



# Data Protection Declaration of the University of Vienna (Websites)

As of: 26 June 2020

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Thank you for visiting the websites of the University of Vienna. The protection and security of your data when browsing our websites are of utmost importance to us. For this reason, we would like to take the opportunity to inform you which of your personal data are recorded when visiting our websites and for which purposes these data are used.

Since legislative changes or changes to our internal processes can necessitate adaptations to this data protection declaration, we kindly ask you to consult it regularly. The data protection declaration is available for download and print at [dsba.univie.ac.at/dataprotectiondeclaration/](https://dsba.univie.ac.at/dataprotectiondeclaration/) at any time.

## § 1 Responsible Body and Scope

The responsible body for the purpose of the General Data Protection Regulation (GDPR) and other national Data Protection Acts of member states as well as other statutory provisions regarding data protection laws is:

University of Vienna  
Universitätsring 1  
1010 Vienna  
E-mail: [webmaster@univie.ac.at](mailto:webmaster@univie.ac.at)  
Website: [univie.ac.at](https://univie.ac.at)

This data protection declaration applies to all websites of the University of Vienna available under the domain [univie.ac.at](https://univie.ac.at) as well as various associated subdomains (henceforth “our websites” or “web presence”).

## § 2 Data Protection Supervisor and Contact Persons

External data protection supervisors authorised by the responsible body are:

Lawyer Dr. Daniel Stanonik and KINAST Rechtsanwaltsgesellschaft mbH, represented by lawyer Dr. Karsten Kinast, in reciprocal substitution

In case rights of data subjects according to § 11 of this data protection declaration (e.g. right to information, right to erasure, etc.) are asserted, corresponding applications or requests must be sent to [dsba@univie.ac.at](mailto:dsba@univie.ac.at) or via mail to:

University of Vienna  
attn. Data Protection Supervisor of the University of Vienna  
Universitätsring 1  
1010 Vienna

## § 3 What are Personal Data?

Personal data are particulars concerning personal or material characteristics of an identified or identifiable person (data subject). These include, for instance, information like your name, your address, your telephone number, your date of birth, and your e-mail address. Information that cannot be linked to you personally (or only under disproportionate effort), such as anonymised information, do not count as personal data.

## § 4 General Remarks on Data Processing

### a) Scope

As a basic principle, we only collect and use personal data of our users to the extent that is necessary for providing operational websites as well as our content and services. We use your personal data to provide information, products, and desired services offered by the University, to answer your questions and operate and improve our websites and applications.

We will only collect and use personal data of our users on the grounds of appropriate legal basis in compliance with the GDPR, e.g. with the user's consent. Further details regarding specific given declarations of consent can be found under § 5 of this data protection declaration under the respective processing operation.

There will be no other form of utilisation of your personal data. Your personal data will not be transferred to third parties and your data will not be utilised for promotional purposes without your consent, other than in the cases specified below, unless we are required to disclose any data pursuant to applicable law.

### b) Legal Basis

Provided that we obtain a data subject's consent for processing operations of personal data, Article 6 para. 1 lit. a EU General Data Protection Regulation (GDPR) forms the legal basis for the processing of personal data. When processing personal data serves the performance of a contract whose contracting party is the data subject, Article 6 para. 1 lit. b GDPR serves as the legal basis. This also applies to processing operations that are necessary for implementing pre-contractual measures. As far as the processing of personal data serves the performance of a legal obligation to which the University of Vienna is subject, Article 6 para. 1 lit. c GDPR serves as the legal basis.

In case an interest that is essential for the life of the data subject or that of another natural person necessitates the processing of personal data, Article 6 para. 1 lit. d GDPR serves as the legal basis. Where the processing is necessary to safeguard a legitimate interest of the University of Vienna or a third party, and where the interests,

basic rights, and fundamental freedoms of the data subject do not outweigh the former interest, Article 6 para. 1 lit. f GDPR serves as legal basis for processing.

### c) Data Erasure and Storage Period

Personal data of the data subject will be erased or blocked as soon as the purpose of storing ceases to exist. Furthermore, data may also be recorded if specified by the European or national legislative authority in Union law regulations, laws, or other rules to which the responsible body is subject. Data will also be subject to blocking or erasure when the storage period stipulated by one of the norms listed above expires, unless a necessity exists to further store those data for the purpose of the conclusion or execution of a contract.

### § 5 Transfer of personal data to third countries during professorial appointment procedures

During an appointment procedure, your personal data are transferred to external reviewers who may be located in third countries outside the European Union or the European Economic Area. These third countries may have a lower statutory level of data protection. However, we have to transfer your personal data to allow for a review of your documents. The processing of your personal data is based on article 6, para. 1, point c of the GDPR and section 2g of the Austrian Forschungsorganisationsgesetz (FOG, research organisation act). The transfer of your personal data is admissible in accordance with article 49, para. 1, points b and c of the GDPR as well as with article 49, para. 1, point d of the GDPR in conjunction with section 38a, para. 4 and section 2j (1), point b of the Austrian Forschungsorganisationsgesetz (FOG, research organisation act).

### § 6 Processing of photographs during events

We organise different events, such as lectures, conferences and similar events, also outside of regular teaching hours. During these events, we may take photographs or make video recordings of the event participants. We use and process these photographs/videos to present the event, offline and/or online (e.g. in magazines, on social media or on websites).

The legal basis for the data processing specified above is determined in article 6, para. 1, point f of the GDPR and section 12, para. 2 (4) of the 2018 Federal Act concerning the Protection of Personal Data. The processing of the data specified above is necessary for the presentation of the events. Therefore, it serves the purposes of the legitimate interests pursued by the University of Vienna.

The University of Vienna erases photographs and videos as soon as they are no longer required for a legitimate interest to present the relevant event. This may be the case,

for example, if the University does not have to advertise the event any longer because there will be no follow-up event.

