



## **Information Sheet for (proper and non-degree) Students**

Dear students,

The general data protection regulation came into effect in May 2018. This states extended information obligations. Therefore we inform you – in compliance with the new legal provisions – about data processing implemented by us. We point out that we have already implemented the data processing in the past and that therefore no modifications will be made during your studies.

In the course of your studies the data provided by you (e.g. first and last name, date of birth, title and salutation, private phone number and email address) as well as data that occurs due to your studies (e.g. matriculation number, educational and qualification data, user identification, email address) will be processed.

### **I. General Data Processing in the course of your Studies**

The processing and transmission of personal data takes place in the course of university teaching and continuing education for the library system, the supply of the Austrian agency for international mobility and cooperation in education, science and research (ÖAD) data base, the plagiarism check of written work and the evidence of the students due to laws and contractual obligations. Evaluations in the course of the quality assurance. In these matters this includes automation supported created and archived text documents (e.g. correspondence).

A transmission of the respective relevant data only takes places on the basis of the adequate legal requirements, of a judicial/official order or contractual agreements especially to the following authorities:

- Domestic and foreign universities or post-secondary educational institution
- Authorities
- Assessors
- Medical Chamber
- Dentist Medical Chamber
- Pension insurance company
- Office of the Styrian state government
- Austrian agency for international mobility and cooperation in education, science and research (ÖAD)
- Federal computing centre GmbH (BRZ)
- Software company
- Study Grant Authority
- European Union
- Central European Exchange Programme for University Studies (Ceepus)
- Austrian Library Association
- Federal representation of the ÖH
- Election commission of the ÖH
- Chairman of a higher education institution representative
- Banks, which administer study fee accounts
- Federal Ministry of education, science and research
- Federal Ministry of labor, social affairs, health and consumer protection
- Universities and colleges of education involved at jointly established studies
- Statistics Austria

- “Stammzahlenregisterbehörde” in the course of their authorization according to the e-government law

## **II. Data Processing for Administrative Purposes and Security of the System**

Due to the current legal data protection regulations, a series of your data will be processed for the administration and the security of the system, such as administration of user identifications, allocation of hard and software to system users as well as security of the system. This includes automatically processed created and archived text documents (e.g. correspondence) in this matter. Without this data processing a safe operation of the system is not possible.

## **III. Publication of Contact Data in the Address Book of the Email System**

By contacting colleagues of the Medical University of Graz university contact data is published in the address book of the email system. This takes place due to our justified interest in a smooth operation of the study program.

## **IV. Data Categories, which are processed**

First name(s) and last name; former names (name components); date of birth; gender; citizenship; conferred and possible further academic degrees; place of birth and state of birth; social insurance number or replacement numbers; for foreign people the data of the shown travel documents for the identification; address from hometown and possible delivery address of the residence closest to the educational institution; postal code and place of address from the hometown; email address; phone number; matriculation number; area specific personal identifier (future); statistic marks for studies and people counting; contribution status in accordance with §§ 91 and 92 Universitätsgesetz (university law) in the valid version; amounts and value date of the contribution regulation; amounts and value date of the possible additional charge; order of the payment slip print along with the date; payment status and actual amount; last booking date; binding effective verification for the cancellation of study fees; number of terms, of which the verification is valid; study fee account of the university; educational and qualification data; application, approval and start date of the study; form, date and exposition of the general university entrance qualifications; language and place of final examination; highest degree of school education of parents; degree of disability; vaccination status; coat size; shoe size; photograph for the student card; approval status; possible limitation of approval; report of the continuation of the study or the inscription; type of international mobility and host country of the period abroad; term hours of taken exams; term hours of positive assessed exams; acquired ECTS credits or ECTS credit points; type and date of positive assessed exams; completion date and form of the respective education as well as name of the completed education; current number of the student permit case at the university; marking of the study or the study group, for which the approval for the student permit exam has been applied for; date of application for approval for the student permit exam; date of the successful completion of the student permit exam; additional tests; test data to the extent of the testing protocol including the student permit exam; library borrowing data including Aleph ID number; billing and payment details; warning data.

## **V. Data Processing in case of legal disputes**

If a legal dispute occurs during a maintaining study or upon completion, necessary data for the adequate prosecution will be transmitted to legal representatives and courts.

## **VI. Storage Period**

We are saving your data in the course of the following deadlines:

1. University specific data, such as the description of exams or prescribed ECTS credit points, in accordance with § 53 Universitätsgesetz (university law) in the valid version in conjunction with § 3 Abs 3 Bildungsdokumentationsgesetz in the valid version: 80 years
2. Assessment documents (especially corrections of written exams and examination papers or testing protocols) in accordance with § 79 Abs. 3 and 4 Universitätsgesetz (university law) in the valid version: minimum of 6 months after announcement of the assessment
3. Assessment documents for diploma/master thesis in accordance with § 84 Abs 1 Universitätsgesetz (university law): minimum of 6 months after announcement of the educational institution
4. Social insurance number or substitutional registration number and photograph for a student card in accordance with §§ 3 in the valid version 8 Abs 5 Bildungsdokumentationsgesetz in the valid version: 2 years after departure from the educational institution
5. Data, which is archive material in accordance with the Bundesarchivgesetz in the valid version and the Bundesarchivgutverordnung, is: unlimited
6. Data for the establishment of an electoral register in relation to ÖH elections in accordance with § 43 Abs 5 and 6 Hochschülerinnen- und Hochschülerschaftsgesetz (Austrian Students Association) 2014 in the valid version in conjunction with the Hochschülerinnen- und Hochschülerschaftswahlverordnung (Austrian Students Association) 2014 in the valid version: until the legal determination of the election results

## **VII. Your Rights**

You are due to the rights of disclosure, rectification, cancellation, restriction of processing, data transfer and contraction. Contact the data protection officer, who is also available for questions concerning/on the subject data protection.

If you believe that the processing of your data is violating the data protection law or your data protection entitlements are violated otherwise, you can complain to the data protection authority.

Our data protection officer can be reached under [datenschutz@medunigraz.at](mailto:datenschutz@medunigraz.at).