

Privacy Statement “Incoming students - Completing a study-abroad semester at FHWien der WKW/University of Applied Sciences for Management and Communication”

Safeguarding your personal data is very important to us. Therefore, we comply strictly with all the legal requirements when collecting and processing your personal data.

We process your personal data exclusively within the framework of the provisions of European and Austrian data protection laws. We have prepared the following statement to inform you about who we are, how we collect your data and for what purpose, and how we use it.

Who we are

The data controller or organization entrusted with handling data processing is the FHW Fachhochschul-Studiengänge Betriebs- und Forschungseinrichtungen der Wiener Wirtschaft GmbH (FHWien der WKW for short), company register no: 141443f.

Address: Währinger Gürtel 97, 1180 Vienna, Austria

E-mail: servicepoint@fh-wien.ac.at

E-mail address for data protection concerns: datenschutz@fh-wien.ac.at

Collecting and processing your data

For information relating to the handling of data provided to us while studying at our university as well as any data that accrues during your studies, please refer to our data protection statement entitled “Students at FH Wien der WKW”.

Additionally, and as part of your study-abroad semester at our university (for which you have applied after being nominated by your home university, if such a nomination is required), we will process the personal data you provide as well as any data that accrues while studying for the study-abroad semester. We have received your nomination for the completion of a study-abroad semester at our university (if applicable) from your home university, which only includes general personal data such as your name and e-mail address.

Data processing is carried out in accordance with Article 6(1)(b) GDPR which regulates the processing of your application for completing a study-abroad semester at our university.

The provision of personal data is neither prescribed by law or contract; however, the non-provision of data precludes an evaluation of your application for completing a study-abroad semester at our university.

The disclosure of data about a disability is voluntary in case you wish to check the accessibility and need for accommodation or for making feasible adjustments at our university. The processing of health data is based on your consent pursuant to Article 9(1)(a) GDPR. This consent can be revoked at any time. Upon receiving your revocation, the processing of your personal data for the specified purpose will no longer be permissible. Until we receive your revocation, the lawfulness of processing your data remains unaffected. To revoke your consent, please contact the Center for International Education & Mobility (CIEM) via email at ciem@fh-wien.ac.at

Use of video conferencing systems and video platforms

In order to provide a functional and up-to-date work and study environment, events such as meetings, conferences, courses or examinations may (also) be offered and held using video conferencing systems (Microsoft Teams) or video platforms (Microsoft Stream). We will process your personal data if you participate in an event that was created by a licensed account with the respective provider with an @fh-wien.ac.at email address. Data processing is carried out to enable your participation, i.e., to establish and use the connection. Only personal data that is absolutely necessary for usability, corresponding to the selected settings, or depends on your communication behavior is processed. The use of a microphone, video camera and/or chat function is only necessary insofar as this is required in each individual case or is necessary for the fulfilment of the purpose of the event, and you must then switch on the microphone, video camera and/or chat function via the corresponding application. Otherwise, the microphone, video camera and/or chat function can remain muted or switched off. The legal basis for data processing is Article 6(1)(b) GDPR, insofar as the events are carried out within the framework of contractual relationships (e.g. contract for mobility activity). In addition, we (also) rely on legitimate interests in accordance with Article 6(1)(f) GDPR, which lie in the provision of a functional and up-to-date work and study environment and in the effective implementation of online events.

Photographs, video and/or sound recordings at events

We hereby inform you that in connection with or on the occasion of your mobility activities at our university, photographs or video and/or audio recordings may be made at events (e.g. celebrations, panel discussions), which may be processed by FH Wien der WKW and published on the FH Wien der WKW website, via social media channels, or in printed media. The legal basis for data processing is our legitimate interest pursuant to Article 6(1)(f) GDPR in processing for documentation purposes as well as reporting and public relations.

Note

If data processing is carried out on the basis of a legitimate interest, you can object to the data processing by stating a reason in accordance with Article 21 GDPR. However, an objection will only result in the processing being discontinued if the objection is justified on special grounds. If you object, we will no longer use your data for this purpose from that point on. The lawfulness of the processing of your data up to the point of objection remains unaffected by your objection. To lodge an objection, please send an e-mail to datenschutz@fh-wien.ac.at.