## § 7 Different Processing Operations

In case you wish to use services provided within our web presence, such as subscription to a newsletter or using the u:account etc., you are required to provide further data. For further details see the description of specific data processing operations below. In particular, personal data will be used as follows:

### a) Registration/User Account

We offer our users the possibility to register for the u:account service (available at [zid.univie.ac.at/uaccount/](http://zid.univie.ac.at/uaccount/)) on our websites given they provide certain personal data. The u:account is available to students and employees of the University of Vienna as well as persons approved by employees of the University of Vienna. Any necessary data are entered via an input mask and subsequently transferred to and stored by us. No data will be disclosed to third parties. The following data are collected during the registration process and will be erased after 30 days at the latest:

- IP address of the requesting computer
- Date and time of access
- Name and URL of the requested file
- Volume of data transmitted
- Message whether the request was successful
- Identification data of the accessing browser as well as operating system
- Website from which access was initiated

When you register for the u:account service, the following personal data are collected:

- Name (\*)
- E-mail address (\*)
- Social security number
- Date of birth (+)
- Gender

Mandatory fields are marked with (\*). Mandatory fields for prospective students are marked with (+). All data are provided by the person concerned on a voluntary basis upon registration.

Legal basis for the processing of these data in the case of students at the University of Vienna is Article 6 para. 1 lit. c GDPR, in the case of employees of the University of Vienna as well as persons approved by employees of the University of Vienna it is

Article 6 para. 1 lit. b GDPR. For data that are provided voluntarily in the course of registration, Article 6 para. 1 lit. a GDPR constitutes the legal basis.

Registering the user is requisite for making certain contents and services of the University of Vienna available. Since the contents and services offered are changing constantly, a definitive list cannot be provided.

Use of the u:account is inseparably linked to the respective relationship (e.g. student, employee, contracting partner) to the University of Vienna and must be used accordingly. The relevant data are stored in compliance with § 53 Universities Act (UG), hence the u:account and its contents will be erased after the legal retention period in accordance with § 53 Universities Act has expired.

If data are necessary for the execution of a contract or of pre-contractual measures, early erasure of data is only possible to the extent that the erasure is not opposed by contractual or legal obligations.

## b) Administration of Studying and Teaching

For the administration of studying and teaching, the University of Vienna is operating numerous applications that can be used after logging in with the u:account (see § 5), for example admission to the University as well as registration for exams and courses. To operate these applications, personal data (such as name, address, date of birth, and student ID number) are collected, recorded, and processed. The following tables show the respective data processed and the corresponding legal basis for data processing.

The following abbreviations for laws and regulations are used:

- *Universitätsgesetz 2002* (Universities Act 2002, subsequently “UG”)
- *Universitätsberechtigungsverordnung* (University Entrance Qualification Decree, subsequently “UBVO”)
- *Verordnung des Bundesministers für Wissenschaft und Forschung über die Festlegung von Personengruppen bei der Zulassung zu ordentlichen Studien* (Regulation of the Federal Minister for Science and Research on the specification of groups of persons for the admission to study programmes, subsequently: “PersGV 2014”)
- *Universitäts-Studien evidenzverordnung* (University Studies Register Regulation 2004, subsequently “UNISteV”)
- *Studienbeitragsverordnung* (Tuition Fee Regulation, subsequently “StubeiV”)
- *Allgemeines Verwaltungsverfahrensgesetz 1991* (General Administrative Procedures Act 1991, subsequently “AVG”)
- *Bildungsdokumentationsgesetz* (Education Documentation Act, subsequently “BiDokG”)

- *Bildungsdokumentationsverordnung* (Education Documentation Regulation, subsequently “BDokVO”)
- *Zustellgesetz* (Service of Documents Act, subsequently “ZustellG”)
- *Studienförderungsgesetz* (Student Support Act, subsequently “StudFG”)
- *Hochschülerinnen- und Hochschülerschaftsgesetz* (Union of Students Act, subsequently “HSG”)

According to Article 81c para. 1 of the Federal Constitution, the University has the right to enact regulations and statutes within the framework of existing legislation. In the administration of studying and teaching, the University acts in the exercise of its public power and enacted the following regulations in particular:

- Statutes of the University of Vienna, available in the University Gazette of the University of Vienna
- Regulations of the University of Vienna, published in the University Gazette of the University of Vienna in accordance with § 20 para. 6 UG, in particular:
  - o Regulations on the specification of admission periods and admission procedures (§§ 60ff UG)
  - o Regulation on the university entrance qualification examination (§ 64a UG)
  - o Regulations on the aptitude and application procedures to study programmes with special admission requirements
  - o Curricula for the constituted study programmes according to §§ 54FF UG
  - o Regulations on the recognition of examination results
  - o Regulations on the allocation of places in courses

In case an appeal of complaint is brought against the decisions of the University in matters of public affairs in accordance with the provisions under Article 129ff B-VG and the Administrative Jurisdiction Amending Law 2012, the University, in order to comply with the law, has the right and the duty to transfer required crucial personal data to the appropriate bodies. The University of Vienna shall be obligated to provide mutual assistance within its scope according to Article 22 B-VG.

For students enrolled in a jointly offered teacher education programme for secondary-level general education in Vienna and Lower Austria, or for prospective students and new entrants, the University of Vienna collects and manages all data listed below and provides the data required for teaching and examination management to the partner institutions of the “Teaching Network North-East” in line with § 54c UG:

- Kirchliche Pädagogische Hochschule Wien/Krems (University College of Teacher Education of Christian Churches Vienna/Krems), Mayerweckstraße 1, 1210 Vienna
- Pädagogische Hochschule Niederösterreich (College of Teacher Education Lower Austria), Mühlgasse 67, 2500 Baden

- Pädagogische Hochschule Wien (College of Teacher Education Vienna), Grenzackerstraße 18, 1100 Vienna
- Hochschule für Agrar- und Umweltpädagogik (University College for Agrarian and Environmental Pedagogy), Angermayergasse 1, 1130 Vienna

For students that follow other jointly offered programmes or joint study programmes, the corresponding co-operation agreement between partner institutions constitutes the legal basis of collecting, processing, and recording data.

