

Declaration on data protection for applications for the bilateral mobility programme “Joint Study” at the University of Klagenfurt

Privacy Statement

This privacy statement is addressed to all applicants (hereafter referred to as “incoming exchange students” or “students”) of the bilateral mobility programme “Joint-Study” either for a short term (hereafter referred to as “short-term mobility programme”) or a full semester or two (hereafter referred to as “semester mobility programme”), and aims to inform incoming exchange students about the processing of their personal data when taking part in the mobility programme at the University of Klagenfurt (AAU) according to the regulations of the [GDPR](#).

1. Data subject rights

The students have the right of obtaining confirmation from AAU as to whether and which personal data AAU has stored concerning the students a right to rectify the personal data that is incorrect; a right to erasure of personal data that is not (any longer) processed in accordance with the law and, in this context, a right to restriction of processing. The students also have a right to data portability. If the processing is based on consent, the students have the right to revoke the consent the students have given at any time without giving reasons. The students have a right to erasure of personal data if the students withdraw the consent on which the processing was based on and there is no other legal basis for the processing. The lawfulness of the data processing up to the time of the students’ evocation remains unaffected. Insofar as AAU bases any processing of the students’ personal data on overriding legitimate interests, the students have a right to object. The students also have a right to appeal to the data protection authority: www.dsb.gv.at/kontakt.

2. Controller and data protection officer

Controller: University of Klagenfurt, International Office, Universitätsstraße 65-67, 9020 Klagenfurt, a.W. incoming.exchange@aau.at. Data protection officer: dsb@aau.at

3. Processed personal data, processing purposes, legal basis and duration of storage

3.1 Application and implementation

For the purpose of participating in the mobility programme, AAU processes the personal data received through the nomination submitted by the sending institution and the application submitted by the students in AAU’s Mobility Information System (MOBIS) or via email; as well as additional documents and information submitted during and after the mobility by the students in any form. The provided personal data (see below) is necessary for the implementation of the mobility programme and, if

applicable, the transfer of the AAU scholarship. Participation in the mobility programme is not possible without it.

Depending on the programme, the following personal data will be processed:

Semester mobility programme

For all students in the semester mobility programme, this affects the following data: first name(s), last name(s), date of birth, gender, nationality, address in home country and in Austria, email address, MOBIS username, name of mobility programme, name of home university, level of German and English language skills, photo, ID/passport, previous education (High School Leaving Diploma/Bachelor's Diploma, proof of existing academic achievement), Transcript of Records, study programme at AAU and the home university, exchange period, letter of admission at AAU and AAU matriculation number.

For students receiving a scholarship by AAU during a semester mobility programme, this affects the following additional data: certificate of academic performance at AAU, scholarship application documents (motivation letter, recommendation letter, proof of language skills), personal reports on the students' experience at AAU, bank information, declaration in accordance with the Double Taxation Treaties, "Creditor Master Data" form, scholarship document for the Financial Directorate at AAU, (only in case AAU covers the students' OEH fee) payment information for the OEH fee, (only in case AAU covers the students' health insurance) data on health insurance during the funded exchange period in Austria, (only in case AAU covers costs connected to the students' accommodation) bills and data from the students' accommodation provider, and (only in case the students receive a fee-waiver for the German Intensive Course) certificate of the German Intensive Course.

Short-term mobility programme

For all students in the short-term mobility programme, this affects the following data: first name(s), last name(s), date of birth, gender, email address, name of mobility programme, mobility period, name of home university, (only in case the student needs to apply for visa) ID/passport, and certificate of the German Intensive Course.

For students receiving a scholarship at AAU during a short-term mobility programme, this affects the following additional data: bills and data for the student's accommodation and German Intensive Course, declaration in accordance with the Double Taxation Treaties, "Creditor Master Data" form, and scholarship document for the Financial Directorate at AAU.

The processing of data for the application and implementation (of the semester mobility programme and the short-term mobility programme) is based on Art. 6 para. 1 b) GDPR (fulfilling of the contract, including pre-contractual measures, and implementation of the programme) and Art. 6 para. 1 c) GDPR (fulfilment of legal documentation obligations), as well as Art. 6 para. 1 e) and f) GDPR (legitimate and public interest of AAU in its public relations work and the presentation of university activities to the public).

The incoming exchange students' data will be stored as long as it is necessary to fulfil the purpose of processing and documentation, based on Art. 6 para. 1 f) GDPR, for a period of seven years and afterwards will be deleted or anonymized.

3.2 Admission to AAU

The processing of personal data in the scope of the admission procedure for the semester mobility programme is done in accordance with [AAU's Privacy Policy for University Admission](#).

4 Forwarding of data to third parties

4.1 "[Deutsch in Österreich](#)" (DIÖ)

In the scope of the mobility programme, incoming exchange students have the possibility to attend AAU-sponsored German language courses at the language centre "[Deutsch in Österreich](#)" (DIÖ). When incoming exchange students inform AAU through MOBIS/via email that they want to attend a subsidised German language course offered by the language centre or the sending institution nominates the students for a subsidised German language course offered by the language centre, the AAU passes on the following personal data to DIÖ for the purpose of providing incoming exchange students with information on the course registration:

- Semester mobility programmes: first name(s), last name(s), email address, German language skills, respective semester and mobility programme.
- Short-term mobility programmes: first name(s), last name(s), email address, name of home university, mobility period and mobility programme.

The forwarding of data to DiÖ is based on Art. 6 para. 1 a) GDPR (consent given in the individual case).

4.2 Austrian Embassy and Austria's Agency for Educational and Internationalisation (OeAD GmbH)

In case the students receive an AAU scholarship and need to apply for visa, AAU forwards the following data to the responsible Austrian Embassy and (in case of the semester mobility programme) to [Austria's Agency for Education and Internationalisation \(OeAD GmbH\)](#): students' name(s), gender, nationality, data of birth, passport number (only to the embassy), name of mobility programme, name of home university, (only in case AAU covers the incoming exchange students' health insurance) information on health insurance coverage by AAU during exchange period (only to the embassy), duration of exchange period at AAU, scholarship benefits granted to the students, planned arrival date and competent Austrian immigration authority (only to OeAD GmbH).

For the short-term mobilities, the booking confirmation of the language centre (DiÖ) might also be forwarded to the embassy.

The forwarding of data to the Austrian Embassy or Austria's Agency of Education and Internationalisation is based on the Art. 6 para. 1 a) GDPR (consent given in the individual case).