

Data Protection Declaration of the DLE Library and Archive Services

Effective: May 2020

The University of Vienna is the contracting authority, i.e. responsible party for data processing in accordance with the General Data Protection Regulation (GDPR). In compliance with the disclosure duties of the responsible party, we kindly ask you to take note of the following information:

The DLE Library and Archive Services of the University of Vienna is committed to a sensitive approach regarding the personal data of its users, in line with highest possible standards of protection.

Data protection officer and contact person

The external data protection officers of the responsible party are:

RA Dr. Daniel Stanonik LL.M. and KINAST Rechtsanwaltsgesellschaft mbH, represented by
RA Dr. Karsten Kinast LL.M., in mutual substitution

If data subjects claim their rights according to Article 18 of this data protection regulation (e.g. right to disclosure, right to deletion, etc.), claims and requests are to be addressed exclusively to

dsba@univie.ac.at

or by post to

Universität Wien

z. Hd. Datenschutzbeauftragter der Universität Wien

Universitätsring 1

A-1010 Wien

Websites play an important role in almost all data processing. The Data Protection Declaration of the DLE Library and Archive Services applies to all relevant websites. In addition, the general Data Protection Declaration of the University of Vienna applies in a subsidiary role.

https://dsba.univie.ac.at/fileadmin/user_upload/p_dsba/datenschutzerklaerung_web-sites_V03_08102019_EN.pdf

The following personal data are collected and processed by the DLE Library and Archive Services of the University of Vienna during the provision of various services:

1. Use of the libraries' collections

In order to issue a library card (in the form of a u:card) and to provide access to electronic resources, the following data are collected:

- Title
- Name
- Date of birth
- Address
- E-Mail-Address
- Telephone number
- Gender
- User-ID (e.g.: student ID number; employee number; u:account; ALMA-ID)
- Digital photo
- User group (e.g. students; academic staff; general staff; external)
- Declaration of consent by a legal guardian for minors
- Employer of staff members of selected institutions (as listed on page 2, <http://bibliothek.univie.ac.at/files/Antrag-Institution-Personal.pdf>) who are issued a library card in their official capacity

With regard to students, the University Library receives these data automatically from the DLE Teaching Affairs and Student Services, in line with legal obligations. (Article 6 para. 1 lit. c GDPR)

With regard to employees of the University of Vienna, the University Library receives these data automatically from the DLE Human Resources and Gender Equality, based on the existing contract of employment. Department address, work phone and work e-mail-address are recorded as contact details. (Article 6 para. 1 lit. b GDPR)

All other users have to register at the University Library and agree to the use of their personal data, as listed above, for the intended purposes. (Article 6 para. 1 lit. a GDPR)

In order to print the library card (u:card), the data listed above are forwarded to the company

exceet Card AG

Edisonstrasse 3

D-85716 Unterschleißheim

as well as stored in an in-house card management system on servers of the University of Vienna.

Data recorded in the process of initial application for the issuance of a library card that is not verified by the applicant within one month by submission of necessary documents are deleted.

Data of expired library cards are stored for twelve months after the permission to borrow has expired, in order to facilitate a later renewal of the permit without re-gathering of data, and in order to provide the user with access to their own library account again. After expiration of these twelve months the data are deleted, provided there are no open loans, interlibrary loans or fees. In both cases a legitimate interest of the University of Vienna in prolonged data processing is given (Article 6 para. 1 lit. f GDPR). In the first case, this interest consists in the recognition of former library users as well as simplified effort for (re-)issuance of library cards. In case of open loans, interlibrary loans or fees, the legitimate interest in further data processing results from legal claims in this context.

Withdrawal of the declaration of consent results in immediate termination of the authorization to borrow. Personal data are, in accordance with possible legal objection periods, deleted from the library system only when all loans are completed and all fees are paid, unless the university is obliged to continue storing these data due to legal regulations. The library card is to be returned. Please refer to the previous paragraph regarding the continued storage in case of open loans and fees.