If the listed data are transferred to third parties in the course of processing, these data will be transmitted to the following recipients:

Data network of the Universities and Colleges of teacher education according to § 7a BiDokG or Colleges of teacher education in the teaching network “North-East” according to § 54c UG	1
Statistics Austria	2
Bank of the University of Vienna	3
Recipient bank	4
Austrian Students' Association and Students' Association of the University of Vienna according to UG	5

The second column shows the legal basis for processing of personal data. Due to their central role, these data categories together with the legal basis are presented in table form:

### Master data

Name	§ 3 BiDokG, § 74 UG, § 53 UG, § 6, § 13, § 43 HSG	1, 5
Student ID number	§ 3 BiDokG, § 74 UG, § 53 UG, § 6, § 13, § 43 HSG	1, 5
u:account information	university-internal rule, see Service above	
u:account e-mail address	university-internal rule, § 6, § 13, § 43 HSG	1, 5

### Other personal data

<i>Bereichsspezifisches Personenkennzeichen</i> (domain-specific personal identifier; bPK)	UNISTEV, § 6, § 13, § 43 HSG	1, 5
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Bildungsevidenzkennzahl (education evidence index; BEKZ)	§ 43 para. 6 Union of Students Act 2014	1
Social security number/alternative identifier	§ 8 BDokVO, § 6, § 13, § 43 HSG	1, 5
Awarded/other academic degrees	§ 3 BiDokG	1
Date of birth	§ 3 BiDokG, § 53 UG, § 6, § 13, § 43 HSG	1
Gender	§ 3 BiDokG, § 74 UG, § 6, § 13, § 43 HSG	1, 5
Nationality Certificate of citizenship	§ 3 BiDokG, § 6, § 13, § 43 HSG	1, 5
Bank details (for tuition fee reimbursement or merit scholarships)	Consent	3, 4
Certificate of registration	§ 3 BiDokG	
Information on parents' level of education and occupation	§ 9 BiDokG	2
Information on own occupational activities	§ 9 BiDokG	2
Approval for alternative examination method	§ 59 (1) Z 12 UG	
Medical certificate of a functional impairment for the purpose of alternative examination methods (without diagnosis)	§ 59 (1) Z 12 UG	

## Contact details

Mailing address/home address	§ 3 BiDokG, §§ 1ff ZustellG, § 6, § 13, § 43 HSG	1, 5
Other contact details (e-mail address, telephone number, fax number)	Consent	1 (u:account e-mail address)
Mailing data for official decisions and notices (mailing data, incoming and outgoing correspondence)	§§ 1ff ZustellG	

## Study programme data per study programme that is or was subject to admission

Degree programme code	§ 3 BiDokG, § 74 UG, § 6, § 13, § 43 HSG	1, 5
Version of curriculum per study programme	§ 3 BiDokG, § 74 UG	
Date of entry	§ 3 BiDokG	1
Study programme term per study programme	§ 8 StudienevidenzV	1
Re-enrolment per semester and study programme and status of admission	§ 62 UG, § 3 BiDokG, § 6, § 13, § 43 HSG	1, 5
Number of admitted and re-enrolled semesters per study programme	§ 3 BiDokG	1
Date of examinations that complete a study programme/degree programme	§ 68 UG, § 71 UG, § 53 UG	1
Reason for termination per case	§ 68 UG, § 71 UG	
Successful graduation	§ 68 UG, § 71 UG, § 53 UG	1
Initial admission date at the University of Vienna/ Date of last leaving of University	§§ 63ff UG	
Leave of absence semesters, start and end dates for leave of absence from studying	§ 67 UG	1
Proof of reason given for leave of absence according to law and statutes per application	§ 67 UG	
Programme duration in semesters	§ 9 UNISteV	1
Academic progress as measured by completed academic achievements according to the curriculum	§ 74 UG	
Date of every transcript of records print-out	§ 74 UG	
Completed hours per week per semester and ECTS per student, study programme, degree programme, and semester	§ 74 UG, § 53 UG	1

Passed hours per week per semester and ECTS per student, study programme, degree programme, and semester	§ 74 UG, § 53 UG	1
Number of admission semesters per student, study programme, term, and degree programme	§ 3 BiDokG	1
Application data for merit and support grants	§ 1 StudFG	

### Credentials

Registration system data for courses/examinations; Title of the course/examination; Preference data such as ranking of courses according to priority or assigned points; Allocation/waiting list/time of registration and deregistration	Regulations on the allocation of places in courses	
Name of the respective teachers/examiners	§ 74 UG, § 53 UG	1

### Examination data

Data for examination attempts (date, identifier/ description of performance range, teacher, examiner, grade, data of the minutes of the examination, date of registration); date of deregistration (if applicable); Data of recognitions of examinations (application dates, processing dates); Data concerning the performance at application/ selection procedure	§§ 60ff UG, § 74 UG, § 53 UG, § 79 UG	
Recognised academic achievement (incl. proof of performed achievement at another educational institution or study programme)	§ 78 UG	
Date of revocation/non-assessment of an achievement	§ 73 UG	
Date of annulment of an assessment	§ 73 UG	
Failing to take an exam despite active registration incl. duration of the ban to register for the course	Statutes of the University of Vienna	