If data processing is carried out on the basis of your consent, you may revoke your consent at any time by letter or e-mail, so that the processing of your data for this purpose is no longer permitted from the time of receipt of your revocation. The legality of the processing of your data up to the time of revocation remains unaffected by your revocation. To withdraw your consent, please contact the Center for International Education & Mobility (CIEM) at ciem@fh-wien.ac.at.

Who receives my personal data?

Recipients receive your data insofar as this is required for fulfilling the respective purpose within the existing legal framework:

- your home university in connection with processing your study-abroad semester abroad at our university
- teaching staff
- OeAD GmbH (Österreichische Austauschdienst Gesellschaft mit beschränkter Haftung - Austrian Agency for International Cooperation in Education and Research) in Vienna in accordance with the Austrian OeAD Act to allow it to fulfill its responsibilities for the implementation of European and international cooperation measures in the fields of science and research and in the development of the arts, higher education, vocational education, and training.

Further information on data processing by OeAD-GmbH can be found at:

- <https://oead.at/de/datenschutz/> (German)
- <https://oead.at/en/privacy-policy/> (English)

A range of data may be transmitted to the data processors (specifically for the provision of cloud services) if and to the extent that they require the data to fulfill their respective service.

Data transmission to a third country

If your home university is based in a non-EU country i.e. outside the EU/EEA, to which neither an adequate decision of the EU Commission pursuant to Article 45 GDPR nor appropriate data protection guarantees pursuant to Article 46 GDPR, including binding internal data protection regulations pursuant to Article 47 GDPR are available, it shall be assumed that no adequate level of data protection within the meaning of the GDPR can be guaranteed. In this particular case, the transmission takes place in order to fulfill a contract concluded in the interest of the data subject by the person in charge with another natural or legal person (our partnership agreement with the home university) pursuant to Article 49(1)(c) GDPR.

We use tools from Microsoft. Microsoft, the provider, is Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, D18 P521, Ireland. No data processing takes place in any third country outside the EU/EEA area, as the storage of personal data is limited to data centers within the European Union. However, we cannot rule out the possibility that, under certain circumstances, data processing may take place outside the EU/EEA. For such a case, the EU standard data protection clauses have been included in the contract as data protection guarantees in accordance with Article 44 et seq. of the EU General Data Protection Regulation (GDPR). Microsoft is also certified under the EU-U.S. Data Privacy Framework. Data transfer is thus (also) permitted on the basis of an adequacy decision by the European Commission. You can access Microsoft's data protection rules at <https://privacy.microsoft.com/de-de/privacystatement>. Please note that this is an external website operated by the respective provider under its own responsibility and that personal data is processed when you visit it.

Retention period

The retention of data is valid until the expiry of the warranty, the statute of limitations, the statutory retention periods applicable to us, and until the settlement of legal disputes in which the retention of the data is required for use as evidence.

Any photographs/video recordings made of you (including audio recordings) will be stored for as long as is necessary for the purposes for which they are processed. In particular, the retention period depends on the following criteria (unless you have given your consent for a shorter retention period):

- type of image (in particular number of people, surroundings depicted)
- the context in which the photo was taken (e.g. public event, celebration)
- suitability for use on the website and in social networks
- suitability for portraying the company's history
- suitability for use at anniversaries and in commemorative publications
- degree of conflict with confidentiality interests
- suitability for historical and archive purposes

Your legal rights

Under the GDPR, you are entitled to the following rights under the conditions set out therein:

- Right to obtain information
- Right to rectification or erasure
- Right to restrict processing
- Right to data portability
- Right to revoke your consent

To exercise your legal rights or if you have questions, please contact us via email at datenschutz@fh-wien.ac.at or write to FH Wien der WKW, Legal Department, Währinger Gürtel 97, 1180 Vienna

Legal support

As the data subject, you are entitled to file a complaint with the relevant supervisory authority if you believe that the processing of your personal data violates European or national data protection laws. In Austria, the data protection authority is responsible for such complaints.

As of 01/2024

This document is a translation of the German original. In case of any discrepancy between the English and German versions, the German version shall apply.