

Data protection declaration for the division Sommerhochschule of the Innovationszentrum Universität Wien GmbH

The Sommerhochschule of the University of Vienna is a division of the Innovationszentrum Universität Wien Ltd. (hereinafter called “Ltd.”). The Sommerhochschule offers the following programs: the univie: summer school for International and European Studies, the univie: winter school for Cultural Historical Studies, the Austrian Arbitration Academy (with the summer and the winter program), the Sommerdiskurs, other events, and an alumni network.

The Sommerhochschule takes data protection and data security very seriously. Accordingly, we would like to inform you which of your personal data we collect and for which purposes we process them.

As changes in legislation and changes to our internal business processes may alter this data declaration from time to time, we ask you to periodically read this data declaration. The data protection declaration is available for download and print at shs.univie.ac.at/privacy-policy at any time.

§ 1 Responsible body and scope

The responsible body as defined by the General Data Protection Regulation (GDPR), other national data protection laws of Member States of the European Union, and other regulations concerning data protection is:

Innovationszentrum Universität Wien GmbH – Sommerhochschule
Alser Str. 4/Hof 1/Tuer 1.16,
1090 Vienna, Austria
E-Mail: sommerhochschule@univie.ac.at
Website: <https://shs.univie.ac.at>

This data protection declaration is valid for the entire range of products and services provided by the Sommerhochschule. These are offered online at <https://shs.univie.ac.at> (hereinafter called “our website” or “internet presence”) or by the Sommerhochschule itself (see address above).

§ 2 Data protection officer and contact person

The responsible party’s data protection officer is:
RA Dr. Daniel Stanonik, LL.M., and Kinast Rechtsanwaltschaft GmbH, represented by Dr. Karsten Kinast LL.M., in reciprocal agency.

In the exercise of the data subject’s rights (cf. §11 of this data protection declaration, i.e. right of disclosure, right of erasure etc.), any requests and applications are invariably to be addressed to sommerhochschule@univie.ac.at or to:

Innovationszentrum der Universität Wien GmbH – Sommerhochschule
Alser Straße 4/Hof 1/Tuer 1.16, Vienna, Austria

§ 3 Personal data

Personal data means any information relating to an identified or identifiable natural person (“data subject”), for example name, address, phone number, date of birth or email address.

Data that can no longer be attributed to a specific data subject without the use of additional information, i.e. after the process of anonymisation, are not considered personal data.

§ 4 General information on data processing

a) Scope

We collect and process personal data of our customers only insofar as this is necessary to provide our website or services efficiently.

We use your personal data to provide the services requested (courses, programs, events, excursions etc.), to answer your questions, and to operate and improve our websites and applications.

The collection and processing of personal data of our users or customers is always based on your consent being given in accordance with the GDPR. Further details on consent can be found in §10 of this data protection declaration.

No further processing of your personal data takes place. Transmission of your personal data to third parties or use of your data for commercial purposes without your consent does not take place except in the cases described below as long as we are not legally bound to disclose your data.

b) Legal basis

When consent of the data subject is needed for processing personal data, Art. 6, paragraph 1, lit. a of the EU-General Data Protection Regulation (GDPR) serves as the legal basis for processing personal data.

When processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, Art. 6, paragraph 1, lit. b of the GDPR serves as the legal basis.

When processing personal data in compliance with an obligation, Art. 6, paragraph 1, lit. c of the GDPR serves as the legal basis.

In case vital interests of the data subject or another natural person require the processing of personal data, Art. 6, paragraph 1, lit. d of the GDPR serves as the legal basis.

When processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, Art. 6, paragraph 1, lit. f of the GDPR serves as the legal basis.

c) Storage and deletion of data

Personal data of the data subject are deleted and blocked as soon as the purpose for the storage no longer exists.

Data storage exceeding this period can take place in cases that are allowed by European or national legislators in EU-regulations, and laws or other provisions the Sommerhochschule is subject to.

Data is blocked or deleted when a storage period prescribed in the above-mentioned regulations has expired, except in cases where further storage is necessary to conclude or perform of a contract.

§ 5 Specific processing procedures

A major part of our internet presence may be used without revealing personal data.

Only data without personal reference, i.e. the name of your internet service provider, the website from which you visit us, the names of the solicited data files requested, and their access date are collected.

These data are solely analyzed to improve our offer and do not allow for any inferences to be made as regards your person.

If you would like to utilize other services offered, such as receive information about our program (folder or brochure) or participating in one of our programs etc., it is necessary to provide us with further data.

Below you will find a detailed description of the processing of personal data for specific data processing procedures:

a) Provision of website and generation of logfiles

Every time our website is accessed, our system automatically compiles data and information about the accessing computer. The following data is compiled:

- IP-address of the computer used
- date and time of access
- name und URL of the file accessed
- transmitted data volume
- report whether the access was successful
- recognition data of the accessing browser and operating system
- website from which the access is made

The logfiles contain IP-addresses and other data which make a correlation to a user possible. This could be the case when a link to a website from which a user accesses our website or the link of a website to which a user switches, contains personal data.

These items of data are also stored in the logfiles of our system. Storage of these data together with other personal data of the user does not take place.

Art.6, paragraph 1 lit. f of the GDPR serves as the legal basis for this process.

