

Information about the Use of Students' Personal Data

Responsibility for the processing of your personal data:
University of Applied Sciences Technikum Wien
Höchstädtplatz 6
1200 Vienna
Data Protection Officer Contact: datenschutz@technikum-wien.at



Dear Students,

The UASTW will use your personal data for the purposes of your studies
We would hereby like to give you an overview of this use.

Please note that this information will only apply to you if you have a proper training contract. Until you are admitted to the UASTW, much less of your data is used; the same applies after completing or ending your studies.

Please also note that without your data, we can not comply with our responsibilities regarding the training contract and the University of Applied Sciences Studies Act (FHStG).

Apart from the data provided by you when registering to study, we also use the data that comes to us in the course of your completing your education, especially the master data provided by yourselves and the data generated by us in connection with your performance assessment, the progress of your studies and activities connected to your studies such as internships.

If you have any questions, you can always contact
datenschutz@technikum-wien.at !

Purpose and legal basis

The legal principles for the using of your data can be found:

- In the University of Applied Sciences Studies Act (FHStG),
- In your training contract with the UASTW,
- In the Austrian Civil Code applicable to private law,
- In the Student Union Act,
- In the University Quality Assurance Act,
- In the Student Support Act (StudFG),
- In the Regulation of the Board of the Agency for Quality Assurance and Accreditation Austria on the provision of information about the study program (BIS Regulation),
- And in the Education Documentation Act.

Your personal data is used for the purpose of processing the progress of your studies and your study-related activities. After completion of the study program, the use serves as proof of study and for the issuing of study-specific documents and duplicates.

The particular purposes for your data's use include:

- Student administration
- Alumni administration
- Course and exam management
- Issuing your student ID
- Organization of the annual representative and Student Union elections
- Internship administration
- Plagiarism check
- Mobility management
- Scholarship management (if carried out by the UASTW)
- Lending of media
- Measures for quality assurance of study programs
- Provision of consulting services
- Provision of study infrastructure (e-mail, Moodle, CIS, printer, etc.)
- Other purposes for which you also provide us with additional data, such as child care on special holidays, exemption from tuition due to disability

Video Surveillance:

For the purpose of protecting the property and the members of the UASTW, the premises of the UASTW are monitored. The recordings are to be used exclusively when occasion demands, to prevent, contain and clarify behavior relevant to criminal prosecution.

Image and sound recordings in connection with events:

At UASTW events, the UASTW may make photos, videos and / or sound recordings for documentation or marketing purposes; this is done in the interests of the UASTW as authorized (Article 6 (1) (f) GDPR). Basically, these recordings do not relate to the identification of persons or the specific recording of objects, by which such persons might indirectly be identified. Should your person be in the foreground of such recordings, you will of course, be asked in advance, or you will be attending your own graduation!

Graduate News and Student News from our Alumni Club:

As a student, you will receive (at longer intervals!) information from our AlumniClub sent exclusively to the e-mail address provided by the UASTW; the legal basis for this communication can be found in the training contract. After completing your degree, the AlumniClub will send you an e-mail to the e-mail address provided by us, inviting you to join the AlumniClub - only then will you need to give the AlumniClub your private e-mail address. If you do not sign up, you will not receive any information about events etc. addressed to your private e-mail address.

Graduate News in the Degree Programs:

In some degree programs it is common to remain in contact with former students (not connected to the Alumni Club), in order to receive information about events, jobs, etc. You can subscribe to this after completing your studies - if you want – by adding your name to a newsletter list. You can of course cancel this at any time and delete your name from the list.

Duration of storage or criteria for determining the duration

Your data is subject to a deletion process at the UASTW, by which your data is deleted according to data category:

- Assessment documents (in particular reports, corrections of written examinations and examination papers) are deleted after 6 months,
- Minutes of oral exams after 1 year,
- Your social security number after 2 years from the end of your studies,
- The student file is deleted after 3 years from the end of your studies,
- Data required to issue duplicates will be kept by the UASTW for 80 years in order to be able to provide them again for you in the event they get lost: data needed to reconstruct a certificate, theses, data to issue a duplicate of the notification of the award of the academic degree, etc.
- Video recordings for building and property protection will be deleted in line with the company agreement after 7 calendar days,
- Video recordings, pictures and sound recordings for marketing or documentation purposes are kept for as long as the purpose of the recording justifies (e.g. images to record history and to use for anniversaries are permanently archived). The storage duration is also related to the nature of the recording and the number and identifiability of the persons depicted on it.

In the case of complaint handling or other ongoing proceedings, the data must be stored at least until the expiry of these proceedings.

Recipients and categories of recipients

The UASTW does not pass on your data to third parties unless there is a statutory or contractual obligation. Here is a list of the places to which the UASTW will pass on personal data:

- Student Union: In accordance with the Student Union Act, the UASTW is obliged to forward your data to the Student Union. This concerns the records that are transmitted on a semester basis, as well as the list of those eligible to vote in the Student Union elections before each election, and the list of those elected to be University Representatives.
- AQ Austria: Universities of Applied Sciences and the UAS degree programs have to pass on the data to the Agency for Quality Assurance and Accreditation Austria. The basis for this is the Education

Documentation Act and the BIS Regulation. The data of persons with a proper degree (not the data of applicants) will be transferred by AQ Austria to the competent Federal Ministry (BMBWF) and Statistics Austria.

- Scholarship Office in line with the Student Support Act
- Merit-based scholarships: If you apply for and are awarded a merit-based scholarship the UASTW is obliged to enter your master data as well as the amount of the scholarship received on the transparency database of the BMF.
- International: If you decide to spend some time in one of our partner universities, your personal data must be given to the respective institution for the processing of your application. More information will be made available when you apply to study at such an institution.
- Internship: If you are doing an internship, an exchange of information will be made with the internship location for the purposes of processing and admission.
- Plagiarism check: To ensure compliance with good scientific practice your bachelor's and master's theses are checked by an external service (Ephorus, more information on the CIS, § 20 FHStG)
- Only in exceptional circumstances: courts and authorities (e.g. tax office in accordance with the Federal Fiscal Code (BAO))

Additionally, a transfer of personal data will take place when you make a submission to an authority that needs us to verify your student status e.g. the Wiener Linien for the receipt of a student ticket.