ECTS/hours per week per semester	§ 3 BiDokG, § 53 UG	1
Name of course lecturer	§ 3 BiDokG, § 53 UG	
Assignment to the module of the curriculum	Statutes of the University of Vienna in conjunction with the curricula of the University of Vienna	1
Documentation for the annulment of an assessment, especially in case of registrations under false pretences or if results or a plagiarism check of written assignments were obtained by fraudulent means	§ 73 UG	

### Academic papers

Type of academic paper	§§ 80ff UG, § 53 UG	
Information on the academic paper (topic of the academic paper, subject-related/organisational classification information on the topic of the academic paper, description of the academic paper, language in which the academic paper is written)	§§ 80ff UG, § 53 UG	
Status of the academic paper incl. status history	§§ 80ff UG	
Evaluation of the academic paper	§§ 80ff UG, § 53 UG	
Results of the plagiarism check	§§ 80ff UG	
Assessment (grades, confirmation of course participation, overall grade)	§§ 80ff UG, § 53 UG	
Date of the dispatch of an academic paper to the university library/library of the academic discipline/ Austrian National Library	§ 86 UG	
Exclusion of the academic paper from being used in the library incl. a justification and duration of the ban	§ 86 UG	
Documentation to ensure compliance with the principles of good scientific practice (especially concerning the obtainment of	§ 73 UG	

academic achievements or a plagiarism check by fraudulent means)		
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## Tuition fee data

Tuition fee status per semester	§§ 91ff UG	1
Information on the payment status of tuition fees/ students' union fee (University, booking date, time and type of payment)	§§ 91ff UG	1
Application for remission or reimbursement of tuition fees incl. proof of the indicated reason	§§ 91ff UG	
Legal ground, start and end dates of the claim for remission or reimbursement	§§ 91ff UG	1
Payment status, tuition fee claim	Appendix 3 to § 7 para. 2 StudienevidenzV	
Proof of equality with EU citizens	§ 91 UG, PersGV 2014	
Booking date	Appendix 3 to § 7 para. 2 StudienevidenzV	
Reimbursement data (semester, student ID number, amount, person in charge of recording via the portal of the Austrian Federal Computing Centre (BRZ), reimbursement employees)	§ 92 UG	1
Remission with binding force (= defined reasons for granting remission according to the interface documentation), student ID number, semester, number of semesters in the future	§ 92 UG	1
Information on the payment of the fee to cover costs for the participation in application and aptitude procedures (University, booking date, time and type of payment)	Regulations on application and aptitude procedures	

## Admission data

Application for admission	§§ 60ff UG	
Application for admission to the university	§ 64a UG, decree by the	

entrance qualification examination incl. certifications in the course of the filing for application	rectorate on the university entrance qualification examination	
University entrance qualification examination data	UG	
Semester of admission	§ 3 BiDokG	1
Date of admission and status of admission per study programme	§ 3 BiDokG	1
Prior education history: Information on the type of degree/nationality/ Name of the institution/date incl. assessments	§§ 60ff UG	
Additional/supplementary examination to be taken	UBVO, § 3 BiDokG	
Time limitation on admission	§ 3 BiDokG	
Decisions on (non-)/admission to certain study programmes	§ 3 BiDokG	
History of the application for admission and its handling	§ 3 BiDokG, §§ 60ff UG	
Copies of certificates that must be provided in the course of the application for admission	§§ 60ff UG	
Proofs of required qualifications (non-degree study programmes)	§§ 60ff UG	
Type of application (non-degree programme student/co-registered student/mobility programme), intended study programme Semester of intended admission, decisions on (non-)/admission, incl. justification Other application data	§§ 60ff UG	
Information on education of parents, information on own occupational activities	§ 9 BiDoKG	2
Information on the migration background and first language of the parents and on own migration background	Consent	
Proof of general university entrance	§§ 60ff UG	

qualification (secondary-school leaving certificate, degree, university entrance qualification examination certificate)		
<p>Proof of belonging to the PersGV 2014. In particular:</p> <p>Diplomatic status, foreign journalist, abstract of social security information, and certificate of registration: in a maintenance relationship to one of these persons: Birth certificate, marriage certificate, or other proof</p> <p>Eligibility for asylum, status of asylum seeker, proof of subsidiary protection, scholarship awarding, secondary-school leaving certificate of an Austrian school abroad, confirmation Visiting Master/PhD</p>	§ 65 UG in conjunction with § 1 PersGV 2014	
Proof of German language skills or certificate of pre-studies programme	§ 63 para. 1 Z 3 UG	
Proof of English language skills	§ 63a UG in conjunction with a decree by the rectorate or curricula	
GRE test certificate	§ 63a UG in conjunction with a decree by the rectorate or curricula	
Proof of sporting aptitude	§ 63 para. 1 Z 5 UG	
Curriculum vitae	§ 63a UG in conjunction with a decree by the rectorate or curricula	
Letter of motivation	§ 63a UG in conjunction with a decree by the rectorate or curricula	
Photograph	§ 60 para. 4 UG	
Proof of identity	§ 13 AVG, § 43 AVG	
Proof of place at University	§ 65 UG	
Disability ID	§ 67 UG, § 92 UG	
Residence title for tuition fee equality	§ 91 UG or PersGV 2014	
Project proposal, description of the	§ 63a UG in conjunction	

intended doctoral project or the master's thesis or exposé (information on the topic and supervisor of the doctoral project or the master's thesis)	with a decree by the rectorate or curricula	
Confirmation of authenticity of the graduation documents by the academic examination office or by another expert	§ 60 para. 3a UG	
Proof of impossibility to provide documents in the admission procedure	§ 60 para. 3a UG	
Type/date/country of prior education per study programme	§ 63 UG	1
Admission procedure data (exception from the procedure, registration confirmation for other educational institution, graduation information per step: payment and filing for application, type and time of payment, mandatory online self-assessment, test participation, result, admission decision)	Regulations on application and aptitude procedures	
u:card data (card number, photograph, master data, amount of tuition fee claim, type and time of payment)	Decree by the rectorate on the u:card for students and reimbursement of costs for the issue of duplicates of student ID cards	

## Mobility data

Participation in international mobility (programme, country, semester)	§ 3 BiDokG	1
Nomination of a foreign partner institution	§ 63 para. 6 UG	

Legal basis for data processing is the correspondingly listed legal foundation in accordance with Article 6 para. 1 lit. c GDPR. If these data are transmitted, this transmission will also be executed on grounds of this legal basis. Legal basis for the processing of data where the user's consent has been obtained is Article 6 para. 1 lit. a GDPR.