Data regarding the following actions are processed in the library system:

- Orders and reservations
- Provisions
- Loans
- Returns
- Interlibrary loans
- Fees and bills
- Automatically generated notifications to users

In order to monitor proper use (Article 971 f. ABGB), the University Library stores data regarding completed loans for three months after return of an information medium or item. Subsequently, the transaction data are made anonymous for statistical purposes. Storage of these data results from the legitimate interest of the University of Vienna in monitoring proper use of loans and assertion of possible related claims.

Data resulting from fee procedures are stored for the legal retention periods. (Article 6 para. 1 lit. c GDPR; Article 132 BAO BGBl. 194/1961 as amended). These are usually seven years.

Invoices are saved at the DLE Accounting and Finance based on a legal obligation. (Article 6 para. 1 lit. c GDPR; Article 132 BAO)

Persons without access to a u:account can receive a WLAN voucher in order to research electronic resources on site. Data stored at login (name, date of birth, type of photographic ID provided, and voucher number) are stored for one month at the University Library. The legal basis for this is constituted by the contractual relation (Article 6 para. 1 lit. b GDPR) and the legitimate interest of the University of Vienna (Article 6 para. 1 lit. f GDPR) to monitor use of the WLAN architecture in order to ensure lawful conduct.

Information media provided for use in the reading areas and reading halls respectively are publicly labelled by the University of Vienna with the first and last name of the user in order to enable users to find the provided media independently. Public provision of these data results from the legitimate interest of the responsible party and third parties (Article 6 para. 1 lit. f GDPR), which consists in providing the information media to the users. The interests of the data subject are not violated by this, especially since only a temporarily and locally limited publication is involved and the data category consists only of the first and last name.

All data processed in the library system are stored on servers of the company

Ex Libris Deutschland GmbH

*Tasköprüstraße 1,
D-22761 Hamburg*

within the European Union.

Access to electronic resources routinely requires login via personal u:account.

Access data to electronic resources are stored for thirty days on the servers of the Vienna University to allow for measures as set down in license agreements to be taken in case of abuse.

Violations of the terms of use can be documented internally by the University Library (name, date of violation, nature of violation). This form of data processing results from the legitimate interest of the responsible party (Article 6 para. 1 lit. f GDPR), which consists in prevention of further violations of the terms of use by the same person.

2. Payment of fees at the cash machine

During payment of library fees at the cash machine, the following data are processed:

- Name
- User-ID
- Type of payment
- Bill
- Money receipt and return in coins or banknotes
- Cash machine transaction data
- Type of fee
- Date of use
- Time of use

The legal basis for this processing is the loaning contract between the University of Vienna and the users. (Article 6 para. 1 lit. b GDPR; Article 971 ff. ABGB JGS 946/1811)

Data resulting from fee procedures are stored for the legal retention period.

Data are stored locally on a computer connected to the cash machine.

3. Overdue loans – tracing by the Financial Procurator’s Office

In case of open loans, and hence violation of the loaning contract, the University of Vienna reserves the right to pursue legal action. In this case, data for legal representation are forwarded to the Financial Procurator’s Office of the Republic of Austria.

- Name
- Address
- Date of birth
- User-ID
- Date of loan
- Due date
- Reminder and overdue fees
- Claim to compensation
- Title of the loaned medium
- Correspondence regarding the case
- Execution material

The legal basis for this processing is constituted by the loaning contract between the University of Vienna and the users (Article 6 para. 1 lit. b GDPR; Article 971 ff. ABGB), as well as the legitimate interest of the University of Vienna (Article 6 para. 1 lit. f GDPR) in prosecuting legal claims.

The data are stored at the University of Vienna for thirty years. This time period results from the existing limitation periods as per Article 1478 ff. ABGB, which extend to a maximum of thirty years and rest on the legitimate interest of the University of Vienna to provide access to these data in case of legal dispute. (Article 6 para. 1 lit. f. GDPR)

4. Use of the collections of the archive

This data processing collects information on persons provided with archive items for inspection in the reading hall of the archive. This procedure is part of the application for inspection of archive items in accordance with the terms of use of the Archive of the University of Vienna (**Official Gazette** academic year 2009/2010 – published 19 April 2010 – 16th part **Section A (1) and A (2)**).

