

## **Data Protection Policy**

### **(Data processing in the context of studies)**

Dear students,

We attach great importance to data protection and would like to use this data protection information - as far as possible - to inform you in an understandable and clear way about all data processing in the context of your studies. It is always a challenge to describe legal matters in a simple, understandable and clear way. Therefore, if you have any questions, please do not hesitate to contact us.

As a university that fulfils a legal mandate, we are subject to a number of [legal bases](#) (including record-keeping, information and reporting obligations). As part of your studies, it is therefore unavoidable to process your personal data. In the following, we would like to inform you how and with which applications your personal data is processed by the Montanuniversität Leoben.

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## 1. Admission and Enrolment procedure for studies

### Purpose

Montanuniversität Leoben processes your personal data for the purpose of collecting and storing your applicant data (including correspondence), for the coordination and selection of applicants and subsequently for admission to studies. Your data will also be processed for the purpose of payment processing in the case of fee-based admission procedures or for the prescription of due Students' Union and tuition fees.

As part of the registration for continuing education programs and language programs, the data you provide (e.g. master data, certificates) will be processed.

You can find more information about the process [here](#).

### Legal basis

The legal basis for the processing of personal data in the context of the admission and enrolment procedure for studies is Art. 6 para. 1 lit. c and e GDPR, §§ 60 et seq. UG and §§ 3 and 9 BilDokG. The processing is necessary for the performance of a task that is in the public interest and has been assigned to us by law.

In this context, please note the [note on the right to object](#) on the main page.

### Recipients

As part of the admission and enrolment procedure, your personal data may be transmitted to the following recipients:

- Payment service providers in the context of a payment transaction
- District administration
- Partner Universities
- Bundesrechenzentrum GmbH (IT service provider for the operation of the data network of universities and colleges)
- Statistics Austria
- Public Employment Service
- Immigration Police/Police Directorates

## 2. Student Administration

### Purpose

Montanuniversität Leoben processes your personal data for the organisation of teaching and examinations. This includes, among other things, the issuance of documents, tuition fee management, study data administration, recognitions and examination administration.

You can find more information about the process [here](#).

### Legal basis

The legal bases for the processing of personal data in the context of teaching and examination administration are Art. 6 para. 1 lit. c and e GDPR, § 53 UG, §§ 60 et seq. UG and §§ 3 and 9 BilDokG. The processing is necessary for the performance of a task that is in the public interest and has been assigned to us by law.

In this context, please note the [note on the right to object](#) on the main page Data Protection Information of the Montanuniversität Leoben.

### Recipients

When handling the administration of teaching and examinations, your personal data will be transmitted to the following recipients:

- Bundesrechenzentrum GmbH (IT service provider for the operation of the data network of universities and colleges)
- Austrian Higher Education Systems Network - [AHESN](#) (Examination Data Network)
- Banks and payment service providers
- Austrian Students' Union
- Authorities and courts

## 3. Scholarships

### Purpose

For the administration and forwarding of submissions and disbursements of scholarships, Montanuniversität Leoben collects and processes your personal data.

You can find more information about the process [here](#).

### Legal basis

The legal bases for the processing of personal data in the context scholarship administration are Art. 6 para. 1 lit. e GDPR, § 53 UG, §§ 60ff UG and §§ 3 and 9 BilDokG. The processing is necessary for the performance of a task that is in the public interest and has been assigned to us by law.

In this context, please note the [note on the right to object](#) on the main page Data Protection Information of the Montanuniversität Leoben.

### Recipients

When processing scholarship administration, your personal data will be transmitted to the following recipients as providers of the scholarships:

- Federal Ministries responsible for supervising education, science and research
- WKO Styria
- Feizlmayr Foundation

The Austrian Students' Union is involved in the awarding of the Feizlmayr Scholarships.

## 4. Peer Teaching

### Purpose

Montanuniversität Leoben collects your personal data for the purpose of organising the recruitment and registration of Peer Teachers. Peer Teaching is a support service offered by MUL for students in the basic subjects of the first semesters.

### Legal basis

The legal bases for the processing of personal data in the context of Peer Teaching administration are Art. 6 para. 1 lit. e GDPR, § 53 UG, §§ 60ff UG and §§ 3 and 9 BilDokG. The processing is necessary for the performance of a task that is in the public interest and has been assigned to us by law.

In this context, please note the [note on the right to object](#) on the main page Data Protection Information of the Montanuniversität Leoben.

## 5. Graduation

### Purpose

Montanuniversität Leoben processes your personal data for the purpose of completing your studies and theses as well as organising academic ceremonies.

More information about the process can be found [here](#) .

### Legal basis

The legal bases for the processing of personal data in the context of graduation administration are Art. 6 para. 1 lit. e GDPR, § 53 UG, §§ 60ff UG and §§ 3 and 9 BilDokG. The processing is necessary for the performance of a task that is in the public interest and has been assigned to us by law.

