



## Information on the processing of personal data

As of 25 May 2018 the Regulation of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR) is directly applicable in all Member States of the European Union.

The GDPR, inter alia, provides for extended information requirements in regard to the processing of personal data. In fulfilment of those obligations (in particular Art 13 GDPR) we are hereby informing you about the processing of your personal data carried out by us.

### 1. What type of personal data (hereinafter “Data”) will be processed?

The personal data submitted by you in the process of your application/registration for a Continuing Education Program/Course.

### 2. What is the purpose of the data processing?

Application/registration and possible admission for a Continuing Education Program/Course, billing of participation and other fees (if applicable), for Continuing Education Programs: issue of student ID card (BOKU-Card), student administration and file keeping, teaching operations and documentation, communication with students, issue of certificates, file storage according to Studienevidenzverordnung and Federal Law (Bildungsdokumentationsgesetz).

### 3. What is the legal basis for the data processing?

- Art 6 (1) (b) GDPR – required for the fulfilment of a contract concluded with the data subject
- Art 6 (1) (c) GDPR – required for the fulfilment of a legal obligation of the University of Natural Resources and Life Sciences, Vienna
- Art 6 (1) (e) GDPR – the processing is in the public interest or is carried out in the exercise of official authority

### 4. Is there an obligation for you as a data subject to provide your Data to the University of Natural Resources and Life Sciences, Vienna?

- Yes, since the provision of the Data is a statutory or contractual requirement.  
If the Data is not provided, this will result in the following: enrolment/admission for the desired program/course, and in consequence participation, will not be possible.

### 5. Is automated decision-making (including profiling) part of the processing?

- No

### 6. Will the Data be transferred to other persons or entities in whole or in part?

- Yes, in the course of processing your Data will be transferred to the following recipients for the above-mentioned purpose:  
Data processed by BOKU due to regulations (Bildungsdokumentationsgesetz, BGBl. I Nr. 12/2002, Datenverbund der Universitäten und Hochschulen) may be accessed according to the legal provisions by other Universities/Colleges, the Study Grant Authority (Studienbeihilfebehörde), Federal Attorney's Office (Finanzprokuratur), Statistik Austria and competent Ministries.  
Data that are necessary for teaching, examination and assessment purposes may be made accessible to external lecturers.

### 7. Are the recipients mentioned under Item 6 located outside the EU/outside the EEA and/or are they an international organisation?

- No

### 8. How long will the Data be stored and/or what are the criteria for determining the storage period?

Matriculation number, name, date of birth, gender, nationality, issue date of the general university entrance qualification must be stored for 99 years (§ 7a Abs 9 Bildungsdokumentationsgesetz idgF); Social security number or substitute ID must be stored for 2 years after exiting BOKU (§ 3 iVm § 8 Abs 5 Bildungsdokumentationsgesetz idgF); University-specific data, e.g. examination titles or awarded ECTS credits, according to § 53 Universitätsgesetz (UG) idgF iVm § 3 Abs 3 Bildungsdokumentationsgesetz idgF: 80 Jahre; Assessment documents (esp. assessments of written examinations and theses or exam protocols) according to § 79 Abs. 3 und 4 UG idgF: min. 6 months following the assessment notification;



Assessment documents for Diplom/Master theses according to § 84 Abs 1 UG: min. 6 months following the assessment notification.

Data that are archive material according to Federal Law (Bundesarchivgesetz idgF and Bundesarchivgutverordnung): indefinite; Data for the compilation of an electoral register for Austrian Student Union (ÖH) representative elections according to § 43 Abs 5 and 6 Hochschulösterreich- und Hochschulerschaftsgesetz 2014 idgF iVm Hochschulösterreich- und Hochschulerschaftswahlordnung 2014 idgF: until the final and legal proclamation of the election results.

#### **9. What are your rights as a data subject?**

Generally, you have a right to request from the University of Natural Resources and Life Sciences, Vienna access to and rectification or erasure of your Data or restriction of processing concerning you or to object to processing as well as the right to data portability.

To exercise these rights please contact our data protection officer (for contact details see Item 10).

In addition, you have the right to lodge any appeals you may have with the data protection authority.

#### **10. Contact details of the controller and their data protection officer:**

- **Controller**  
University of Natural Resources and Life Sciences, Vienna  
Gregor-Mendel-Strasse 33  
1180 Vienna
- **Data protection officer**  
Muthgasse 11/II  
1190 Vienna  
datenschutz@boku.ac.at

General and more detailed information on the topic of data protection at the University of Natural Resources and Life Sciences, Vienna can be found at [www.boku.ac.at/datenschutz](http://www.boku.ac.at/datenschutz).