Relevant data will be erased after legal retention periods have expired.

### c) Providing websites and creating logfiles

With every visit to our websites, our system automatically records data and information of the computer system of the calling computer. The following data will be collected here:

- IP address of the requesting computer
- Date and time of access
- Name and URL of the requested file
- Volume of data transmitted
- Message whether the request was successful
- Identification data of the accessing browser as well as operating system
- Website from which access was initiated

The logfiles contain IP addresses or other data that allow for linking to a specific user. This could be the case, for instance, when the link to the website from which the user is accessing the website or the link to the website to which the user is switching contains personal data.

These data are also recorded in the logfiles of our system. These data are not stored together with other personal data of the user.

Legal basis for temporarily storing data and logfiles is Article 6 para. 1 lit. f GDPR.

Storage in the logfiles is necessary to ensure the operability of the website. Furthermore, these data help us optimise the website and guarantee security of our information technology systems. We do not analyse any data for marketing purposes.

These purposes also define our legitimate interest in data processing in accordance with Article 6 para. 1 lit. f GDPR.

Data will be erased as soon as their collection no longer serves the fulfilment of their purpose, at the latest after 30 days. Collection of these data for the provision of the website is essential for operating the website. The user does not have the possibility to object.

### d) Online shops of the University of Vienna (purchase of goods)

We offer our users the possibility to order goods via our websites, for example under [ushop.univie.ac.at/merchandising/](https://ushop.univie.ac.at/merchandising/), given they provide certain personal data. These data are entered via an input mask and subsequently transferred to and recorded by us. The following data are collected during the order process:

- Name
- Address

- Delivery address
- Company
- E-mail address
- Student ID number
- User name
- Password
- Bank details
- Credit card or other financial information
- Data concerning transactions or orders

Your data will be disclosed to the shipping company in charge of the delivery as far as this is necessary for the delivery of goods. For the handling of payments, we transfer your payment data to the financial institution in charge of the payment. These companies may only use your data for handling the order and not for any other purposes.

We use the data you disclose in the course of purchasing goods without your separate consent solely for the fulfilment and handling of your order.

When the processing of personal data serves the performance of a contract whose contracting party is the data subject, article 6 para. 1 lit. b GDPR serves as the legal basis.

Once performance of the contract and payment of the purchase price are completed, your data will be erased after legal retention periods have expired, provided that you did not explicitly consent to further use of your data.

### e) Newsletter of the University of Vienna

It is possible to subscribe to newsletters on our websites that are free of charge. When subscribing to the respective newsletter, the data entered into the input mask are transmitted to us. To register for our e-mail newsletter service, next to your consent we minimally require your e-mail address to which the newsletter should be sent. The disclosure of any possible further information is optional; this information is used to address you personally and to personalise the contents of the newsletter as well as to clarify queries concerning your e-mail address. It is entirely up to you whether you wish to disclose these data or not. Without this information, however, we are not able to send our newsletters to you.

Furthermore, the following data are collected upon registration and erased after 30 days:

- IP address of the requesting computer
- Date and time of access

- Name and URL of the requested file
- Volume of data transmitted
- Message whether the request was successful
- Identification data of the accessing browser as well as operating system
- Website from which access was initiated

If you purchase goods via our website, provide your e-mail address and furthermore consent to receiving direct advertising, this e-mail address can subsequently be used for sending a newsletter.

The processing of personal data is based on the following given consent according to Article 6 para. 1 lit. a GDPR:

I consent that the University of Vienna collects, records, and processes my personal data for the purpose of sending a newsletter. My data will be erased as soon as the purpose of processing is fulfilled and provided that this is not opposed by any other legal retention period. I hereby declare that this consent is given voluntarily. I have been informed that I can withdraw my consent at any time with future effect without adverse consequences. I can address my withdrawal of consent to [dsba@univie.ac.at](mailto:dsba@univie.ac.at). In the case of my withdrawal, my data will be erased by the University of Vienna and possible data processors.

For sending the newsletter, we use a so-called double opt-in procedure, i.e. we will only send you the newsletter once you have confirmed your registration via a link provided in the confirmation e-mail sent to you for this purpose. With this, we want to guarantee that only you as the owner of the given e-mail address can subscribe to the newsletter. Your confirmation regarding this matter must follow promptly upon receiving the confirmation e-mail since otherwise your newsletter registration is erased automatically from our database.

Collecting the user's e-mail address serves the purpose of delivering the respective newsletter.

When registering for the respective newsletter, your e-mail address will be used for our own (marketing) purposes until you deregister from the newsletter.

Other personal data collected in the course of the registration process are used to prevent abuse of services or the used e-mail address.

Data will be erased as soon as their collection no longer serves the fulfilment of their purpose, Accordingly, the user's e-mail address will be stored as long as the subscription to the respective newsletter is active.

Other personal data collected in the course of the registration process are erased after 30 days as a rule.

In connection with data processing for sending newsletters, no data will be disclosed to third parties. Data will be used strictly for sending the respective newsletter.

