

## Data Protection Declaration

The Consortium members of the Joint Master's Programme in Translation (University of Ljubljana, University of Graz), as joint controllers, take data protection very seriously and treat your personal data confidentially and in accordance with the legal requirements. This Data Protection Declaration is designed to inform (1) you, as an applicant for/student of the Joint Master's Programme in Translation, as well as (2) referees in accordance with Articles 12, 13 and 14 of the General Data Protection Regulation (GDPR), on the purpose, legal basis, and your rights regarding the processing of personal data by the Consortium.

### **Purpose, scope and legal basis of data processing:**

#### 1. Applicants/Students

We process your personal data indicated in the application (e.g. personal information, study path) as well as your application documents according to the programme call for the purpose of the application and selection process, admission at the entrance university, mobility semester and the graduation of the Joint Master's Programme in Translation. For more detailed information on data processing contact your respective entrance university.

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 and completion of the mobility pursuant to Art 6 § 1 (b) GDPR,
- the compliance with a legal obligation pursuant to Art 6 § 1 (c) GDPR in connection with the relevant national law on study regulations,
- the performance of a task carried out in the public interest which is given in the implementation of the joint degree programme pursuant to Art 6 § 1 (e) GDPR in connection with the relevant national law,
- the legitimate interest of the Consortium with regard to quality assurance as well as for public relations and statistical purposes, pursuant to Art 6 § 1 (f) GDPR,
- the fulfilment of legal obligations in regards to possible data transfer to the respective competent bodies for the purpose of control and audit duties pursuant to Art 6 § 1 (c) GDPR.

Processing of your data and documents by the Consortium is a necessary step in the evaluation and selection process for the programme. Therefore, not providing the relevant personal data will result in your application not being considered for the programme.

The Consortium will, as far as is reasonably practical, anonymize or pseudonymize all personal data contained in statistics, reports and summaries to minimize the amount of personal data processed.

#### 2. Referees

We process personal data of referees (first name, last name and any other personal data included in the letter of recommendation) submitted by the applicants to the programme and indicated in the letters of recommendation.

The legal basis for this processing is the legitimate interest by a third party, the students to fulfil the application requirements and legitimate interest of the consortium to choose the most qualified applicants, pursuant to Art 6 § 1 (f) GDPR.



### Duration of storage:

- In case of a contract/contractual obligation, legal obligation: Your personal data will be stored as long as necessary for the organization and completion of the Joint Master's Programme in Translation/to comply with the legal obligation.
- In case of legitimate/public interest: Your data will be processed as long as necessary for the preservation of the legitimate/public interest 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:

Your data will be processed within the Consortium (University of Ljubljana, University of Graz) as necessary to effect the above-mentioned purposes and – where required – transmitted to the competent supervisory bodies for control and audit duties according to Austrian and European law (e.g. European Anti-Fraud Office, European Court of Auditors [ECA] or Austrian Court of Audit, Austrian Federal Ministry of Finance [Transparency Portal]).

### Your rights:

Where the processing of your personal data is concerned, you have the following rights at all times with regard to the University of Graz ([jointdegrees@uni-graz.at](mailto:jointdegrees@uni-graz.at)) and the University of Ljubljana ([studijski.programi@ff.uni-lj.si](mailto:studijski.programi@ff.uni-lj.si)) as coordinator of the programme; these rights can be exercised by emailing your respective entrance university.

- 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),
- the right to withdraw consent (Article 7(3), GDPR), which shall not affect the lawfulness of processing based on consent before its withdrawal.

You also have the

- right to lodge a complaint (Article 77, GDPR),

which should be addressed to a Data Protection Authority: [https://edpb.europa.eu/about-edpb/board/members\\_en](https://edpb.europa.eu/about-edpb/board/members_en).

In principle, the rights concerned must be asserted at the home university. Your request may therefore be forwarded to the respective consortium partner.

### Our contact details:

- University of Graz, Office of International Relations, Universitätsplatz 3, 8010 Graz, email: [jointdegrees@uni-graz.at](mailto:jointdegrees@uni-graz.at). The data protection officer can be contacted at: [dsba@uni-graz.at](mailto:dsba@uni-graz.at)
- University of Ljubljana, Department of Translation, Aškerčeva 2, 1000 Ljubljana, Slovenia, email: [prevajalstvo@ff.uni-lj.si](mailto:prevajalstvo@ff.uni-lj.si). The data protection officer can be contacted at: [dpo@uni-lj.si](mailto:dpo@uni-lj.si)