Registration is necessary in order to gain access to the Archive of the University of Vienna. In the course of this procedure, a user data sheet containing the following information is completed:

- Title
- Name
- Occupation
- Address
- E-mail address
- Telephone number
- Reason for use of the archive (topic)
- Type of research project

The user data sheets are stored in a locked filing cabinet and entered into the archive information system, where they are stored indefinitely in order to provide access to the data in case of legal dispute.

The Archive of the University of Vienna processes data regarding the following operations:

- Date of inspection
- Returns
- Electronic requests and replies
- Invoices

The legal basis for this processing are the consent of the data subject and the regulations of the Federal Archive Law (Article 10 para. 2 and 3). (BGBl. Nr. 162/1999) (Article 6 para. 1 lit. a and c GDPR)

Invoices are stored in the DLE Accounting and Finance based on legal obligations. (Article 6 para. 1 lit. c GDPR; Article 132 BAO)

A repeal against data processing by the data subject makes further use of the Archives of the University of Vienna impossible. Data hitherto processed remain stored based on the legitimate interest of the University Archive. The legitimate interest consists in the necessity to be informed, at any time, about research already conducted as well as questions answered. (Article 6 para. 1 lit. f GDPR)

Data resulting from fee procedures are stored for the legal retention periods. (Article 207 BAO)

All data processed in the archive information system are stored on servers of the University of Vienna.

5. Administrative filing – Archive of the University of Vienna

Personal data of former students as well as former employees are recorded and stored in the archive. In doing so, data already processed in student administration and employee administration are processed. Notably, no new data is collected and data is archived in the same form in which they were previously lawfully processed by the University of Vienna. The Archive of the University of Vienna serves the historical study of the history of the University of Vienna and has its legal basis in Article 3 para. 2 Z3 Federal Archive Law. Records stored in the University Archive can include, amongst others, the following data:

- Name
- Date and place of birth
- Nationality
- Marital status
- Social security number
- Student ID number / Employee number
- Religious confession
- Address
- E-mail address
- Telephone number
- Exam data and degrees
- Employee files (incl. above mentioned data) of former members of the teaching staff

The legal basis for processing these data is constituted by the legitimate interest of the University of Vienna and the public interest to archive data of former students and employees, as well as the legal obligation (Article 6 para. 1 lit. c and e GDPR and Article 9 para. 2 lit. j GDPR) constituted by the following norms: Archiving follows the stipulations of the Federal Archive Law as amended (in particular Article 5 para. 3 leg cit), the archiving regulations of the University of Vienna as amended, the “Bildungsdokumentationsgesetz” as amended, and the “Bundesarchivgutverordnung” as amended, in conjunction with Article 89 GDPR.

Your rights as data subject can be exercised according to the Federal Archive Law in Article 7 as amended.

The Archive of the University of Vienna makes use of an electronic archive information system which serves to make archive items accessible in accordance with Article 2 Z5 Federal Archive Law. In the archive information system, name and date of birth of persons who appear in connection with archive items are recorded, albeit incompletely. The legal basis for the archive information system is included in Article 7 para. 6 Federal Archive Law.

Analogue data are stored at the premises of the Archive of the University of Vienna, according to the above mentioned legal regulations. Digital data are stored on the servers of the University of Vienna. Storage of all data is indefinite.