## f) University Wiki

Employees and students of the University of Vienna as well as persons from outside the University can use the university-wide Wiki for jointly working on projects. You require an active student or employee u:account, or an active extended u:account for external persons to log in.

For the purpose of operating the University's Wiki based on the standard software Confluence produced by Atlassian, the University of Vienna processes the following categories of personal data. The designation of the relevant SAML2 attribute for the ACOnet Identity Federation is specified in brackets:

- unique userID (subjectId or eduPersonPrincipalName)
- name (displayName)
- e-mail address (mail)
- Status group at the home organisation (eduPersonScopedAffiliation)

Users can create a personal profile in the University's Wiki on a voluntary basis. In their profile, they can enter some of the following data, change them at any time and delete them on their own:

- their photo used as a profile picture
- phone number
- Instant Messenger ID
- link to their personal website
- position within their organisation
- unit within their organisation
- place / address.

Employees can create, edit and comment on content on the platform. The platform stores metadata related to this content (creator, time stamp of changes made).

In accordance with article 6, para. 1a of the GDPR, the user's consent given when creating a user account on a voluntary basis provides the legal foundation for the processing activity.

Depending on the permissions granted, data stored on the University's Wiki may also be transferred to the following services offered by the software manufacturer Atlassian and operated by the University of Vienna for the integration of applications:

- Service Desk
- Jira Software
- Bitbucket (a tool produced by the software manufacturer Atlassian to exchange program code based on the system git between partner universities).

In addition, members of other educational institutions who also use the University of Vienna's Wiki and contribute to it (project or cooperation partners) can access the personal data stored on the University's Wiki.

### g) Mailings by the University of Vienna

In connection with the use of offers and services of the University of Vienna, mailings may be sent that do not require active consent of the data subject and therefore do not constitute newsletters according to § 5.e) of this data protection declaration.

In any case, the e-mail address will be processed as personal data for such mailings. Other personal data are processed according to type and legal basis of the mailing.

#### (Pre-)contractual measures

For mailings that are required in connection with the execution of contractual or pre-contractual measures, Article 6 para. 1 lit. b GDPR constitutes the legal basis.

Provided personal data are not subject to other legal retention periods, they will be erased as soon as the purpose of data processing is fulfilled.

Once performance of the contract and payment of the purchase price are completed, your data will be blocked for further use and erased after retention periods related to fiscal and corporate law have expired, provided that you did not explicitly consent to the further use of your data.

#### Overriding legitimate interest of the University of Vienna

Where the mailing is necessary to safeguard a legitimate interest of the University of Vienna or a third party, and where the interests, basic rights, and fundamental freedoms of the data subject do not outweigh the former interest, Article 6 para. 1 lit. f GDPR serves as legal basis for processing.

No objection can be raised against such processing. Provided no separate contact address is given for processing, this objection can be sent via e-mail to [dsba@univie.ac.at](mailto:dsba@univie.ac.at) or via mail to:

University of Vienna  
attn. Data Protection Supervisor of the University of Vienna  
Universitätsring 1  
1010 Vienna

Personal data will be erased as soon as the legitimate interest of the University of Vienna ceases to exist.

Provided personal data are not subject to other legal retention periods, they will be erased as soon as the purpose of data processing is fulfilled.

Disclosure of personal data to third parties

As a basic principle, we only transmit personal data to third parties in the course of mailings where this is necessary for (pre-)contractual measures or where it is in the overriding legitimate interest of the University of Vienna.

Should a transmission to third parties be indicated, this will be pointed out in connection with the corresponding mailing.

## h) Contact forms

Our websites provide contact forms that can be used for initiating contact electronically. If a user makes use of this option, the data entered into the input mask will be transmitted to and recorded by us. The following data can be collected via contact forms:

- Subject
- E-mail address
- Name
- u:account user ID
- Subject
- Message
- File attachment
- Prior education
- Telephone number
- Gender
- Date of birth
- Academic titles

At the time of sending your message, the following data will be recorded additionally:

- IP address of the requesting computer
- Date and time of access
- Name and URL of the requested file
- Volume of data transmitted
- Message whether the request was successful
- Identification data of the accessing browser as well as operating system
- Website from which access was initiated

To process data, your consent is obtained in the course of the sending process and our data protection declaration will be brought to your attention. Alternatively, you can contact us via the provided e-mail address. In this case, the user's personal data transmitted with the e-mail will be recorded.

No data will be disclosed to third parties in this context. The relevant data will only be used for processing the conversation.

Legal basis for the processing of data where the user's consent has been obtained is Article 6 para. 1 lit. a GDPR. Users grant the following declaration of consent:

I consent that the University of Vienna collects, records, and processes my personal data that I entered into the contact form above for the purpose of sending a message or information. My data will be erased as soon as the purpose of processing is fulfilled and provided that this is not opposed by any other legal retention period. I hereby declare that this consent is given voluntarily. I have been informed that I can withdraw my consent with future effect at any time without adverse consequences. I can address my withdrawal of consent to [dsba@univie.ac.at](mailto:dsba@univie.ac.at). In the case of my withdrawal, my data will be erased by the University of Vienna and possible data processors.

Legal basis for the processing of data that are transmitted in the course of the consignment of an e-mail is Article 6 para. 1 lit. f GDPR. Where the e-mail contact aims at the conclusion of a contract, additional legal basis for the processing is Article 6 para. 1 lit. b GDPR.

If contact is necessary to fulfil a legal obligation, additional legal basis of the data processing is Article 6 para. 1 lit. c GDPR.

The processing of personal data from the input mask serves the sole purpose of processing the contact support. If contact is initiated via e-mail, the required legitimate interest in processing the data is evident.

Other personal data processed during the sending process serve the prevention of abuse of the contact form and guarantee the security of our information technology systems.

