

# Privacy Policy

*treffpunkt sprachen* – Center for Language, Plurilingualism and Didactics

The University of Graz takes data protection very seriously and treats your personal data confidentially and in accordance with statutory provisions. This Privacy Policy is intended to inform you, as a participant in courses, workshops, seminars and examinations at *treffpunkt sprachen*, in accordance with Art. 12 and 13 GDPR, of the purpose, the legal basis and your rights in connection with the processing and storage of your personal data.

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# 1 Semester foreign language courses

## Purpose and scope of data processing

We process the following personal data for the purpose of processing the registration and for organizing and implementing semester foreign language courses:

Students	Staff members	External persons
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender<sup>1</sup></li> <li>▪ Date of birth (if specified)<sup>1</sup></li> <li>▪ Academic title (if specified)<sup>1</sup></li> <li>▪ Category of person<sup>2</sup></li> <li>▪ Nationality<sup>1</sup></li> <li>▪ Registration number (Matrikelnummer)</li> <li>▪ Field of study/code</li> <li>▪ E-mail address</li> <li>▪ Address<sup>1</sup></li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Bank data</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Examination results</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Academic title (if specified)</li> <li>▪ Category of person<sup>2</sup></li> <li>▪ Nationality</li> <li>▪ E-mail address</li> <li>▪ Address</li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Examination results (if the examination has been passed)</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Academic title (if specified)</li> <li>▪ Category of person<sup>2</sup></li> <li>▪ Nationality</li> <li>▪ E-mail address</li> <li>▪ Address</li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Examination results (if the examination has been passed)</li> <li>▪ Periods of attendance</li> </ul>

1) only when registering via the online platform <https://treffpunktsprachen.uni-graz.at/anmeldung>

2) Category of person = student, staff member, external person

## Legal basis

We process your data on the following legal bases:

- For the fulfillment of a contract or for the implementation of pre-contractual measures (Art. 6 (1)(b) GDPR)
- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of semester foreign language courses (Art. 6 (1)(f) GDPR)

### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

### Transmission of your data

Your data will only be processed internally at the university; it will not be transferred to external recipients.

## 2 Intensive foreign language courses

### Purpose and scope of data processing

We process the following personal data for the purpose of processing the registration and for organizing and implementing intensive foreign language courses:

Students	Staff members	External persons
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Academic title (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> <li>▪ Registration number (Matrikelnummer)</li> <li>▪ Field of study/code</li> <li>▪ E-mail address</li> <li>▪ Address</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Examination results</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Academic title (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> <li>▪ E-mail address</li> <li>▪ Address</li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Examination results (if the examination has been passed)</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Academic title (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> <li>▪ E-mail address</li> <li>▪ Address</li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Examination results (if the examination has been passed)</li> <li>▪ Periods of attendance</li> </ul>

1) Category of person = Student, staff member, external person

### Legal basis

We process your data on the basis of the following legal bases:

- For the fulfillment of a contract or for the implementation of pre-contractual measures (Art. 6 (1)(b) GDPR)
- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of intensive foreign language courses (Art. 6 (1)(f) GDPR)

### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

### Transmission of your data

Your data will only be processed internally at the university; it will not be transferred to external recipients.

## 3 Semester German courses

### 3.1 Placement examinations

#### Purpose and scope of data processing

We process the following personal data for the purpose of organizing and implementing the placement examinations of the semester German courses.

Students	Staff members	External persons
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Gender</li> <li>▪ E-mail address</li> <li>▪ University affiliation</li> <li>▪ Self-assessment of previous knowledge of German</li> <li>▪ Notes on previous knowledge of German (if specified)</li> <li>▪ Examination results</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Gender</li> <li>▪ E-mail address</li> <li>▪ University affiliation</li> <li>▪ Self-assessment of previous knowledge of German</li> <li>▪ Notes on previous knowledge of German (if specified)</li> <li>▪ Examination results</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Gender</li> <li>▪ E-mail address</li> <li>▪ University affiliation</li> <li>▪ Self-assessment of previous knowledge of German</li> <li>▪ Notes on previous knowledge of German (if specified)</li> <li>▪ Examination results</li> </ul>

1) Category of person = Student, staff member, external person

#### Legal basis

We process your data on the following legal basis:

- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of the placement examinations of the semester German courses or in the organization and implementation of the semester German courses, so that a suitable group assignment can be made (Art. 6 (1)(f) GDPR)

### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your

data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

### Transmission of your data

Your data will only be processed internally at the university; it will not be transferred to external recipients.