6. Theses service – Othes

Academic theses composed at the University of Vienna have to be uploaded to the theses server (Othes). In doing so, the following data are processed:

Master data:

- Name
- Supervisor
- Evaluator
- Faculty at which the thesis was composed
- Degree programme code
- Date of evaluation
- Title of the degree programme or university training programme
- Thesis title
- Thesis type
- Institution accepting the thesis
- Key words in German and one other language
- Classification
- Abstract
- Year of thesis publication
- Scope of the thesis
- Language in which the thesis was composed
- Retention date and retention deadline
- PDF-Layout ident reference
- AC number (ID number in the Austrian Consortium Catalogue)
- Link to the Discovery Tool in u:search
- Obligatory declaration regarding indemnification
- Permit for document use in order to provide the full text online, as well as possible revocation

Log data

- Name of the employee conducting the change
- Change of master data
- Date and time of change of master data

The University of Vienna processes the data in keeping with the preservation of public interest (information to the public regarding final theses composed at the University of Vienna) indefinitely due to a legitimate interest. (Article 6 para. 1 lit. e and f GDPR). A possibly granted permit for online use of the thesis, however, is revocable at any time.

The data is made accessible online on a global scale (full texts only with explicit consent). Legal basis for this is UG2002 as amended (BGBl I 2017/129), in particular Article 3 leg cit.

Legal basis for log data are labour law obligations applying to employees of the University of Vienna, as well as the legal obligation to implement appropriate protection measures as per Article 32 GDPR.

Storage of data takes place on servers of the University of Vienna in accordance with legal regulations.

7. Research information system – u:cris

In order to create the performance report and intellectual capital report, to provide support with target agreements and evaluations, to publicly represent scientific ventures at the University of Vienna and to compile publication lists and personal curricula vitae, the University of Vienna maintains the system u:cris.

The University of Vienna processes the following categories of personal data in the course of relevant data processing:

Content data

- Publications
- Activities
- Project applications
- Project approvals
- Research projects
- ÖFOS categorisation (Österreichische Systematik der Wissenschaftszweige)

Master data

- Name
- Organisational allocation (Institute)
- Start and end of organisational allocation
- Work address
- Date of birth
- Gender
- E-mail address
- Entry date at the University of Vienna
- External IDs, if applicable (e.g. ResearcherID, ORCID...)

Log data

- Time of authentication
- Workflow steps
- Content modifications
- User ID
- IP address
- Time of logout

Legal basis for processing content-related data and master data are the compliance of the University of Vienna with a legal obligation (Article 6 para. 1 lit. c GDPR; Wissensbilanz-Verordnung BGBl. II 97/2016) and, with regard to log data, labour law obligations of employees of the University of Vienna, as well as the legal obligation to implement appropriate security measures in accordance with Article 32 GDPR.

If the provision of personal data for this data processing is legally required, contractually stipulated or necessary for the conclusion of a contract, failure in providing the data can result in the inability of the University of Vienna to meet its legal obligations.

Whenever data was not obtained from you personally, they originate from the Human Resources and Gender Equality unit (i3v). This data transfer within the University of Vienna is based on the legal obligation of the University of Vienna to compile the performance report and intellectual capital report. (Article 6 para. 1 lit. c GDPR). Data processing in itself is based on the above mentioned legal basis.

The collected data regarding your person is forwarded to the following recipient outside the University of Vienna:

- Republic of Austria, as part of the performance report and intellectual capital report. (Wissensbilanz-Verordnung BGBl. II 97/2016)

The period of data storage in u:cris corresponds to that of the period of storage for master data in the source system i3v. Data are synchronised for this time period. Data are stored retrospectively for seven years due to the legitimate interest of the University of Vienna to be able to provide information for the evaluation of faculties.

Log data are deleted after one year.

Content-related data (bibliographical description, information on third-party funds, etc.) are stored indefinitely on principle due to the legitimate interest of the University of Vienna (Article 6 para. 1 lit. f GDPR) to permanently provide information about the research activities of the University of Vienna to the public.