Data will be erased as soon as their collection no longer serves the fulfilment of their purpose. As for the personal data from the input mask of the contact form and those transmitted via e-mail, this is the case if the respective conversation with the user has been concluded. A conversation is considered concluded when it can be inferred from circumstances that the relevant state of affairs has been conclusively resolved.

Personal data that have been collected additionally during the sending process will be erased after 30 days at the latest, provided no legal ground exists for a longer retention period (e.g. the University of Vienna takes official action in the course of sovereign administration, see, in particular, above “Administration of Studying and Teaching”).

#### i) Evaluation and quality assurance

The University of Vienna processes personal data of teachers, students and employees as part of evaluation and quality assurance processes. The purpose of the related data processing is the analysis and provision of basic information about the University's performance in the areas of research, teaching and administration. This analysis and the related quality assurance services aim at improving the organisation and operation of the University of Vienna.

Personal data are processed in accordance with article 6, para. 1, letter (c) of the GDPR in conjunction with section 14 of the Universities Act in conjunction with the Statutes of the University of Vienna. Personal data are erased when they are no longer necessary in relation to the purposes for which they were collected.

#### § 8 Use of Cookies

We use so-called cookies. Cookies are small text files that are sent from our webserver to your browser when accessing our websites and held available on your computer for later retrieval. Cookies contain a characteristic string that allows for a clear identification of the browser the next time the website is accessed. We only use so-called session cookies (also known as temporary cookies); these are cookies which are only stored temporarily (cached) for the duration of your visit to one of our websites.

The following cookies are used:

- Session cookies (ID)
- TYPO3 session cookies
- JavaScript cookies

- Matomo/Piwik cookies for statistical analysis

The collected usage data do not allow for any conclusions regarding the user (except those cookies that serve the recording of data in connection with an active login). All of these data that are collected in an anonymised way will not be linked to your personal data and will be erased immediately after their statistical analysis. After termination of the session, as soon as you end your browser session, all cookies will be erased.

Furthermore, we use cookies on our websites that allow for an analysis of our users' surfing behaviour. This way, the following data can be transmitted:

- Entered search terms
- Frequency of page views
- Use of website features

Legal basis for the processing of personal data when using cookies is Article 6 para. 1 lit. f GDPR.

Legal basis for the processing of personal data when using technically necessary cookies is Article 6 para. 1 lit. f GDPR.

In particular, the used cookies serve the purpose of analysing the frequency of use and the number of visits to our websites. Furthermore, they are used to continue to identify your computer during a visit on our website when surfing from one page to the next, and to establish the end of your visit. This way, we learn which sections of our websites and which other websites our users visited.

The purpose of using technically necessary cookies is to improve the use of websites for their users. Some features of our web presence cannot be provided without using cookies. To provide these features it is imperative to recognize your browser even after switching to a different page.

The following applications require cookies:

- Shopping cart
- Transferring language settings
- Remembering search terms

The user data collected by technically necessary cookies are not used to create user profiles.

## § 9 Integration of Social Plug-ins

On our websites, we integrate social plug-ins of the following social networks: Facebook (Facebook Inc., 1601 S. California Ave, Palo Alto, California 94304, USA), Youtube (Google Inc., 1600 Amphitheatre Parkway, Mountain View, California 94043, USA), Instagram (Instagram, LLC ATTN: Arbitration Opt-out 1601 Willow Rd. Menlo Park, CA 94025), Twitter (Twitter, Inc., 1355 Market St, Suite 900, San Francisco, California 94103, USA), and flickr (Oath Inc., 22000 AOL Way, Dulles, VA 20166). It is possible that those plug-ins also collect personal data of the visitors of our websites, transmit them to the respective service and link them to the respective service of the visitor.

We do not collect any personal data via those social plug-ins and their use. To prevent that the user's data are transmitted to the service provider in the USA without their

knowledge we applied the so-called Shariff solution on our websites. This has the effect that the respective social plug-ins on the websites are initially only embedded as an image. These images contain a link to the websites of the corresponding provider of the plug-in. Only when you click on one of those images, you will be forwarded to the service of the corresponding provider. Thanks to this solution we can guarantee that personal data are not forwarded automatically to the respective social plug-in when you visit our websites. If you click on one of the social plug-in images, data can be transmitted to the corresponding service provider and recorded there. If you do not click on any of the images, no data transmission between you and the respective provider of the social plug-in will take place. For further details about the Shariff solution, see the following website: [heise.de/ct/artikel/Shariff-Social-Media-Buttons-mit-Datenschutz-2467514.html](https://heise.de/ct/artikel/Shariff-Social-Media-Buttons-mit-Datenschutz-2467514.html)

After clicking on a social plug-in, the corresponding service provider receives the information that you visited the respective page of our internet presence. Please note that for this to happen, you do not need a user account at the respective service, nor do you have to be logged in there. In case, however, you do already have a user account at the respective service provider and you are already logged in into this account during your visit at our website, the data collected by the social plug-in will be linked directly to your account. If you would like to block such linking to your profile by the service provider, you must log out of the user account before you click on one of the social plug-ins.

Please note that it is beyond the scope of our influence whether and to what extent the respective service provider collects personal data. We are not aware of the extent, purpose, and storage periods of the corresponding data collection. However, we would like to point out that it must be assumed that at least IP address and device-related information will be used and recorded via social plug-ins. Furthermore, it is possible that the respective service providers use cookies.

