

Mandatory Reporting under GDPR

Data Protection Statement - Initial Registration by Prospective Students

Protecting your personal data is very important to us. The Johannes Kepler University of Linz is responsible for the data processing procedures as described under the General Data Protection Regulations (GDPR) and is hereby complying with mandatory reporting requirements. We ask you to take note of the information provided below regarding entering your personal information as part of the procedure to **create a JKU user account (Part A)** as well as **register for studies at the Johannes Kepler University Linz (Part B)**.

I. Entering Contact Information:

The Johannes Kepler University of Linz (JKU), Altenberger Strasse 69, 4040 Linz, datenschutz@jku.at is responsible for the following information processing procedure described below.

The Data Protection Officer is available at the Johannes Kepler University of Linz (JKU) at the Office for Data Protection, Altenberger Strasse 69, 4040 Linz, datenschutz@jku.at.

II. Background Information regarding Information Processing – Indicating the Reason for Processing Personal Information - The Legal Grounds for Processing Information / Recipient Categories of Personal Information:

1. In regards to initially registering in the JKU's system, the JKU processes your information as a data subject and the following personal information is used to create and manage your JKU user account and provide access to the JKU's IT services (Enter Your Personal Information Part A):

- Any academic degree, form of address, first name and last name, Austrian social insurance number or replacement number, date of birth, gender, citizenship, e-mail address, telephone number, if applicable, Austrian student ID number, home address, postal address
- Student number, home address, delivery address
- Information as to where school-leaving examinations were taken and successfully passed,
- Password for your JKU user account

The JKU will use your personal e-mail address in order to contact you and provide information (i.e. the next steps, reminders regarding admission deadlines, etc.) associated with the formalities of the admissions procedure. By giving your consent, the JKU will process your personal e-mail address to also send any information about events and conferences as well as academic degree programs, and continual education programs.

As part of the application procedure for admission to enrol in an academic degree program via the JKU admission tool, you – as a data subject – will be asked to submit the following information to (1) assess the pre-requisites and determine if you meet the admission requirements and, (2) review the above-mentioned data (Enter Your Personal Information Part B):

- Photo, passport or identity card, if required, confirmation regarding any change in name;
- Information about the level of education completed, including school-leaving certificate(s) together with any other academic/scholastic certificate(s);

- Information regarding enrolment at an Austrian university / educational college/university / university of applied sciences as well as studies completed at another university in Austria or abroad, including verifiable documentation;
- If applicable, information and documentation regarding prerequisites for the Person Groups Ordinance 2018; Federal Bulletin II No. 63/2019;
- Information regarding your parents' educational background (year of birth, country of birth, highest level of education completed, or university degree).

Furthermore, the personal information you provide will be anonymized and aggregated for statistical and evaluation purposes.

The personal information collected in regard to your parents as defined in § 9 para. 6 of the Educational Documentation Act, in the currently valid version, will be anonymized and aggregated for statistical and evaluation purposes.

2. The legal grounds to process personal information as part of the initial registration procedure is that processing is required to perform a function in the public interest or to exercise of official authority sent to the responsible party (Art 6 para. 1 lit. e and para. 3 GDPR in conjunction with § 2 f of the Austrian Universities Act and §§ 51 to 93a and § 141 ff of the Austrian Universities Act, § 9 and § 18 of the Educational Documentation Act) and, to the extent that the JKU does fulfill its public duty function(s), to safeguard the JKU's legitimate interests as required (Art. 6 para. 1 lit. f GDPR).

Providing personal information is required in order to create your JKU user account to process your application for admission and to subsequently to fulfill requirements regarding enrollment in an academic degree program. Withholding information as requested above results in being unable to conclude the desired actions.

The legal grounds to use your personal e-mail address for informational purposes and advertising purposes is consent in accordance with Art. 6 para. 1 lit. a GDPR. Consent can be revoked at any time - and without providing any reasons - by clicking the unsubscribe link contained in the email notifications. The legality up to the point of revoking consent and permission is outlined in the data processing procedures and remains unaffected when revoked.

3. Those who have access to personal information are those responsible for the required and corresponding processing procedures, academic departments at the JKU - particularly the Rectorate and departments in the area of Teaching and Study Organization - and Information Management as well as those considered to be recipients based on the legal foundations.

III. The Criteria to Determine the Retention Period

The JKU will store personal information for the duration of the legal retention period(s) and, in regard to any potential legal dispute, up until the period of limitation has expired. Afterwards, the information will be deleted as long as the JKU has no other legitimate interests which would justify saving the information for a longer period of time.

IV. Information about Data Subject Rights:

The GDPR provides the following rights opposite those responsible:

- Right to access information
- Right to rectify and erasure
- Right to restrict processing
- Right to object
- Right to data portability

V. Information about the Data Protection Authority:

In addition, the data subject may lodge a complaint to the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, Ph.: + 43 1 52 152-0, E-mail:dsb@dsb.gv.at, if the data subject believes the procedure to process personal information relating to him or her infringes the regulations.

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