University for Continuing Education Krems

Privacy policy for applicants (i.e. prospective students) and students of the University for Continuing Education Krems

In accordance with the General Data Protection Regulation (GDPR), we inform you about the processing of your personal (p) data you provide us with as applicant and subsequently as an admitted student. The privacy policy on our website contains all information about data collected from your computer when visiting our website.

Controller according to Art. 4 Z 7 GDPR

University for Continuing Education Krems (Danube University Krems) Dr.-Karl-Dorrek-Straße 30 3500 Krems an der Donau (in the following briefly "we" or "us")

Contact
Mag. Mag. (FH) Katharina Ranjan **datenschutz@donau-uni.ac.at** or +43 2732 893-2229

Applicant for studies (prospective student)

By filling in the (online) application form you enter your *name, gender, contact details, date and place of birth, nationality, and the sector-specific personal identifier (bPK)* as master data and upload a *copy of a valid ID document* to our server. We receive further p data from the *curriculum vitae (Europass)* including proof of *general university entrance qualification (higher education entrance qualification), tertiary education, professional experience and further education)* you provide.

The provision of p data is a prerequisite for processing your application for admission and subsequently for admission to studies (conclusion of a continuing education contract).

Your p data is processed by the responsible course managers, the Service Center for Students (SCS) and other administrative units (accounting) in order to check the admission requirements (according to the curriculum of the respective study program) and to contact you. Your p master data is also recorded automatically in our student administration program and our Customer Relationship Management (CRM) system and to inform you in our legitimate interest about our offers and events.

For statutory statistical purposes (§ 9 (6) Education Documentation Act) we also collect p information about the educational careers of your parents.

Legal basis: Art. 6 (1) lit b, c, e, f GDPR[1] in conjunction with § 70 UG[2]

[1] **GDPR**: data processing on the basis of (b) pre-contractual measures at the request of the person concerned, (c) to fulfil a legal obligation imposed on us or (e) to perform a task assigned to us in the public interest (f) to safeguard our legitimate interests.
[2] **Universities Act 2002 (UG)**

You may also voluntarily provide us with a photo for your student ID card – as part of your application – and consent to the processing of p data for marketing purposes by providing your *marital status, professional and management experience, current activities, etc*.

Legal basis: Art. 6 (1) lit a GDPR[3]

Recipients: In connection with your admission to studies, a defined selection of your p data is transmitted to the data network of the Austrian universities at the Bundesrechenzentrum GmbH (BRZ) for the possible creation of a matriculation number, in accordance with the "Universitäts-& Hochschulstatistik- & Bildungsdokumentationsverordnung" (UHSBV/ University & Higher Education Statistics & Education Documentation Ordinance).

Information may be transferred additionally to our university cooperation partners and, in the case of foreign applicants, to the Österreichische Austauschdienst GmbH (OeAD), embassies and district administration offices within the framework of a mobility program for purposes of residence law.

In order to carry out recording procedures in non-presence, p data can also be transmitted via IT service providers (e. g. video conferencing system) on an appropriate contractual basis. In case of such an event a transfer to third countries or international organizations occurs in accordance with Art. 49 (1) lit b GDPR[4].

Storage period: In case your application is rejected or non-utilization of your place at university, the p data you provide will be deleted at the earliest after 2 semesters, if implemented into the study administration management at the latest after seven years.

Admissions test for the Master's Program in Psychotherapy

Based on a partnership between the University of Vienna and UWK to conduct the admissions process in accordance with § 71c UG for the Master's Program in Psychotherapy, the following data will be processed: *name, date of birth*, the *UWK identifier*, and *test-related identification features in the form of individual barcodes*.

Providing this personal data is required for participation in the admissions process; without it, participation in the entrance exams is not possible.

To process participation and test fees, *name, payment information, and transaction data* are collected and processed by a payment service provider contracted by us.