## 3.2 Course management

### Purpose and scope of data processing

We process the following personal data for the purpose of processing the registration and for organizing and implementing semester German courses:

Students	Staff members	External persons
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Academic title</li> <li>▪ Gender</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Registration number (Matrikelnummer)</li> <li>▪ Field of study/code</li> <li>▪ E-mail address</li> <li>▪ Registration date</li> <li>▪ Payment options</li> <li>▪ Course fee</li> <li>▪ Bank data</li> <li>▪ Examination results</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Academic title (if specified)</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> <li>▪ E-mail address</li> <li>▪ Address</li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Bank data</li> <li>▪ Examination results (if the examination has been passed)</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Academic title (if specified)</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> <li>▪ E-mail address</li> <li>▪ Address</li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Bank data</li> <li>▪ Examination results (if the examination has been passed)</li> <li>▪ Periods of attendance</li> </ul>

1) Category of person = Student, staff member, external person

### Legal basis

We process your data on the following legal bases:

- For the fulfillment of a contract or for the implementation of pre-contractual measures (Art. 6 (1)(b) GDPR)
- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of the semester German courses (Art. 6 (1)(f) GDPR)
- The legitimate interest in the fulfillment of the grant agreement or demonstration of the proper use of grant funds in connection with the possible transfer of certain data to the home university (Art. 6 (1)(f) GDPR)

### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

### Transmission of your data

In the case of students whose home university is Graz University of Technology, the first and last names are sent to the *International Office – Welcome Center of Graz University of Technology* (Rechbauerstraße 12, 8010 Graz) in order to confirm that the grant funds are being used for the intended purpose. All other personal data is only processed internally at the university.

## 4 Intensive German courses

### 4.1 Placement examinations

#### Purpose and scope of data processing

We process the following personal data for the purpose of organizing and implementing the placement examinations of the intensive German courses.

Students	Staff members	External persons
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ E-mail address</li> <li>▪ Examination results</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ University affiliation</li> <li>▪ Self-assessment of previous knowledge of German</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ E-mail address</li> <li>▪ Examination results</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ University affiliation</li> <li>▪ Self-assessment of previous knowledge of German</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ E-mail address</li> <li>▪ Examination results</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ University affiliation</li> <li>▪ Self-assessment of previous knowledge of German</li> </ul>

1) Category of person = Student, staff member, external person

#### Legal basis

We process your data on the following legal basis:

- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of the placement examinations of the intensive German courses or in the organization and implementation of the intensive German courses, so that a suitable group assignment can be made (Art. 6 (1)(f) GDPR)

Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

Transmission of your data

Your data will only be processed internally at the university; it will not be transferred to external recipients.

**4.2 Course management**

Purpose and scope of data processing

We process the following personal data for the purpose of processing the registration and for organizing and implementing intensive German courses:

Students	Staff members	External persons
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Academic degree</li> <li>▪ Gender</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Citizenship</li> <li>▪ Registration number (Matrikelnummer)</li> <li>▪ Field of study/code</li> <li>▪ University affiliation</li> <li>▪ Exchange program</li> <li>▪ E-mail address</li> <li>▪ Home address</li> <li>▪ Registration date</li> <li>▪ Payment options</li> <li>▪ Course fee</li> <li>▪ Bank data</li> <li>▪ Self-assessment of previous knowledge of German</li> <li>▪ Notes on previous knowledge of German (if specified)</li> <li>▪ Results of the written and oral assessment</li> <li>▪ Examination results</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Academic degree</li> <li>▪ Gender</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Citizenship</li> <li>▪ E-mail address</li> <li>▪ Home address</li> <li>▪ Registration date</li> <li>▪ Payment options</li> <li>▪ Course fee</li> <li>▪ Bank data</li> <li>▪ Self-assessment of previous knowledge of German</li> <li>▪ Notes on previous knowledge of German (if specified)</li> <li>▪ Results of the written and oral assessment</li> <li>▪ Examination results</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Academic degree</li> <li>▪ Gender</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Citizenship</li> <li>▪ E-mail address</li> <li>▪ Home address</li> <li>▪ Registration date</li> <li>▪ Payment options</li> <li>▪ Course fee</li> <li>▪ Bank data</li> <li>▪ Self-assessment of previous knowledge of German</li> <li>▪ Notes on previous knowledge of German (if specified)</li> <li>▪ Results of the written and oral assessment</li> <li>▪ Examination results</li> <li>▪ Periods of attendance</li> </ul>

1) Category of person = Student, staff member, external person

### Legal basis

We process your data on the following legal bases:

- For the fulfillment of a contract or for the implementation of pre-contractual measures (Art. 6 (1)(b) GDPR)
- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of the intensive German courses (Art. 6 (1)(f) GDPR)

### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

### Transmission of your data

Your data will only be processed internally at the university; it will not be transferred to external recipients.