In this context, please note the [note on the right to object](#) on the main page Data Protection Information of the Montanuniversität Leoben.

### Recipients

When handling the administration of graduation, your personal data will be transmitted to the following recipients:

- Partner Universities
- Reviewers (Doctoral/PhD Programs)
- Federal Ministries responsible for supervising education, science and research
- Statistics Austria

## 6. Distance Learning

See [data protection information](#) for distance learning at the Montanuniversität Leoben.

## 7. Processing in the context of the plagiarism check of scientific papers

### Purpose

In order to ensure good scientific practice and to be able to uncover abuse, students of the Montanuniversität are required to upload their theses (dissertations) to MUonline, the campus online site of the Montanuniversität Leoben. In case of suspicion, supervisors or reviewers can have the scientific paper checked via plagiarism check software (e.g. Docoloc) and receive the analysis report in PDF version.

### Legal basis

The legal bases for the processing of personal data in the context of the plagiarism check are § 19 para 2a UG 2002, § 11 of the statutes "Studienrechtliche Bestimmungen" and the guideline for the "Integrity in Academic Study, Teaching, and Research Operations".

### Recipients

As a matter of principle, your personal data will not be passed on to third parties.

### Storage period

As a matter of principle, your personal data will only be stored for as long as it is necessary for the fulfilment of the purpose.

## 8. Processing in the context of exchange programmes

See [data protection information](#) of the Department of International Relations and European University MIREU.

## 9. Transmission

Recipients	Purpose	Legal basis
Partner Universities/Host Institutions	<u>Exchange programme/applications</u> : One of the main tasks of the university is international cooperation, including the promotion of mobility for students. Administration of student and examination agendas	Art. 6 para. 1 lit. c, e and f GDPR in conjunction with §§ 3, 60 et seq. UG, § 3 BilDokGKooperation agreements
State aid authorities and tax offices	Administrative assistance	Art. 6 (1) (c) GDPR in conjunction with § 158 BAO
Investigative authorities, courts	Administrative assistance	Art. 6 (1) (c) GDPR in conjunction with Section 76

		of the Code of Criminal Procedure, Article 10 of the GDPR in conjunction with Section 4 (3) of the Data Protection Act
Austrian Students' Union	ÖH elections; Legal membership of the ÖH	Art. 6 (1) (c) GDPR in conjunction with Section 43 of the Students' Union Act (HSG) and the Students' Union Election Regulations (HSWO)
Banks that hold tuition fee accounts	Processing of student and tuition fees	<a href="#">Tuition Fee Ordinance (StubeiV)</a> : Art. 6 para. 1 lit. c or e GDPR in conjunction with §§ 91ff UG, Annex 3 to § 7 para. 2 StudienevidenzV
Data Network of Universities and Colleges, Austrian Higher Education Systems Network, responsible federal ministries	University data network, reporting for knowledge balance, data clearing	Art. 6 para. 1 lit. c or e GDPR in conjunction with <a href="#">the University and Higher Education Statistics and Educational Documentation Ordinance (UHSBV)</a> , <a href="#">Universities Act 2002 (UG 2002)</a> , §§ 10 and 11 of the Education Documentation Act (BilDokG)
Statistics Austria, Institute for Advanced Studies	UHStat1 survey at the start of studies UHStat2 survey on study-related stays abroad	Art. 6 (1) (c) or (e) GDPR in conjunction with UHStat1 collection: § 3 BilDokG, § 18 (6) BilDokG 2020, § 141 (3) UG 2002, §§ 26 and 27 UHSBV UHStat2 survey: § 3 BilDokG, § 18 (6) BilDokG 2020, § 141 (3) UG 2002, §§ 26 and 28 UHSBV
Payment providers for processing the payment process for credit card payments or online banking	Management of cost contributions for admission procedures and fee-based courses	Art. 6 para. 1 lit e GDPR in conjunction with § 63 para. 1 no. 5a and para. 12 UG or § 51 para. 3 HG in conjunction with the respective regulation of the rector. Pursuant to § 63 para. 1 no. 5, § 63 para. 1a no. 4 in conjunction with § 65a, § 71b, § 71c and § 71d of the Universities Act, the Rectorate is entitled to

		conduct admission, aptitude or selection procedures in the degree programmes mentioned therein. In this context, the Rectorate is authorised to provide for procedural measures by ordinance that ensure an orderly and efficient admission, aptitude or selection procedure.
Immigration Police, Police Departments	Information on admission, registration status, place of residence and title	

## 10. Storage period

The above-mentioned personal data will be processed for the purpose of administration during an ongoing course of study and beyond that for the duration of any existing legal claims or on the basis of legal obligations (including for study and verification purposes as well as for quality assurance purposes).