The data from the answer sheets is digitally captured using a scanner. Subsequently, the quality of the test items, the test sections, and the entire test instrument is analyzed in accordance with the specifications – statistical evaluation routines and algorithms – of the University of Vienna and UWK. The test results are provided in digital form, as an overall ranking list in an Excel file and as a results report (PDF). Upon request, participants may view the original answer sheets, including the results

[3] You may revoke your consent at any time, without this affecting the legality of the processing carried out until the revocation.

[4] The transfer is necessary for the performance of a contract to which the data subject is a party or for the implementation of precontractual measures taken at the data subject's request.

protocols, in person at the UWK by prior appointment, but no later than three months after the test results are announced.

Legal basis: Art. 6(1)(b) (participation in the admissions test)

Art. 6(1)(c) and (e) of the GDPR in conjunction with the Universities Act (UG) (admission to studies)

Storage period: Up to 3 years following the conclusion of the respective admissions process to ensure the proper conduct and traceability of the admissions process.

First-year students and students

General information

After receiving the mandatory course fee and admission to the study program, an earlier p *matriculation number* will be reactivated, or a new *matriculation* number will be created as mentioned above. We process them in addition to the p data collected in the application to administer your study course.

At the start of your studies, we assign you an *e-mail account* including common functions such as calendar and task management. The storage space of this p university e-mail address is used to process all applications under study law especially when you invoke your right to electronic communication.[5]

Your p master data is also processed during the creation of your personal student ID and parking card for using the parking garage and will be forwarded to the garage owner. In addition, your student ID card gives you access to the (electronic) services of the University Library, the digital databases offered for teaching and research purposes[6] and the loan system, in the context of which your p master data may also be processed in the dunning process.

In our legitimate interest you will also receive newsletters sent via e-mail, other study-related mailings and information on university events, and we might contact you for research purposes.

Legal basis: Art. 6 (1) lit b, c, e, f GDPR in conjunction with UG[7]

Recipients: According to the UHSBV (University & Higher Education Statistics & Education Documentation Ordinance) your data is regularly transmitted during your studies to the data network of the universities at the Austrian Federal Computing Center. Furthermore, it is transmitted as part of the overall student record to Statistics Austria, the Austrian student body (Österreichische Hochschülerschaft) and the Ministry of Education, Science and Research for planning, control, supervisory and statistical purposes.

[5] See § 1a E-Government Act (from 1/1/2020).
[6] Selected databases can independently collect and process your name and e-mail address for the provision of their services on the basis of corresponding framework agreements with us.
[7] Tasks of the universities, study law, information of the public.

In order to organize a personalized course of study for you, your p data might as well be transmitted included in a list compiling course participants to contractually obliged external lecturers before the courses start.

Depending on the university course/study program you attend or your application for the participation in a mobility program, your p data (in extracts) may also be transferred to our cooperation partners, educational institutions within the framework of jointly established studies, to public and private project partners and sponsors. For an overview of these third parties please contact the person responsible for your university course/study program or our data protection officer.

If you complete your studies by handing in an academic thesis (bachelor's, master's thesis or dissertation) which is assessed positive, the papers will be forwarded to the Austrian Library Network – including your p data – and, in the case of dissertations, additionally to the Austrian National Library (§ 86 UG).

If needed, a transfer to third countries or international organizations is carried out in accordance with Art. 49 (1) lit b or c GDPR.

Storage period: After completing your studies, the *sector-specific personal identifier (bPK)* is deleted after two years at the latest. P exam data are retained for a period of 80 years (§53 UG), *exam records* and *evaluation documents (in particular expert opinions, corrections of written exams, and exam papers)* (§79 and §84 UG), respectively, for a period of at least 6 months from the end of the examination[8], and *mobility applications* for a period of 10 years (see § 2g FOG) from the date of submission.
Apart from this, your p (master) data is stored until the end of the statutory retention periods, e. g. according to the Austrian Commercial Code (UGB)[9], contractually agreed periods within the scope of grants, the end of any foreseeable or pending legal disputes, other prescribed retention periods[10] and any objection to the receipt of information material and/or newsletters.