8. Helpdesk, ideas forum and feedback management – UserVoice

The University Library Vienna maintains three services which use the web-based software „UserVoice“:

1. An internal ideas forum
2. A feedback service via u:search
3. An enquiry service via the helpdesk of the University Library Vienna

For this, the following data are stored:

- Name
- E-mail address

Legal basis for processing these data is the legitimate interest of the University of Vienna and the users' consent. (Article 6 para. 1 lit. a and f GDPR)

These data are stored on servers of the company UserVoice outside the EU due to contractual relationships. "UserVoice" commits itself to compliance with the „EU-U.S. Privacy Shield“. (Article 45 GDPR)
<https://www.uservice.com/privacy/>

9. Guided tours and research tutorials

Registration for guided tours and research tutorials takes place on the website of the University Library via a registration page.

In the process, the following data are collected:

- Name (contact person)
- Institution
- Address
- School grade
- E-mail address (contact person)
- Telephone number (contact person)

Legal basis for processing these data is a contractual relationship. (Article 6 para. 1 lit. b and f GDPR)

Storage of all data takes place on servers of the University of Vienna. The data are deleted immediately after compiling the annual statistic.

10. Administration of library collections – supplier data

The following data regarding our suppliers are processed:

- Name of contact persons
- Title of contact persons
- Name of supplier
- Address of supplier
- E-mail address of supplier
- Telephone and fax number of supplier

Legal basis for this processing is the current contract with the supplier. (Article 6 para. 1 lit. b GDPR)

All data that are processed in the library system are stored on servers of the company Fa. Ex Libris Deutschland GmbH within the European Union in accordance with legal obligations (in particular Article 132 BAO).

11. Open Journal System – OJS

OJS is a journal management system publishing open access journals. The functional scope reaches from submission of an article to review to publication on the journal website.

See also: <https://pkp.sfu.ca/ojs/>

In accordance with the „GDPR Guidebook for PKP Users” (<https://docs.pkp.sfu.ca/gdpr/>), the following data are stored:

a. Master data (registration data)

- Name
- User name
- Gender
- Password (encrypted)
- E-mail address
- ORCID ID
- Website
- Address
- Telephone number
- Fax
- Institution
- Disclosure of CV
- Registration date
- Last Login
- Locales (data provided by you in the field “private notes”)
- (Review) interests
- Roles (author, reader, reviewer)

Only user name, first name, last name, e-mail address and password are obligatory fields.

b. Master data information of contributors

When a manuscript is submitted, information of contributors (e.g. authors, translators, etc.) are stored in the system:

- Name
- E-mail address
- ORCID ID
- Website
- Country
- Institution
- Disclosure of CV

Only user name, first name, last name, e-mail address and country are obligatory fields.

c. Workflow Data

Information resulting from the OJS workflow is also stored:

- All activities regarding submission and executing person
- All notifications sent as part of the submission (incl. sender and receiver of the notifications)
- All recommendations of reviewers
- All editorial decisions
- All files transmitted as a result of the submission process, incl. files that may have contained personal data (as master data or in the files themselves)

d. Information on visitors of the website

- Cookie information for session management (user name; registration status)
- Log data (see Data Protection Declaration of the University of Vienna regarding websites).
https://dsba.univie.ac.at/fileadmin/user_upload/p_dsba/datenschutzerklaerung_websites_V03_08102019_EN.pdf

Legal basis for this processing is the legitimate interest of the University of Vienna (Article 6 para. 1 lit. f GDPR) to store these data in order to keep the OJS operational. The storage of all data takes place on servers of the University of Vienna for an indefinite period of time since deletion of data can result in loss of master data of submitted contributions. All data fields, except for obligatory ones, can be deleted by the data subjects themselves.

User data (see above lit. d) are saved only for the duration of the actual session.

12. E-Book on Demand (EOD) – version 25 May 2018

The service E-Book on Demand offers interested persons the possibility of digitisation of items not protected by copyright. They receive the digital copy for a fee.

