

Library registration

Please use capital letters!

Personal Data

Last name:

First name:

Date of birth:

Gender:

Female

Male

Diverse

Persons under the age of 18 require a declaration of liability from their legal guardian(s).

Postal address

Street, number /
staircase / door:

Postcode, city:

Telephone number:

Email address:

I confirm with my signature that my data is correct and complete. I will inform the University Library immediately of any changes to my personal details such as address and name.

With my signature, I acknowledge the Regulations for the Use of the University Library of the University of Natural Resources and Life Sciences, Vienna, published in the University of Natural Resources and Life Sciences Vienna Gazette of 27 September 2018, 26th issue no. 335, and the information on the processing of personal data.

I confirm receipt of the borrowing card and undertake to inform the University Library immediately of any loss.

The undersigned is liable for any misuse of the borrowing card.

Place, date

Signature

Please do not fill in the following fields!

☐ Erstantrag ☐ Stammdatenänderung

☐ Neuausstellung nach Verlust: früherer Strichcode _____

Strichcode: _____

Declaration of consent and liability for persons under 18 years of age by legal guardian(s)

Details of the legal guardian(s)

Last name:

First name:

Date of birth:

Postal address

Street, number /
staircase / door:

Postcode, city:

Telephone number:

Email address:

Details of child/legal ward

Last name:

First name:

Date of birth:

I,

consent to child/legal ward

born on

using the University Library of the University of Natural Resources and Life Sciences,
Vienna and accept the use or borrowing of materials.

Place, date

Signature of legal guardian(s)

A copy of an official photo ID of the legal guardian with a visible signature must be submitted for signature verification.

Information on the processing of personal data University Library

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 14 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?

Students:

Name, date of birth, matriculation number, address, BOKU email address, telephone number, gender, user ID

Employees:

Name, date of birth, work address, BOKU email address, work telephone number, gender, user ID, active/inactive status

External users:

Name, date of birth, address, email, telephone number, gender, user ID, validity period of the library card, declaration of liability by a parent or guardian for minors

Parent or guardian of the external user: Name, date of birth, address, contact details

For all users:

Transaction data: loans, returns, orders and reservations, provisions, fees, loss of a copy, blocks, notes, automatically generated notifications (e.g. reminders, warnings, provisions, invoices).

2. What is the purpose of the data processing?

Use of the services of the University Library, provision and lending of literature, interlibrary loans, reminders/notifications, issuance of library cards (external users), communication/notifications to users, access to library accounts, access to the library's electronic resources, provision of other services by the University Library (training courses, events, etc.);

3. What is the legal basis for the data processing?

- ☒ Art 6 (1) (a) GDPR – Consent (for external users in the context of the application process)
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: No borrowing authorisation will be issued
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, delete 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):
Smooth handling of the lending system, protection of the university's literature stock/inventory, possibility of reclaiming/reminding in case of non-compliance with the terms of use.

4. From where/whom has BOKU University received your Data, and is this source a publicly accessible source?

The University Library automatically receives data on BOKU students and staff from the BOKUonline campus system.

External users: Personal application using master data sheet

This is

- ☐ a publicly accessible source.
☒ not a publicly accessible source.

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:
Ex Libris (Germany) GmbH as data processor
Financial Procurator (in cases where fees are to be collected)

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:

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

Loan data: Anonymisation 1 month after completion of loan (return must have taken place and any fees must have been paid)

Account data of BOKU students and employees:

Storage period is regulated via BOKUonline (central account expiry procedure) or according to account activity (no deletion as long as there are loans or fees on the account)

Account data of external users:

Deletion 1 year after expiry of the ID card and after return of all borrowed information carriers and payment of outstanding fees, provided that statutory retention periods do not prevent deletion.

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.