## 5 Summer intensive course: German Language – Culture – Literature

### 5.1 Placement examinations

#### Purpose and scope of data processing

We process the following personal data for the purpose of organizing and implementing the placement examinations of the summer intensive course of *German Language – Culture – Literature*:

Students	Staff members	External persons
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Examination results</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Examination results</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Examination results</li> </ul>

### Legal basis

We process your data on the following legal basis:

- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of the placement examinations of the summer intensive courses of *German Language – Culture – Literature* or in the organization and implementation of the summer intensive courses, so that a suitable group assignment can be made (Art. 6 (1)(f) GDPR)



Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

Transmission of your data

Your data will only be processed internally at the university; it will not be transferred to external recipients.

**5.2 Course management**

Purpose and scope of data processing

We process the following personal data for the purpose of processing the registration and for organizing and implementing the summer intensive course of *German Language – Culture – Literature*:

Students	Staff member	External persons
<ul style="list-style-type: none"> <li>▪ All data and information transmitted with the application documents</li> <li>▪ Registration number (Matrikelnummer; if studying at the University of Graz)</li> <li>▪ Actual German language level</li> <li>▪ Results of the placement examination</li> <li>▪ Name and address of accommodation (if accommodation is needed)</li> <li>▪ Single/double room (if accommodation is needed)</li> <li>▪ Bank data</li> <li>▪ Examination results</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ All data and information transmitted with the application documents</li> <li>▪ Actual German language level</li> <li>▪ Results of the placement examination</li> <li>▪ Name and address of accommodation (if accommodation is needed)</li> <li>▪ Single/double room (if accommodation is needed)</li> <li>▪ Bank data</li> <li>▪ Examination results</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ All data and information transmitted with the application documents</li> <li>▪ Actual German language level</li> <li>▪ Results of the placement examination</li> <li>▪ Name and address of accommodation (if accommodation is needed)</li> <li>▪ Single/double room (if accommodation is needed)</li> <li>▪ Bank data</li> <li>▪ Examination results</li> <li>▪ Periods of attendance</li> </ul>

Legal basis

We process your data on the following legal bases:

- For the fulfillment of a contract or for the implementation of pre-contractual measures (Art. 6 (1)(b) GDPR)

- The legitimate interest of *treffpunkt sprachen* for the organization and implementation of the summer intensive courses (Art. 6 (1)(f) GDPR)

#### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

#### Transmission of your data

- In order to confirm the proper use of grant funds, the following personal data will be transmitted to the Federal Ministry of Education, Science and Research (Minoritenplatz 5, 1010 Vienna): First name, last name, date of birth, citizenship, home university, e-mail address, home address, German language level, scholarship information, paid course fee, copies of certificates of the summer intensive course.
- In order to ensure the accommodation of the participants in a student dormitory and to enable the allocation of rooms, the following personal data will be transmitted to the respective student dormitories: First name, last name, gender, citizenship.
- In order to initiate the visa application process, the following data will be transmitted to the embassies indicated by the participants in their countries of origin: First name, last name, academic degree, gender, date of birth, citizenship, e-mail address, passport number, name and address of accommodation in Graz.
- In order to report the temporary residence of the participants, the following data will be transmitted to the registration office (Schmiedgasse 26, 8010 Graz): Registration data of the accommodation in Graz.
- All other data will only be processed internally at the university.

## 6 Preparatory language courses for students of Romance, Slavic and translation studies

#### Purpose and scope of data processing

We process the following personal data for the purpose of processing the registration and for organizing and implementing the preparatory language courses for students of Romance, Slavic and translation studies:

Students
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Academic title (if specified)</li> <li>▪ Date of birth (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Registration number (Matrikelnummer)</li> <li>▪ Field of study/code</li> <li>▪ E-mail address</li> </ul>

- Address
- Phone number
- Registration date
- Bank data
- Course fee
- Payment options
- Examination results
- Periods of attendance

1) Category of person = Student

### Legal basis

We process your data on the following legal bases:

- For the fulfillment of a contract or for the implementation of pre-contractual measures (Art. 6 (1)(b) GDPR)
- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of the preparatory language courses (Art 6. (1)(f) GDPR)

### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

### Transmission of your data

Your data will only be processed internally at the university; it will not be transferred to external recipients.