For extent and purpose of data collecting by the respective service as well as its further processing and use of your data, please refer to the data privacy statements directly on the website of the corresponding service. There, you will also find further information regarding your corresponding data protection rights and setting options for safeguarding your privacy.

a) Facebook Inc., 1601 S California Ave, Palo Alto, California 94304, USA

- [facebook.com/policy.php](https://facebook.com/policy.php)
- [facebook.com/help/186325668085084](https://facebook.com/help/186325668085084)

b) Google Inc., 1600 Amphitheatre Parkway, Mountain View, California 94043, US

- [google.com/policies/privacy/partners/](https://google.com/policies/privacy/partners/)

c) Twitter Inc., 1355 Market St, Suite 900, San Francisco, California 94103, USA

- [twitter.com/privacy](https://twitter.com/privacy)

d) Oath Inc.

- [policies.oath.com/ie/de/oath/privacy/products/flickr/index.html](https://policies.oath.com/ie/de/oath/privacy/products/flickr/index.html)

Legal basis for the processing of data with the user's consent is Article 6 para. 1 lit. a GDPR in accordance with cookie banners as well as the legitimate interest pursuant to Article 6 para. 1 lit. f GDPR.

If you do not want Facebook to link the data collected via our web presence directly to your Facebook profile, you must log out of Facebook prior to visiting our website. Alternatively, you can also block the Facebook plug-in from loading altogether by means of add-ons for your browser, for instance

- for Mozilla Firefox:  
[addons.mozilla.org/de/firefox/addon/facebook-blocker/](https://addons.mozilla.org/de/firefox/addon/facebook-blocker/)
- for Opera:  
[addons.opera.com/de/extensions/details/facebook-blocker/](https://addons.opera.com/de/extensions/details/facebook-blocker/)
- for Chrome:  
<https://chrome.google.com/webstore/> [Look for „Facebook blocker“]

If you do not want Google or Twitter to link the data collected via our web presence directly to your Youtube (Google) or Twitter profile, you must log out of Youtube (Google) or Twitter prior to visiting our website. Alternatively, you can also block the Google/Twitter plug-in from loading altogether by means of add-ons for your browser, for instance with the script blocker NoScript ([noscript.net](https://noscript.net)).

## § 10 Security measures for protecting stored data

We commit ourselves to protecting your privacy and treating your data as confidential. To prevent manipulation, loss, or abuse of the data stored by us, we implement extensive technical and organisational safety precautions that are reviewed on a regular basis and updated in accordance with technological developments, such as, among other things, the use of recognised encryption methods (TLS). However, we would like to point out that due to the nature of the internet it is possible that other persons or institutions outside of our control do not abide by the rules of data protection and the above-mentioned security precautions. In particular, data that are revealed without encryption – e.g. where data are transmitted via e-mail – can be read by third parties. Technically, we have no influence on this. It is in the user's responsibility to protect the provided data against abuse by means of encryption or other measures.

## § 11 Hyperlinks to Third-Party Websites

On our websites, we place so-called hyperlinks to websites of other providers. Activating these hyperlinks will forward you from one of our pages directly to the website(s) of the other provider. You can recognize this for instance by the URL changing. We cannot assume any responsibility for the confidential handling of your data on such websites of third parties since it is beyond our control whether these companies abide by data protection regulations. Concerning the handling of your personal data by these companies, please consult the respective company's website(s) directly.

## § 12 Objection

Concerning the processing of your personal data based on legitimate interests corresponding to Article 6 para. 1 lit. f GDPR you have the right to enter an objection against processing of your personal data based on Article 21 GDPR provided there are reasons relating to your particular situation, or in case the objection is directed towards direct advertising. In the case of direct advertising, you have a general right to object that we will enforce without requiring a particular situation or reason. Please contact [dsba@univie.ac.at](mailto:dsba@univie.ac.at) or the e-mail address indicated along with the respective processing.

## § 13 Your Rights as a Data Subject

The following rights arise from the GDPR for you as the subject of processing of personal data:

- According to Article 15 GDPR, you have the right to demand information on your personal data processed by us. In particular, you can demand information on processing purposes, the categories of personal data, categories of recipients to whom your data were or are disclosed, planned storage periods, the existence of the right to rectification, erasure, restriction of processing or objection, the existence of the right to lodge a complaint, the source of your data provided they have not been collected by us, the transfer of data to third countries or international organisations, as well as the existence of automated decision-making and profiling and, if applicable, meaningful and significant information on their details.
- According to Article 16 GDPR, you have the right to demand the rectification of incorrect personal data or the completion of incomplete personal data stored by us without any undue delay. As a student, you are obliged according to § 59 para. 2 UG to disclose changes to your name or address without any undue delay to every University for which an active admission exists. You can fulfil this obligation in `u:space`.

- According to Article 17 GDPR, you have the right to demand the erasure of personal data stored by us provided that the processing is not imperative for exercising the right to freedom of speech and information, for compliance with a legal obligation, for reasons of public interest, or for the assertion, exercise, or defence of legal claims.
- According to Article 18 GDPR, you have the right to demand the restriction of the processing of your personal data provided that you deny the correctness of data, the processing is unlawful, we do not require the data in question anymore and you object to their erasure because you need them for the assertion, exercise, or defence of legal claims. The right arising from Article 18 GDPR remains in force even if you objected to processing in accordance with Article 21 GDPR.
- According to Article 20 GDPR, you have the right to obtain personal data that you provided to us in a structured, common, and machine-processable format, or you can demand the transmission to another responsible body.
- According to Article 7 para. 3 GDPR, you have the right to withdraw your consent that you once granted us at all times. This implicates that, with future effect, we may no longer pursue the data processing that was based on this consent.
- According to Article 77 GDPR, you have the right to lodge a complaint with a supervisory authority. As a rule, you can consult the supervisory authority of your usual residence, your workplace, or our place of business. In Austria, the responsible supervisory authority is the Austrian Data Protection Authority, Barichgasse 40–42, 1030 Vienna, telephone: +43 1 52 152-0, e-mail: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at), website: [dsb.gv.at](http://dsb.gv.at).