

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?

Personal details: Name, gender, date of birth, academic level, nationality, photograph, data regarding university entrance qualifications, e-mail, address, nation of and address in home country, contact details, information regarding academic progress, information regarding academic stays abroad, information regarding linguistic capabilities, information regarding preliminary studies (if these were undertaken), planned academic activities at the University of Natural Resources and Life Sciences, Vienna (BOKU), length of stay at BOKU, emergency contact details: Name, contact details .

2. What is the purpose of this data processing?

To complete the application process for students from partner institutions for fixed-term admission to BOKU as part of the “Erasmus+” mobility programme; to allow students to study at BOKU on a temporary basis; to handle the mobility of incoming students as part of the “Erasmus+” mobility programme; to conduct content-related evaluations and statistical analyses

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

- 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We draw your attention to the fact that this consent can be withdrawn at any time with future effect.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.
 - the following detrimental consequences for you: You cannot be accepted onto the course of studies, you will be denied your grant (you will also be obliged to repay any funds already received), you will be excluded from participating 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.
- Article 6 (1) (b) of the GDPR – processing is necessary for performing a contract concluded with the data subject
- 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
- 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
- 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 and staff.
BOKU’s obligations from the Erasmus+ guidelines

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.
- Yes, as provision of the necessary data is legally or contractually required.
If the necessary data are not provided, this will mean that acceptance onto the course of studies cannot be granted

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

- No

Yes, and this involves:

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

No

Yes, your data will be transferred to the following recipients during the course of processing for the aforementioned purpose:

SOP Hilmbauer & Mauberger GmbH & Co KG (processor); EU Commission; the relevant partner institution (certain partner institutions also require the transfer of a current record of academic performance (academic transcript); in this case, the transcript will be transferred to the partner institution (sending institution) by BOKU's Centre for International Relations)

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

No

Yes, and this involves:

Recipient	Third country	International organisation	Level of protection (article pursuant to the GDPR)
the relevant partner institution (sending institution)	depending on in which third country your sending institution is located	No	<input type="checkbox"/> European Commission's adequacy decision in accordance with article 45 <input type="checkbox"/> binding internal data protection regulations according to article 47 in conjunction with article 46 (2) (b) <input type="checkbox"/> standard data protection provisions according to article 46 (2) (c) and (d) <input type="checkbox"/> authorised codes of conduct according to article 46 (2) (e) in conjunction with article 40 <input type="checkbox"/> the authorised certification procedure according to article 46 (2) (f) in conjunction with article 42 <input type="checkbox"/> contract provisions approved by the Data Protection Authority in accordance with article 46 (3) (a) <input checked="" type="checkbox"/> derogation for specific situations in accordance with article 49 (1) <input type="checkbox"/> derogation for an individual case in accordance with article 49 (1) subparagraph 2

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

Based on the obligations specified in the Erasmus+ guidelines by the EU Commission, a storage period of **10 years** shall be observed.

The matriculation number, name, date of birth, gender, citizenship and date of matriculation shall be stored for **99 years** (article 7a (9) of the Austrian Education Documentation Act (Bildungsdokumentationsgesetz in its current form); the social security number or alternative identification number shall be stored for up to **2 years** after leaving the University of Natural Resources and Life Sciences, Vienna (article 3 in conjunction with article 8 (5) of the Austrian Education Documentation Act in its current form);

Information specific to the university, including the description of examinations or the ECTS credit points awarded, pursuant to article 53 of the Austrian Universities Act (UG) in its current form, in conjunction with article 3 (3) of the Austrian Education Documentation Act in its current form: **80 years**;

Assessment documents (particularly marked versions of written examinations and test papers or examination records) pursuant to article 79 (3) and (4) of the UG in its current form: at least **6 months** after notification of the assessment;

Assessment documents for Bachelor's degree/Master's degree dissertations pursuant to article 84 (1) of the UG: at least **6 months** after notification of the assessment;

Information that constitutes archive material according to the Federal Archiving Act (Bundesarchivgesetz) in its current form and to the Federal Archive Regulation (Bundesarchivgutverordnung): **indefinite**;

Information regarding the creation of an electoral register in relation to elections for the Austrian Student Union in accordance with article 43 (5) and (6) of the 2014 Student Union Act (Hochschülerinnen- und Hochschülerschaftsgesetz) in its current form in conjunction with the 2014 Student Union Electoral Regulations (Hochschülerinnen- und Hochschülerschaftswahlordnung) in their current form: **until legal confirmation of the election result**

Additional personal data shall be stored as long as legal retention 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.



9. 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 10 for contact details). You also have the right to file any complaints with the Data Protection Authority.

10. 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.