



Information on personal data processing

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

For STT/STA Outgoing Staff: Type of mobility (STT/STA), name, title, e-mail address, receiving institution/university, duration of stay, country, city, Erasmus+ travel and subsistence expenses, gender, nationality, affiliation to BOKU/ sending institution, staff category, language of instruction, further languages used, amount of teaching hours at the receiving institution, contact person of the sending institution.

Information regarding the stay: duration, travel days, Mobility Agreement, Erasmus+ contract, additional data of the travel invoice: home address, date of birth, service unit/department/institute, phone number;

In case of a BOKU delegation trip the passport number for the travel organisation.

2. What is the purpose of this data processing?

Application for and handling of Erasmus+ Staff Mobility for Training and Teaching in Erasmus+ Programme Countries including their evaluation and statistical analysis; Financial processing; in case of BOKU delegation trips travel organization.

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We draw your attention to the fact that this consent can be withdrawn at any time with future effect.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 participate in the mobility programme, you will be denied your grant (you will also be obliged to repay any funds already received), it will become impossible to receive credits.

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.

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 presented, this will mean that the possible consequence(s) of not presenting the data shall be noted here.

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:

The Österreichischer Austauschdienst (OeAD GmbH) (Austrian Exchange Service), EU Commission, partner institutions (to which you are applying)

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)
relevant partner institutions to which you are applying	relevant third country in which the partner institutions you are applying to is situated	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.

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**
Muthgasse 11/II
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.