The following data are collected for this purpose:

- Name
- Company
- Address
- Gender
- E-mail address
- Purchaser number
- Visual impairment / blindness (in case a visually impaired or blind person wants to make use of the service, so that the book can be prepared in the appropriate way)
- Telephone number
- UID
- User-ID
- Language of communication
- Bibliographic information on the order
- Order number
- Duration of handling
- Status of the order
- Information about the order (number of pages; OCR; price; language of the book; notes of purchaser)
- Information on the scan (resolution; picture quality; OCR)
- OCR file
- E-book as PDF
- Type of delivery
- Price reduction
- Manner of payment
- Invoice (digital and printed)
- Date and time of payment

Legal basis for this processing is the contract between the University of Vienna and the purchaser ordering the E-book. (Article 6 para. 1 lit. b GDPR)

Storage of the data takes place on servers of the University of Innsbruck. Invoices are kept at the University of Vienna.

The storage period for all data is seven years. (Article 132 para. 1 BAO)

13. Provenance research

Restitution of so called “aryanised” items to the original owner is a major concern for the University of Vienna. Whenever an “aryanised” item is found, efforts are made to find the legal successors of the expropriated person using external archives, research and other institutions. These persons are identified and informed immediately about the situation. For this purpose, the following data are processed:

- Name
- Address
- E-mail address
- Date of birth
- Telephone number
- Expert assessment on succession
- Contracts
- Documents
- Archive documents
- Correspondence (with public authorities, the Documentation Centre of Austrian Resistance, the Jewish Community (“Israelitische Kultusgemeinde”), the legal successors, etc.)
- Book registers

Legal basis for this processing is the Art Restitution Act (BGBl. I 181/1998 as amended). Partial transmission of data to countries outside the EU takes place in the public interest, which consists especially in the restitution obligations of the Republic of Austria. (Article 49 para. 1 lit. d GDPR) Initiative not welcome.

Data is stored indefinitely for research and archive purposes in files located on the premises of the University of Vienna, or on servers of the University of Vienna. (Article 9 para. 2 lit. j in conjunction with Article 89 GDPR)

14. Use of the ORF archive

Persons perusing research projects can conduct research in the archives of the ORF. For this purpose, the following data are processed:

- Name
- Telephone number
- Address
- Student ID number
- Employee number
- Type of thesis
- Area of research
- Intended topic of the thesis
- Date
- Time (start and end of research activities)

Legal basis for this processing is the contract of the University of Vienna with the ORF about the use of the ORF archive. Interested users must agree to the conditions and consent to the processing of their data. (Article 6 para. 1 lit. a GDPR)

See: https://bibliothek.univie.ac.at/fb-zeitgeschichte/files/2018_05_Formular_ORF-Archiv.pdf

Storage of data (filled in forms) takes place at the Contemporary History Library (FB Zeitgeschichte). The Contemporary History Library subsequently records these data on servers of the University of Vienna in order to forward parts of them to the ORF as stipulated in the contract (see below). From the contract with the ORF follows an obligation to store data and archive items; hence they are kept for thirty years. (Bundesarchivgesetz Article 8 para. 1)

Part of the data is forwarded to the ORF as stipulated in the contract. In the process, the following data fields are transmitted: Date, area of research, type of thesis and intended topic.

15. Use of the „Gaupresse“ archive Vienna

The „Gaupresse“ archive Vienna is available for interested persons for academic research. In order to ensure use compliant with legal regulations, the following data are collected:

- Name
- Address
- Research purpose
- Date of birth
- E-mail address
- Organisation
- Copy of ID

Since the accessible documents can, in case of improper reproduction, constitute the criminal offense of “Wiederbetätigung” (re-engagement in National Socialist activities), the legal basis for this processing is the public interest of the University of Vienna. (Article 6 para. 1 lit. e GDPR)

See: <https://www.ns-pressearchiv.at/user/register>

Data is stored for the period of three years on servers of the University of Vienna.