## 7 English courses for staff members and external participants

### Purpose and scope of data processing

We process the following personal data for the purpose of processing the registration and for organizing and implementing English courses for staff and external participants:

Staff members	External persons
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Academic title (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> <li>▪ E-mail address</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Academic title (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> <li>▪ E-mail address</li> </ul>

<ul style="list-style-type: none"> <li>▪ Address</li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Bank data</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Address</li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Bank data</li> <li>▪ Periods of attendance</li> </ul>
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1) Category of person = Staff member, external person

### Legal basis

We process your data on the following legal bases:

- For the fulfillment of a contract or for the implementation of pre-contractual measures (Art. 6 (1)(b) GDPR)
- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of English courses for staff members and external participants (Art. 6 (1)(f) GDPR)

### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

### Transmission of your data

Your data will only be processed internally at the university; it will not be transferred to external recipients.

## 8 Certificates

### 8.1 IELTS Preparation Workshop

#### Purpose and scope of data processing

We process the following personal data for the purpose of processing the registration and for organizing and implementing the IELTS Preparation Workshop:

Students	Staff members	External persons
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Academic title (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Academic title (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Academic title (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> </ul>

<ul style="list-style-type: none"> <li>▪ Field of study</li> <li>▪ E-mail address</li> <li>▪ Address</li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ E-mail address</li> <li>▪ Address</li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Periods of attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ E-mail address</li> <li>▪ Address</li> <li>▪ Phone number</li> <li>▪ Registration date</li> <li>▪ Course fee</li> <li>▪ Payment options</li> <li>▪ Periods of attendance</li> </ul>
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1) Category of person = Student, staff member, external person

### Legal basis

We process your data on the following legal bases:

- For the fulfillment of a contract or for the implementation of pre-contractual measures (Art. 6 (1)(b) GDPR)
- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of the IELTS Preparation Workshop (Art. 6 (1)(f) GDPR)

### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

### Transmission of your data

Your data will only be processed internally at the university; it will not be transferred to external recipients.

## **8.2 ÖSD Certificate**

### Purpose and scope of data processing

We process the following personal data for the purpose of processing the registration and for organizing and implementing the ÖSD examination:

Students	Staff members
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Academic degree</li> <li>▪ Gender</li> <li>▪ Date of birth</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> <li>▪ Place of birth</li> <li>▪ Country of birth</li> <li>▪ Residential address</li> </ul>	<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Academic degree</li> <li>▪ Gender</li> <li>▪ Date of birth</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> <li>▪ Place of birth</li> <li>▪ Country of birth</li> <li>▪ Residential address</li> </ul>

<ul style="list-style-type: none"> <li>▪ Home address</li> <li>▪ Phone number</li> <li>▪ E-mail address</li> <li>▪ Examination level</li> <li>▪ Examination fee</li> <li>▪ Bank data</li> <li>▪ Payment options</li> </ul>	<ul style="list-style-type: none"> <li>▪ Home address</li> <li>▪ Phone number</li> <li>▪ E-mail address</li> <li>▪ Examination level</li> <li>▪ Examination fee</li> <li>▪ Bank data</li> <li>▪ Payment options</li> </ul>
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1) Category of person = Student, employee

### Legal basis

We process your data on the following legal bases:

- For the fulfillment of a contract or for the implementation of pre-contractual measures (Art. 6 (1)(b) GDPR)
- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of the ÖSD examination (Art. 6 (1)(f) GDPR)

### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

### Transmission of your data

In order to register participants for the examination, the following data will be sent to the ÖSD Examination Center (Hörlgasse 12, 1090 Vienna): First name, last name, academic degree, gender, date of birth, nationality, place of birth, country of birth. All other data will only be processed internally at the university.

## 9 Oral Assessments

### Purpose and scope of data processing

We process the following personal data for the purpose of processing the registration and for organizing and implementing the oral assessments:

Students
<ul style="list-style-type: none"> <li>▪ First name</li> <li>▪ Last name</li> <li>▪ Gender</li> <li>▪ Date of birth (if specified)</li> <li>▪ Academic title (if specified)</li> <li>▪ Category of person<sup>1</sup></li> <li>▪ Nationality</li> <li>▪ Field of study (if specified)</li> <li>▪ E-mail address</li> </ul>

- Address
- Phone number
- Registration date
- Examination fee
- Payment options
- Name of the host university where the study abroad will take place (if specified)
- Examination result/language level

1) Category of person = Student

### Legal basis

We process your data on the following legal bases:

- For the fulfillment of a contract or for the implementation of pre-contractual measures (Art. 6 (1)(b) GDPR)
- The legitimate interest of *treffpunkt sprachen* in the organization and implementation of the oral assessments (Art. 6 (1)(f) GDPR)

### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

### Transmission of your data

Your data will only be processed internally at the university; it will not be transferred to external recipients.

