

## **Information Sheet for University Course (ULG) participants (non-degree students)**

Dear university course (ULG) participants,

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 nor 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 places in the course of university teaching and continuing education for the library system, the plagiarism check of written work and the evidence of the ULG students due to laws and contractual obligations. Evaluations in the course of the quality assurance. In these matters this includes automation created and archived text documents (e.g. correspondence). The data processing for the purpose of the consignment of information and advertising material takes place on the basis of the given approval.

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

- Cooperation partners of your course
- Teachers of your course
- "Finanzprokuratur" (lawyer and legal advisor of the Republic of Austria)
- Austrian Library Association
- Authorities
- Assessors
- Medical Chamber if continuing education credits for diploma are given for the course attendance
- Office of the Styrian state government
- Federal computing centre GmbH (BRZ)
- Software company
- 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 labor, science and research
- Statistics Austria

### **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 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 and last name, postal address, email address, photos, date of birth, social insurance number, citizenship, current employer, date and institution of the final examination, termination date and form of the respective education, training certificate, matriculation number, name of the university/higher education institution, address of the employer, phone number, sales tax obligation, UID number, bank details, academic degree, gender, test data, library borrowing data, 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
7. The processing of data for the purpose of the consignment of information and advertising material takes place on the basis of the approval until their withdrawal.

### **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 ([datenschutz@medunigraz.at](mailto:datenschutz@medunigraz.at)), 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 supervisory authority.

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