inquiry is processed. Examples of such data include:

- First and last names
- Mailing address
- Telephone number
- Email address

2.) Purpose of data processing

This data is processed in order to handle and respond to your inquiry. In case that follow-up questions arise, we store this data for at least six months or for the period of time that we require to provide you with the services you requested.

3.) Lawfulness of data processing

The data mentioned above is processed on the basis of the predominantly legitimate interest (Art. 6 par. 1 lit. f GDPR) of the University of Graz to fulfill this purpose or according to Art. 6 par. 1 lit b GDPR to respond to your application for information.

VIII. Newsletter

1.) Description and scope of data processing

If you have registered for our newsletter, we will process the following personal data:

- Title
- First and last names
- Email address

2.) Purpose of data processing

This data is processed in order to send you the news and information that you requested.

3.) Lawfulness of data processing

The data mentioned above is processed on the basis of your consent (Art. 6 par. 1 lit a GDPR), which you can revoke at any time.

IX. Study programs with restricted admission

1.) Description and scope of data processing

If you have registered for a study program with restricted admission, we will process the following personal data:

- Sex
- First name
- Last name
- Date of birth
- Citizenship
- Type of schooling completed
- Postal address
- Telephone
- Level of German language skills
- Matriculation number
- Proof of eligibility for university studies (e.g., university degree, qualification exam)
- Passport photo
- Exam results
- Disability or other impairments (i.e. you require an adapted examination arrangement due to a disability, chronic health condition or mental illness. Impairments must be attested by an assessment by a medical specialist; we will contact you about this.)

2.) Purpose of data processing

This data is processed in order that you may participate in the admissions process for studies with restricted admission.

3.) Lawfulness of data processing

The data mentioned above is processed on the basis of the predominantly legitimate interest (Art. 6 par. 1 lit. f GDPR) of the University of Graz to fulfill this purpose.

The legal basis for the processing of data on disabilities or other impairments is § 59 par. 1 l. 12 of the Universities Act.

X. Payment

1.) Description and scope of data processing

If you make an electronic payment to the university for a service (tuition, events, donations, share of costs for the admissions process, etc.), the following personal data is processed:

- Email address
- Company
- Title/sex
- First name
- Last name
- Mailing address
- Date of birth
- Payment reference (e.g., matriculation number)

The following data must be passed on to the payment services provider so the payment can be allocated:

- Payment reference (e.g., matriculation number)
- First name
- Last name

The payment services provider may collect other personal data.

2.) Purpose of data processing

This data is processed in order to process electronic payments and donations.

3.) Lawfulness of data processing

The data mentioned above is processed in order to fulfill a contract with you or to implement precontractual measures. The legal basis for processing is thus Art. 6 par. 1 lit. b GDPR while the legal basis for the tuition fee is § 91 of the 2002 Universities Act.

XI. Open Journal System OJS

1.) Description and scope of data processing

To manage and publish academic journals, we will process the following personal data:

- Title
- Sex
- First name
- Last name
- Date of birth
- Citizenship
- Mailing address/Billing address
- Telephone

2.) Purpose of data processing

This data is processed in order to assist the publication process from submissions to reviews to publication in an academic journal.

3.) Lawfulness of data processing

The data mentioned above is processed in order to fulfill a contract with you or to implement precontractual measures. The legal basis for processing is thus Art. 6 par. 1 lit. b GDPR.

XII. Event tools

1.) Description and scope of data processing

To manage, publish and pay for events, we will process the following personal data:

- Sex
- Title
- First name
- Last name
- Email address
- Date of birth

- Citizenship
- Type of schooling completed
- Mailing address
- Telephone
- University status (staff, student, external)
- Study program

2.) Purpose of data processing

This data is processed in order to manage, publicize and undertake an event.

3.) Lawfulness of data processing

The data mentioned above is processed in order to fulfill a contract with you or to implement precontractual measures. The legal basis for processing is thus Art. 6 par. 1 lit. b GDPR.

XIII. Competence portfolio

1.) Description and scope of data processing

a) Profile

A personal profile of each user of the competence portfolio portal is created and updated when changes are made. This profile contains:

- User names
- Email address
- First name
- Last name
- Your password (encrypted)

You can manage and make changes to this profile yourself (except for the user name). The website where you can manage your personal settings is:

<https://portfolio.uni-graz.at/doku.php?do=profile>

You must authenticate your identity with your user name and your password. If you have forgotten your password, you can reset it (“Setze neues Passwort” on the login page). Please note that the administrators generally have access to all profile data.

