

# Data Protection Declaration

The University of Graz takes data protection very seriously and will 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 a bilateral, multilateral or self-organized mobility program of the University of Graz as well as (2) referees in accordance with Articles 12, 13 and 14 of the General Data Protection Regulation (GDPR), about how and why we will process your personal data, the legal basis, and about your rights regarding the data processing of personal data by the University of Graz, Universitätsplatz 3, 8010 Graz.

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

### 1. Applicants

We process your personal data indicated in the application (personal information, information on your stay, bank details) as well as your application documents according to the program call for the purpose of the application process and (in case of a successful application) for the organization of the mobility in the context of a bilateral, multilateral or self-organized mobility program.

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 (1b) GDPR,
- the fulfillment 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 (1c) GDPR,
- the legitimate interest of the University of Graz with regard to the quality assurance, increased mobility numbers as well as for public relations and statistical purposes pursuant to Art 6 (1f) GDPR,
- the optional explicit consent to the transfer of personal data to a third country pursuant to Art 49 (1a) GDPR,
- the optional consent to being contacted by interested students.

Processing of your data and documents by the University of Graz 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.

### 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 the legitimate interest of the University of Graz to choose the most qualified applicants, pursuant to Art 6 § 1 (f) GDPR.

## **Duration of storage:**

- In case of a contract/contractual obligation: Your personal data will be stored as long as necessary for the organization and completion of the mobility/fulfillment of the legal obligation.
- 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 case of consent: Data processed on the basis of optional consent 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 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 University of Graz 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]).

Depending on the respective program your data will be transferred

- to the partner university (in the case of bilateral programs): Depending on the mobility program and based on your explicit consent, this may also include the transfer of personal data to third countries.
- to the European Commission and the Austrian Agency for International Cooperation in Education and Research (OeAD-GmbH) (in the case of Erasmus+ mobilities)
- to the network coordination unit and/or network university (in case of multilateral programs): Depending on the mobility program and based on your explicit consent, this may also include the transfer of personal data to third countries.
- IT service provider (maintenance of the database „Mobility-Online“).

Furthermore – provided your consent to the respective data transfer in the context of the application – your personal data as indicated in the respective consent will be made available to students at University of Graz who are interested in a mobility in the context of a bilateral, multilateral or self-organized mobility program, have completed or will undertake such a mobility at the same partner university.

**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 as controller; these rights can be exercised by emailing: [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),
- 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, in Austria this 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, 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)