We keep examination data in accordance with § 53 Z. 1 to 6 UG for at least 80 years. Examination protocols, corrections of written examinations, assessment sheets and examination forms must be kept 6 months after the announcement of the assessment (§§ 79, 84 UG).

Within the framework of the data network of universities and colleges in accordance with § 10 BildokG, the following retention periods apply: The address at the home place and the delivery address must be stored for 10 years. In order to ensure the proper allocation of matriculation numbers, the matriculation number, surname and first name(s), date of birth, gender, nationality, date of general university entrance qualification, marking as invalid matriculation number, area-specific personal identifier (BF) must be stored for 99 years after completion of studies (§ 10 para. 10 BildokG).

The social security number or the replacement number is stored for 2 years after leaving the university (§ 4 para. 7 BildokG). Evidence for the waiver of tuition fees in accordance with the UG will be kept for at least 3 years in accordance with the Tuition Fee Ordinance. Unlimited data storage applies to data that constitute archival material in accordance with the Federal Archives Act.

Payment data is generally stored for 7 years for accounting and tax reasons (§ 132 BAO).

Personal data for the preparation of a voters' register in relation to ÖH elections will be retained until the election result has been legally established (§ 43 para. 6 HSG in conjunction with HSWO).

In addition, in the event of legal disputes, the data is usually stored at least for as long as claims can be asserted against the university and until the end of any legal disputes in which the data is required as evidence.

## 11. Overview of the processed data (excerpt)

Category	Examples of collected data
Reference data	<ul style="list-style-type: none"> <li>– Salutation</li> <li>– Degree</li> <li>– Name</li> <li>– Date of birth</li> <li>– Sex</li> <li>– Nationality</li> <li>– Matriculation number</li> <li>– E-mail address</li> <li>– SV number</li> <li>– Address</li> <li>– Telephone number</li> <li>– MUonline username</li> </ul>
Registration data	<ul style="list-style-type: none"> <li>– Communication</li> <li>– Admission documents: <ul style="list-style-type: none"> <li>○ Passport photo</li> <li>○ Travel</li> <li>○ Notification sheet</li> <li>○ Proof of qualifications relevant for admission</li> </ul> </li> <li>– Payment <ul style="list-style-type: none"> <li>○ Bank account</li> <li>○ Method of payment</li> <li>○ Transaction</li> </ul> </li> </ul>
Study data	<ul style="list-style-type: none"> <li>– Admission Information</li> <li>– Active and inactive studies</li> <li>– Notification status</li> <li>– Tuition fee status per semester</li> <li>– Interruptions</li> <li>– Examination records</li> <li>– Participation in mobility programmes</li> <li>– Study-relevant applications and related documents <ul style="list-style-type: none"> <li>○ Income tax assessment</li> <li>○ Specialist confirmations</li> <li>○ Disability card</li> <li>○ Registration form</li> <li>○ Birth certificate (child/ren)</li> </ul> </li> </ul>

Registration data for teaching and Exams	<ul style="list-style-type: none"> <li>– MUOnline - Data on Courses/Examinations</li> <li>– Title of the course/examination</li> <li>– Preference data <ul style="list-style-type: none"> <li>○ Allocation</li> <li>○ Waiting list</li> <li>○ Dates of registration and deregistration</li> </ul> </li> </ul>
Exam dates	<ul style="list-style-type: none"> <li>– Data on exam attempts <ul style="list-style-type: none"> <li>○ Appointment</li> <li>○ Lecturer/examiner</li> <li>○ Note</li> <li>○ Data of the examination protocol</li> </ul> </li> <li>– Data on recognitions</li> <li>– Data on performance in the course of admission/selection procedures</li> <li>– Date of revocation/non-assessment of a service</li> <li>– ECTS/Semester Hours</li> <li>– Name of course instructor</li> <li>– Documentation for the annulment of an appraisal</li> </ul>
Data on theses and scientific papers	<ul style="list-style-type: none"> <li>– Information on the thesis or scientific thesis <ul style="list-style-type: none"> <li>○ Type of scientific paper</li> <li>○ Topic</li> <li>○ Department</li> <li>○ Description</li> <li>○ Language in which the thesis is written</li> </ul> </li> <li>– Status of the thesis or scientific thesis</li> <li>– Assessment</li> <li>– Plagiarism Check Result</li> <li>– Date of sending a scientific paper to <ul style="list-style-type: none"> <li>○ The University Library</li> <li>○ Library</li> <li>○ Austrian National Library</li> </ul> </li> <li>– Blocking of a thesis or scientific thesis</li> <li>– Documentation to ensure compliance with good scientific practice</li> </ul>

## 12. Your rights, contact details, data protection officer

You can find more information on this on the [main page](#) Data Protection Information of the Montanuniversität Leoben.