Digital teaching and learning

In accordance with our legal mandate to implement new forms of teaching and learning, in par-ticular distance learning, our courses are supported, **among other things**, by digital teaching, communication and administration platforms (learning management systems), fixed and mobile video transmission systems for live and/or on-demand streaming in lecture halls and seminar rooms, videoconferencing, digital whiteboards/collaboration tools as well as additional study program-specific applications.[11]

[8] Electronic examinations are exempt from this; see the storage provisions in the "Digital Teaching and Learning" section below.
[9] Unternehmensgesetzbuch (UGB).
[10] Decree of the Ministry of Social Affairs of May 24th, 2018, concerning the storage of training documents for health professionals.
[11] Please also note the additional application-specific data protection declarations stored in the respective systems.

In order to enable your participation in learning management systems, your *name* and *contact data (e-mail)* are processed.

When you use our learning management system, a session cookie is set. This cookie is necessary to manage your login and ensure the platform functions properly. The cookie is automatically deleted when you close your browser or log out.

For system security, for the maintenance of the network infrastructure and for technical user support by our system administrators, access to the platform is logged (log files). All other information you provide to create your personal profile is voluntary and can be changed or deleted by you at any time.

The transmission of content (exams, blog posts, assignments, etc.) for the purposes of teaching and research is carried out in accordance with the instructions of the respective instructor and/or for the purpose of exchange with other course participants. To the extent that you upload works, personal data, or other protected materials belonging to third parties, you are personally responsible for complying with the applicable terms of use and framework conditions.

Integrated interfaces link systems that are necessary or useful for the course of study – including digital exam proctoring, plagiarism detection, course evaluations, and e-books for distance learning. As part of digital exam proctoring, *image/video* and *audio data* as well as *screen recordings* can be processed during the exam period.

Legal basis: Art. 6 (1) lit c, e, f GDPR in conjunction with UG

Recipients:

When participating in courses via live and/or on-demand streaming or video conferencing, your *image/video and audio data* may be streamed or recorded during the event in accordance with our legitimate interest and made available in excerpts to other course participants, our academic and administrative staff – including any third parties commissioned to perform digital processing – contractually obligated lecturers, and, in excerpts, to the general public for the purpose of reporting on the event.

To the extent that the premises allow, an area may be set up where you can participate in the course without your image being recorded. For video conferences, you may participate without activating your camera. You are not entitled to any financial compensation for any image, video, and/or audio data that may be created.

Excerpts from on-demand streams may also be published via our digital channels (website, social media pages, YouTube, media servers).

Transfers to third countries or international organizations are made, where applicable, in accordance

with Article 49(1)(c) of the GDPR, or to our data processors based on an adequacy decision by the European Commission pursuant to Article 45(1) of the GDPR, or based on standard contractual clauses pursuant to Article 46 (5) of the GDPR, including any necessary additional measures.

Storage period: Live streams created during courses are only available at the time of the course. We store on-demand streams until fulfilled purpose. The profile set up on our learning management system, including the associated p data, is currently available to you without limit, following the principle of lifelong learning and taking into account that the study duration of the students may vary. You can delete the p data you have added voluntarily at any time. Log files are automatically deleted after 6 months. *Image/video, audio data*, and *screen recordings* from exam proctoring from online exams are also automatically deleted 6 months after the exam. Please find more information regarding the storage period of the course-specific applications in the included specific privacy notices (terms of use).

Your rights

To exercise your rights to information, rectification, deletion, data transmission, restriction of processing or revocation of consent or objection to the processing of your p data, please contact the above-mentioned data protection officer.

If you have any complaints, please contact the Austrian Data Protection Authority (https://www.data-protection-authority.gv.at/).