



Information sheet for ULG participants (associate students)

Dear ULG participants,

Since May 2018, the General Data Protection Regulation has been in force. This provides for extended information obligations. Therefore, we inform you - in compliance with the new legal requirements - about the data processing we carry out. Please note that this concerns data processing we have already been carrying out in the past too and that there will therefore be no changes for you during the course of your studies.

In the course of your studies, the data provided by you (e.g. first name and surname, date of birth, title and form of address, private telephone number and e-mail address) on the one hand and the data that accrue due to your studies (e.g. matriculation number, training and qualification data) on the other hand are being processed.

I. General data processing within the framework of the study programme

The processing and transmission of personal data takes place within the framework of university teaching and further education for the library system, the plagiarism check of written work, evaluations within the framework of quality assurance and the record-keeping of ULG students on the basis of laws and contractual obligations. In these matters, this includes text documents (such as correspondence) created and archived automatically. Data processing for the purpose of sending information and advertising material is based on the consent given.

A transfer of the data relevant in the respective individual case only takes place on the basis of the applicable legal provisions, a court/official order or contractual agreements, in particular to the following bodies:

- Cooperation partners of your course
- Teachers of your course
- State Financial Procurator's Office
- Austrian Library Association
- Authorities
- Reviewers
- Medical Association if diploma continuing education credits are awarded for attending the course
- Office of the Styrian Provincial Government
- Federal Computing Centre GmbH (BRZ)
- Software company
- Federal representation of the ÖH
- Election commission of the ÖH
- Chairperson of a university representative body
- Banks that manage tuition fee accounts
- Federal Ministry of Education, Science and Research
- Statistics Austria

II. Data processing for the purposes of administration and security of the system

Due to the applicable legal data security regulations, we process a number of your data for the administration and security of the system, such as for the administration of user IDs, the allocation of hardware and software to the system users and for the security of the system. This includes automatically created and archived text documents (e.g. correspondence) in these matters. Without this data processing, a secure operation of the system is not possible.



III. Publication of contact data in the e-mail system's address book

In order to enable employees of the Medical University of Graz to contact you, university contact details are published in the address book of the e-mail system. The reason for this is our justifiable interest in the smooth running of the study programme.

IV. Categories of data that may be processed

First and last name, postal address, e-mail address, photos, date of birth, national insurance number, citizenship, current employer, date and institution of A-levels, date and form of completion of the respective education, certificate of education, matriculation number, name of university/college, employer's address, telephone number, VAT obligation, VAT number, bank details, academic degrees, gender, examination data; library information; billing and payment data; payment reminder data.

V. Data processing in the event of legal disputes

If a legal dispute arises during the course of studies or after termination, the data necessary for the appropriate legal prosecution will be communicated to legal representatives and courts.

VI. Storage duration

Your data will be stored in accordance with the statutory periods set out below:

1. University-specific data, such as the designation of examinations or ECTS credits awarded, pursuant to section 53 Universities Act (UG) as amended in conjunction with section 3 para 3 Education Documentation Act (Bildungsdokumentationsgesetz) as amended: **80 years**
2. Assessment documents (esp. corrections of written examinations and examination papers or examination protocols) pursuant to § 79 paras 3 and 4 UG as amended: at least **6 months** from the announcement of the assessment.
3. Assessment documents for diploma/master's theses according to § 84 para 1 UG: at least **6 months** from announcement of the assessment
4. National insurance number or substitute identification number and photo for student ID card pursuant to §§ 3 iVm 8 para 5 Education Documentation Act (Bildungsdokumentationsgesetz as amended): **2 years** from leaving the educational institution
5. Data which are archival records pursuant to the Federal Archives Act as amended and the Federal Archival Records Ordinance: indefinitely
6. Data for the compilation of a voters' register with regard to ÖH elections pursuant to section 43 (5) and (6) of the Student Union Act 2014 as amended in conjunction with the Student Union Election Regulations 2014 as amended: until **the legally binding determination of the election result.**
7. Processing of data for the purpose of sending information and advertising material is based on consent until revoked.

VII. Your rights

You have the rights to information, correction, deletion, restriction of processing, data portability and objection. To do so, please contact office.datenschutz@medunigraz.at, who are also available to answer any questions you may have on the subject of data protection. If you believe that the processing of your data violates the data protection law or your data protection rights have been violated in any other way, you may complain to the supervisory authority.

You can reach our **data protection officer** at datenschutz@medunigraz.at.