



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?

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 the 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 for the data processing?

Art 6 (1) (a) GDPR – Consent

We would like to point out that the consent can be revoked at any time with effect for the future. This entails no adverse consequences for you.

the following adverse 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,

Upon revocation of consent we will in any case no longer process your Data for the above mentioned purpose from this time and, in particular, erase any Data (still) stored, unless the Data is processed on the basis of one of the following legal bases.

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) (d) GDPR – required to protect vital interests of the data subject or another natural person

Art 6 (1) (e) GDPR – the processing is in the public interest or is carried out in the exercise of official authority

Art 6 (1) (f) GDPR – required to safeguard the following legitimate interests of the University of Natural Resources and Life Sciences, Vienna or a third party (the interests or fundamental rights or freedoms of the data subject do not prevail):

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

No

No, but the provision of the Data is required for the conclusion of a contract.

If the Data are not provided, this will result in a situation where the contract cannot be concluded.

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: acceptance onto the course of studies cannot be granted

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

No

Yes, namely:

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

No

Yes, in the course of processing your Data will be transferred to the following recipients for the above-mentioned 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 mentioned under Item 6 located outside the EU/outside the EEA and/or are they an international organisation?

No

Yes, namely:

Recipient	Third country	International organisation	Level of security (Article of GDPR)
the relevant partner institution (sending institution)	depending on in which third country your sending institution is located	No	<input type="checkbox"/> an adequacy decision of the European Commission pursuant to Art 45 <input type="checkbox"/> binding corporate rules pursuant to Art 47 in conjunction with Art 46 (2) (b) <input type="checkbox"/> standard data protection clauses pursuant to Art 46 (2) (c) and (d) <input type="checkbox"/> approved code of conduct pursuant to Art 46 (2) (e) in conjunction with Art 40 <input type="checkbox"/> approved certification mechanism pursuant to Art 46 (2) (f) in conjunction with Art 42 <input type="checkbox"/> contractual clauses approved by the data protection authority pursuant to Art 46 (3) (a) <input checked="" type="checkbox"/> derogation for a specific situation pursuant to Art 49 (1) <input type="checkbox"/> derogation for a specific situation pursuant to Art 49 (1) subparagraph 2

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

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 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.