

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?

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 organization.

2. What is the purpose of the 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 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 participate in the mobility programme, you will be denied your grant (you will also be obliged to repay any funds already received).

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 BOKU University

☒ 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 BOKU University 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, BOKU University is committed to internationalisation and supports the international mobility of students. BOKU's obligations by the Erasmus+ guidelines.

4. Is there an obligation for you as a data subject to provide your Data to BOKU University?

- ☐ 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: Please describe under this item the potential consequence(s) of not providing the Data.

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:
OeAD - Agentur für Bildung und Internationalisierung (Agency for Education and Internationalisation), EU Commission, partner institutions (to which you are applying)

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)
relevant partner institutions to which you are applying	relevant third country in which the partner institutions you are applying to is situated	No	☐ an adequacy decision of the European Commission pursuant to Art 45 ☐ binding corporate rules pursuant to Art 47 in conjunction with Art 46 (2) (b) ☐ standard data protection clauses pursuant to Art 46 (2) (c) and (d) ☐ approved code of conduct pursuant to Art 46 (2) (e) in conjunction with Art 40 ☐ approved certification mechanism pursuant to Art 46 (2) (f) in conjunction with Art 42 ☐ contractual clauses approved by the data protection authority pursuant to Art 46 (3) (a)

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| | | ☒ derogation for a specific situation pursuant to Art 49 (1) |
| | | ☐ 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.

9. What are your rights as a data subject?

Generally, you have a right to request from BOKU University 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**
BOKU University
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 BOKU University can be found at www.boku.ac.at/datenschutz.