16. Donations

The following data on persons who make donations to the University of Vienna (University Library) are collected:

a. Master data:

- Name
- Date of birth
- List of donated items incl. estimated price

Legal basis for this data processing is a contractual relationship. (Article 6 para. 1 lit. b GDPR; Article 938 ff. ABGB)

Storage of data takes place on servers of the University of Vienna for the period of thirty years. (Article 1478 ABGB)

17. Professional training and internal advanced education

The University Library acts as a teaching library within the framework of the study programme “ULG Library and Information Studies” as well as in apprenticeship training. In addition, it takes on functions in the context of advanced library education. The following data are processed:

- Name
- Address
- E-mail address
- Date of birth
- Student ID number
- Title
- Prior education
- Photograph
- Examination materials
- Grades

Legal basis for this processing is a contractual relationship (Article 6 para. 1 lit. b GDPR for the study programme; consent of participants for photographs), see https://www.postgraduatecenter.at/fileadmin/user_upload/pgc/1_Weiterbildungsprogramme/Library_and_Information_Studies/Downloads/Anmeldeformular_Library_and_Information_Studies_Grundlehrgang_UB_WS_18_19.pdf, legal regulations (Article 6 para. 1 lit. c GDPR; UG 2002; BAG for apprentice training as part of internships) and consent (Article 6 para. 1 lit. a GDPR for advanced library education courses).

Storage of data is carried out on servers of the University of Vienna in accordance with legal obligations. (UG 2002; Article 6 para. 1 lit. c GDPR)

Data processed in the course of apprenticeship training in our role as internship library are forwarded to the “Berufsschule für Handel und Reisen” (Hütteldorfer Str. 7–17, 1150 Wien). (BAG; SCHUG; Article 6 para. 1 lit. c GDPR)

Data processed in the course of our institutional role in advanced education for librarians are deleted after the course.

18. Your rights as a data subject

Objection:

With regards to processing of your personal data based on legitimate interests in accordance with Article 6 para. 1 lit. f GDPR, you have the right to object to the processing of your personal data at any time in accordance with Article 21 GDPR, insofar as there are reasons resulting from your specific situation or in case the objection concerns direct marketing. In case of direct marketing, you have a general right to object which we put into effect without reference to a specific situation. Please contact dsba@univie.ac.at for this purpose, unless the processing provides a different or additional e-mail address.

Your rights:

The following rights for you as a subject to processing of personal data result from the GDPR:

In accordance with Article 15 GDPR, you can request information about your personal data processed by us. In particular, you can request information about the purposes of the processing, the categories of personal data, the categories of recipients to whom your data was and is made accessible, the intended storage period, the existence of a right to correction, deletion, limitation of processing or objection, the existence of the right to lodge a complaint, the origin of your data in case they were not collected by us, about transmission to non-EU countries or international organisations as well as the existence of automated decision-making including profiling and, where applicable, relevant information about details.

In accordance with Article 16 GDPR, you can request immediate correction of incorrect personal data stored with us, as well as completion of incomplete personal data.

As a student you are obliged to immediately inform any university at which you are enrolled about changes of name or address in accordance with Article 59 para. 2 UG. You can fulfil this obligation via u:space.

In accordance with Article 17 GDPR, you can request deletion of your personal data stored with us, provided that the processing is not necessary for the assertion of the right of freedom of expression and information, fulfilment of legal obligations, for reasons pertaining to the public interest, or for the enforcement, exercise or defence of legal claims.

In accordance with Article 18 GDPR, you can request the limitation of processing of your personal data if you dispute the correctness of the data, if processing is unlawful, or if we no longer use the data but you decline deletion because you need the data for the enforcement, exercise or defence of legal claims.

The right resulting from Article 18 GDPR is also applicable if you have objected to the processing in accordance with Article 21 GDPR.

In accordance with Article 20 GDPR, you can request access to the personal data you provided to us in a structured, commonly used and machine-readable format, or you can request transmission to a different responsible party.

In accordance with Article 7 para. 3 GDPR, you can withdraw your given consent at any time. As a consequence, we are no longer allowed to continue data processing based on this consent. Lawfulness of previous processing is not affected by this.

In accordance with Article 77 GDPR, you have the right to lodge a complaint with a supervisory authority. As a rule, you can contact the supervisory authority of your habitual residence, your place of employment, or our office for this purpose. 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, Website: [dsb.gv.at](https://www.dsb.gv.at).