## 10 Statistics

### Purpose and scope of data processing

The following personal data is processed for statistical purposes:

Students	Staff members	External persons
<ul style="list-style-type: none"> <li>▪ Category of person<sup>1</sup></li> <li>▪ Home university</li> <li>▪ Faculty affiliation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Category of person<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>▪ Category of person<sup>1</sup></li> </ul>

1) Category of person = Student, staff member, external person

### Legal basis

We process your data on the following legal basis:

- The legitimate interest of *treffpunkt sprachen* in compiling anonymized statistics (Art. 6 (1)(f) GDPR)

### Duration of storage

We will process your personal data only as long as is necessary to fulfill the respective stated purpose in compliance with the relevant statutory provisions. In addition, we only store your data if there are statutory retention periods for this or if periods of limitation regarding potential legal claims are outstanding.

#### Transmission of your data and publication of statistics

Your personal data will only be processed and transmitted within the university. Any disclosure within the framework of reports (for example, advisory board for the awarding of teaching) and publications will be made exclusively in anonymized form.

## 11 Newsletter

#### Purpose and scope of data processing

If you have signed up for the *treffpunkt sprachen* newsletter, we process the following personal data to send you news and information about our course offerings:

- First name
- Last name
- Category of person (student, employee, external, supplier)
- E-mail address

#### Legal basis

We process your data on the following legal basis:

- Your consent (Art. 6 (1)(a) GDPR), which you can revoke at any time.

#### Duration of storage

Data that we process based on your consent will remain stored until you revoke your consent. In addition, only your absolutely necessary personal data will be stored for the purpose of proving your consent or revocation for a period of three years from revocation.

#### Transmission of your data

Your data will only be processed internally at the university; it will not be transferred to external recipients.

## 12 Making contact

#### Purpose and scope of data processing

If you contact us (by e-mail or telephone), such data that is required to handle and respond to your inquiry is processed. Such data typically comprises:

- First name
- Last name



- Phone number
- E-mail address

#### Legal basis

We process your data on the following legal basis:

- The legitimate interest (Art. 6 (1)(f) GDPR) of *treffpunkt sprachen* in fulfilling this purpose or according to Art. 6 (1)(b) GDPR in fulfilling your request for information.

#### Duration of storage

We will store the data for at least six months in case of follow-up questions, or for the period we need to provide the services you have requested.

## 13 Website and Moodle learning platform

For more information on the processing of personal data within the framework of the website and the Moodle online learning platform, please refer to the general [Privacy Policy of the University of Graz](#).

## 14 COVID-19 contact data processing (contact tracing) within the framework of events and open hours at the University of Graz

For more information on COVID-19 contact data processing within the framework of events and open hours at the University of Graz, please refer to the general [Privacy Policy of the University of Graz](#).

## 15 Your rights

You are generally entitled to the rights of disclosure, rectification, erasure, restriction, data portability, revocation and objection. You can assert these rights against the University of Graz.

If you are of the opinion that the processing of your data violates applicable data protection law or that your data protection rights have otherwise been violated in any way, you may lodge a complaint with the competent supervisory authority in accordance with Art. 77 GDPR. In Austria, this is the:

### **Austrian Data Protection Authority**

Barichgasse 40-42

1030 Vienna

Austria

Phone: +43 1 52 152-0

Fax: +43 (0) 316 380-9030

E-mail: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)

## **16 Contact**

You can reach us at the following contact details:

### **Controller under data protection law**

University of Graz

*treffpunkt sprachen* – Center for Language, Plurilingualism and Didactics

Johann-Fux-Gasse 30

8010 Graz

Austria

Phone: +43 (0)316 380 - 2493

E-mail: [treffpunktsprachen@uni-graz.at](mailto:treffpunktsprachen@uni-graz.at)

### **Data Protection Officer of the University of Graz**

Universitätsplatz 3, office: Elisabethstraße 27/2

8010 Graz

Austria

Phone: +43 (0) 316 380 - 2139

E-mail: [dsba@uni-graz.at](mailto:dsba@uni-graz.at)

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