

## **Data Protection Declaration**

The University of Graz takes data protection very seriously. We treat your personal data confidentially and in accordance with the legal requirements. This Data Protection Declaration is designed to inform you as an applicant to participate and participant in the GUEST Week 2025 in accordance with Articles 12, 13 and 14 of the General Data Protection Regulation (GDPR) about how we process your personal data at the University of Graz.

### **Purpose, Legal Basis and Duration of Storage**

#### **For Applicants:**

We will process the following data provided by you in your application to participate in the GUEST Week in order to plan, organize and execute the GUEST Week:

- first name
- last name
- e-mail address
- country
- home university
- special requirements or needs / dietary restrictions

The legal basis for this processing is the performance of the contract or in order to take steps prior to entering into the contract in the context of the application process and furthermore the organization of the GUEST Week Art 6 (1b) GDPR.

Processing of your data is necessary for the administration of the GUEST Week. Therefore, not providing the relevant personal data will result in your application not being considered for the GUEST Week.

#### **For Participants:**

Please note that this paragraph only applies if you get to participate.

- We will take photos and will use the photographic material for the purposes of the University of Graz (e. g. for the website) on basis of our legitimate interests for public relations, visualization of our services in public pursuant to Art 6 (1) (f) GDPR in conjunction with § 3 UG (in particular § 3 (11) UG).

- We will provide participants with a participants' list in advance. The transmission of your data (full name, e-mail address, home university, country) is made on the basis of your consent given by you for this purpose [ Art 6 (1) (a) GDPR].

### **Duration of Storage**

- In case of consent: Your data will be stored until you withdraw consent. In case you withdraw consent, only your personal data absolutely necessary for the purpose of proving your consent or withdrawal will be stored for a period of 3 years from withdrawal.

- In case of a contract/contractual obligation: Your personal data will be stored as long as necessary for the organization of the GUEST Week.

- In case of legitimate interest: Your data will be processed as long as necessary for the preservation of our legitimate interests or until (justified) objection is raised.

In addition, we will store your data if there are statutory retention periods or if the statute of limitations regarding potential legal claims is still open.

### **Transmission of your personal data**

Provided you have given consent, your data (full name, e-mail address, home university, country) will be transmitted to the other participants in advance for networking purposes. This data will only be processed at the University of Graz and not transmitted to other recipients outside of the GUEST Week.

### **Your Rights**

Concerning the processing of your personal data, you have the following rights at all times with the University of Graz as controller; these rights can be exercised by emailing to: [international@uni-graz.at](mailto:international@uni-graz.at).

- The right of access to the personal data in question (Article 15, GDPR),
- The right to rectification (Article 16, GDPR) or erasure (Article 17, GDPR) or restriction of processing (Article 18, GDPR),
- The right to data portability (Article 20, GDPR),
- The right to object (Article 21, GDPR),

You also have the right to lodge a complaint (Article 77, GDPR), which should be addressed to the relevant supervisory authority, which in Austria is the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, telephone: +43 1 52 152-0, email: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at).

### **Our Contact Details**

Our contact details are: University of Graz, Office of International Relations, Universitätsplatz 3, 8010 Graz, Austria, email: [international@uni-graz.at](mailto:international@uni-graz.at)

Our data protection officer can be contacted at: [dsba@uni-graz.at](mailto:dsba@uni-graz.at)

Please address general data protection enquiries to: [datenschutz@uni-graz.at](mailto:datenschutz@uni-graz.at)