**Information on personal data processing**

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

One aspect of the GDPR is its increased obligations to provide information with regard to processing personal data.

In compliance with these obligations (in particular with article 13 of the GDPR), we are hereby informing you of how we process your personal data.

**1. Which personal data (shortened to “data”) are processed?**

The personal data provided by you in accordance with the necessary forms for the short-term scientific research work abroad programme (KUWI) (application for an international grant, letter of recommendation, acceptance, report on the stay abroad).

**2. What is the purpose of this data processing?**

To complete the application process and in the case of granting this, to handle the mobility of the outgoing students and staff as part of the mobility programme “short-term scientific research work abroad (KUWI)”; and also to process and evaluate finances and to conduct statistical analyses of these

**3. What is the legal basis of this data processing?**

[x]  Article 6 (1) (a) of the GDPR – consent (in the context of the application)

We draw your attention to the fact that this consent can be withdrawn at any time with future effect. This will cause
[ ]  no detrimental consequences for you.
[x]  the following detrimental consequences for you: You will be denied your grant; you will not be able to participate in the mobility programme.

Such a withdrawal of consent will certainly result in us no longer processing your data for the aforementioned purposes from the time of withdrawal and in particular in us deleting any (remaining) stored data of yours, insofar as these data are not being processed on one of the following legal bases.

[x]  Article 6 (1) (b) of the GDPR – processing is necessary for fulfilling a contract

[x]  Article 6 (1) (c) of the GDPR – processing is necessary for complying with a legal obligation to which the University of Natural Resources and Life Sciences, Vienna, is subject

[x]  Article 6 (1) (d) of the GDPR – processing is necessary for protecting the vital interests of the data subject or another natural person

[ ]  Article 6 (1) (e) of the GDPR – processing occurs in the public interest or in the course of exercising official authority

[x]  Article 6 (1) (f) of the GDPR – processing is necessary for preserving the following legitimate interests of the University of Natural Resources and Life Sciences, Vienna, or a third party (the interests or basic rights and freedoms of the data subject shall not take precedence over these interests):

Following the guiding principles of the Austrian Universities Act (article 2, UG) and the principles of the strategy for internationalisation, the University of Natural Resources and Life Sciences, Vienna, is committed to internationalisation and supports the international mobility of students.

**4. As a data subject, do you have a duty to provide your data to the University of Natural Resources and Life Sciences, Vienna?**

[ ]  No

[ ]  No, but providing these data is necessary for concluding a contract.
If the necessary data are not provided, this will mean that no contract can be concluded.

[x]  Yes, as provision of the necessary data is legally or contractually required.
If the necessary data are not provided, this will mean that you cannot participate in the mobility programme and no funding can be paid to you.

**5. In the course of this processing, will there be any automated decision-making (including profiling)?**

[x]  No

[ ]  Yes, and this involves:

**6. Will all or parts of the data be transferred to other persons/institutions?**

[ ]  No
[x]  Yes, your data will be transferred to the following recipients during the course of processing for the aforementioned purpose:

Authorised internal staff at BOKU; Akademisch-Soziale Arbeitsgemeinschaft Österreichs (ASAG) (the Academic and Social Working Group of Austria), the Marshall Plan Foundation, SOP (processor).

**7. Are the recipients listed under section 6 located outside the EU/EEA or does this transfer involve an international organisation?**

[x]  No
[ ]  Yes, and this involves:

|  |  |  |  |
| --- | --- | --- | --- |
| Recipient | Third country | International organisation | Level of protection (article pursuant to the GDPR)  |
|   |       |       | [ ]  European Commission's adequacy decision in accordance with article 45 [ ]  binding internal data protection regulations according to article 47 in conjunction with article 46 (2) (b)[ ]  standard data protection provisions according to article 46 (2) (c) and (d)[ ]  authorised codes of conduct according to article 46 (2) (e) in conjunction with article 40[ ] the authorised certification procedure according to article 46 (2) (f) in conjunction with article 42[ ]  contract provisions approved by the Data Protection Authority in accordance with article 46 (3) (a)[ ]  derogation for specific situations in accordance with article 49 (1)[ ]  derogation for an individual case in accordance with article 49 (1) subparagraph 2 |

**7. For how long will the data be stored and what criteria are used to decide for how long data will be stored?**

Data shall be retained until the termination of the relationship with the data subjects and then as long as legal storage periods exist and/or as long as legal claims can still be made of or by the mobile person in relation to the mobility programme.

**8. What rights do you have as a data subject?**

In principle, you have the right to access, rectification, erasure, restriction, data portability and withdrawal.

In order to exercise these rights, please contact our data protection officer (see section 9 for contact details).

You also have the right to file any complaints with the Data Protection Authority.

**9. Contact details for the controller and data protection officer:**

* **Controller**
University of Natural Resources and Life Sciences, Vienna
Gregor-Mendel-Straße 33
1180 Vienna
* **Data protection officer**
Mr Jürgen Gruber
Peter-Jordan-Straße 70
1190 Vienna
datenschutz@boku.ac.at

General information and further information concerning 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).