It is deleted if you delete your account or if the entire competence portfolio portal is deleted. Please note that your profile (along with the portfolio data) will be deleted without any further notice five years after the portfolio was last accessed by the supervisor or on 24 May 2023 at the earliest. If you are interested in continuing to use your portfolio, we recommend that you attend another workshop on creating a competence portfolio in due time.

b) Portfolio data

The competence portfolio portal is a web application that stores and manages personal data and allows you the user to make this data available to third parties. Since this data provides substantial insight into your personal circumstances, we highly recommend that you handle this data carefully and cautiously. Think closely about what data you want to make available to whom. The data you enter is stored on the web server of the competence portfolio portal. Please note that the administrators generally have access to all data you have entered. For data security purposes, this data is also stored in regular backup copies on a data storage device (external hard drive) located in controlled facilities. Backup copies are saved for at least one month and deleted three months after the specific copy was created at the latest.

Furthermore, the competence portfolio supervisor has access to the non-private components of the portfolio in order to provide you with feedback on the texts—in the event you, the portfolio creator, make such a request—and to create a certified version of your portfolio. In the course of the creation of a certified version (PDF document), the data is not stored locally and is deleted directly after it has been uploaded to the portfolio platform (where you have access to it). The supervisor is obligated to comply with the data protection law and has also signed a confidentiality agreement.

Please note that your portfolio data (along with your profile) will be deleted without any further notice five years after the portfolio was last accessed by the supervisor or on 24 May 2023 at the earliest! If you are interested in continuing to use your portfolio, we recommend that you attend another workshop on creating a competence portfolio in due time.

2.) Purpose of data processing

The competence portfolio portal is a web application that stores and manages personal data and allows you, the user, to make this data available to third parties. The University of Graz processes this data to the extent necessary as indicated in order to perform these services and especially to provide the electronic competence portfolio feature by means of software (Dokuwiki).

3.) Lawfulness of data processing

The data mentioned above is processed in order to fulfill a contract with you or to implement precontractual measures. The legal basis for processing is thus Art. 6 par. 1 lit. b GDPR.

XIV. Website analytics services

Google Analytics

1.) Description and scope of data processing

Our website uses Google Analytics, a web analytics service provided by Google Inc. (“Google”), 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. Google Analytics uses “cookies,” text files stored on your computer that enable an analysis of your use of the website. Google Analytics transfers

information generated by the cookie about your use of our website (including your IP address) to a Google server in the United States and saves it there. We do not save any of your data that is collected in connection with Google Analytics.

This website uses the IP anonymization feature provided by Google Analytics. Your IP address is truncated/rendered anonymous as soon as Google receives it. Google does not combine the IP address transmitted by your browser as part of Google Analytics with other data.

2.) Purpose of data processing

Google uses this information on our behalf to evaluate your use of the website, to compile reports on website activities for us as the website operator and to perform other services associated with use of the website and the Internet. Google may also transfer this information to third parties if required by law or if third parties process this data on behalf of Google.

3.) Lawfulness of data processing

We process your data on the basis of our predominantly legitimate interest to conduct web analytics easily and cost-effectively (Art. 6 par. 1 lit. f GDPR).

You can prevent the storage of cookies by setting your browser accordingly. If you do so, however, it may not be possible to make full use of all the features of this website.

You can also prevent collection of your data in connection with Google Analytics by downloading and installing a browser plugin

(e.g., <https://tools.google.com/dlpage/gaoptout?hl=de>).

Matomo

1.) Description and scope of data processing

Our website uses Matomo for web analytics. Information produced by cookies (including your truncated IP address) is rendered anonymous and then transferred to the server and stored in order to analyze web use. The information about your use of the site produced by the cookie is not shared with third parties.

2.) Purpose of data processing

Your data is processed for web analytics purposes and especially in order that reports on website activities are compiled for us as the website operator and thus that we can improve our web presence.

3.) Lawfulness of data processing

The data mentioned above is processed on the basis of the predominantly legitimate interest (Art. 6 par. 1 lit. f GDPR) of the University of Graz to fulfill this purpose.

You can prevent the installation of cookies by setting your browser accordingly; if you do so, however, it may not be possible to make full use of all the features of this website. If you do not consent to the storage and analysis of user information, you have the right to object. In this case, a deactivation cookie is stored in your browser so that Matomo does not collect any session data. Note that if you delete cookies, the deactivation cookie is also deleted and must be stored once again.

You can deactivate data collection by Matomo at the following Internet site:

<https://www.uni-graz.at/de/datenschutz/>