Storing logfiles is necessary to guarantee the functionality of our website. In addition, these items of data help us to optimize the website and guarantee the security of our IT-systems. An analysis of data for marketing purposes does not take place.

In the above-mentioned purposes, our legitimate interest in data processing in accordance with Article 6, paragraph 1 lit. f of the GDPR is found.

Data is erased as soon as the purpose for collecting the data has been fulfilled. This happens after 30 days at the latest.

When data is collected in order to ensure the effective running of the website, the data is deleted when a user's session has ended. Data collection for the running of the website and the storage of logfiles is stringently required. Thus, the user has no right to object.

b) Purchase of services

On our website <https://shs.univie.ac.at/> and in our promotion material (brochures, folders, flyers, posters, etc.) we inform about our offered courses, courses that include accommodation, programs, events, products, and registration dates. The application for the different courses, programs and events has to be effected via an application form which is available on the website, or in the brochures, or can be requested by email. The completed and signed form has either to be sent by mail (depending on the course or event also by email) or handed in personally at the office. The data are entered into our data bank. Transmission of your data to a third party does not take place.

The following items of data are recorded during the registration process:

Master data:

- first name(s) and surname(s) according to passport
- gender
- street, street number
- postcode, city
- telephone number
- email address
- date of birth
- nationality

Other personal data:

- highest academic degree
- home university
- student ID number (if registered at an Austrian university)
- field of study
- amount of completed semesters
- bank details (for reimbursement)
- native language and other languages
- statement of purpose
- recommendation letter
- transcripts of grades
- proof of English level
- photograph

In case of scholarship applications:

- social security number
- proof of monthly net income of scholarship applicant (pay-slip or income tax return)
- proof of monthly net income of applicant's parents or spouse (pay-slip or income tax return)

- proof of any other existing financial support (e.g. scholarship, state support)

Your data is transmitted:

- when booking accommodation to the relevant student dormitory or other accommodation
- when a company or another organization pays the invoice for a customer
- to the University of Vienna to pay the Austrian students' union fee
- to the University of Vienna for the registration of the grades received
- to scholarship donors
- to partner universities, if participants applied through them and it is part of the cooperation agreement

as far this is necessary for the provision of the relevant service.

For processing your payment we transmit your payment data to the bank or other institution authorized to execute your payment. The institution concerned may use your data only to execute the payment and not for any other purpose.

When consent of the data subject is needed for processing personal data, Art. 6, paragraph 1, lit. a of the EU-General Data Protection Regulation (GDPR) serves as the legal basis for processing personal data.

When processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, Art. 6, paragraph 1, lit. b of the GDPR serves as the legal basis.

Upon completion of your contract and complete settlement of your invoice, your data is blocked for further processing and deleted upon expiry of the legally binding storage periods unless you have consented to further use of your data.

c) Email replies and mailings

You have the possibility to be informed about our current services (courses, program, events, etc.) via email or mail. In order to receive this information, please send us an email to sommerhochschule@univie.ac.at, or write us a letter to:

Innovationszentrum Universität Wien GmbH – Sommerhochschule
Alser Str. 4/Hof 1/Tuer1.16
1090 Vienna, Austria.

In order to register for the mailings via email and mail we need in addition to your consent the following data:

- email-address or post address
- first name(s) and surname(s)

In addition, participants of our courses will be asked, if they are interested to receive further information about our programs and services by filling out a relevant form.

In this context, transmission of data to third parties does not take place. These items of data are solely used for processing the conversation.

Article 6, paragraph 1 lit.a GDPR serves as the legal basis for processing data when users give their consent when subscribing to the (e)mailing service. Art. 6 paragraph 1 lit.f serves as the legal basis for processing data transmitted in an email message.

Should the purpose of the email be to conclude a contract, Article 6, paragraph 1 lit.b GDPR serves as the legal basis for processing data.

The collection of other personal data during the submission process fulfills the purpose of preventing misuse of the service and guarantees the security of our IT-system.

The data is erased as soon as it is no longer necessary to fulfil its purpose. For personal data in emails sent to us, data is erased when the conversation with the relevant user has been concluded. A conversation is concluded when circumstances show that the issue or question raised in the conversation has been conclusively resolved.

Users have the option to withdraw their consent to the processing of personal data. This withdrawal is to be addressed at sommerhochschule@univie.ac.at or to Innovationszentrum Universität Wien GmbH – Sommerhochschule, Alser Str. 4/Hof 1/Tuer 1.16, 1090 Vienna, Austria.

At any time you can withdraw your consent to the processing of other personal data collected in the registration process.

When users contact us via email, they can withdraw their consent to the storage of personal data at any time. In this case, the conversation cannot be continued and all personal data stored in the process will be deleted.

§ 6 Use of cookies

We use so-called cookies (small text-files which hold configuration information). Cookies are small text-files sent from our webserver to your browser when our website is accessed; they are stored on your computer for a later visit. We use so-called “session cookies” (also called temporary cookies) which are only saved for the duration of your visit to our website.

The cookies used also serve to analyze the frequency and number of users of our website, and to establish when users stop using our site. In this way we know which areas of our website our users have visited. This user data does not enable us to link it to any specific user. All of this collected data which is anonymized will not be linked to your personal data described in this declaration, and will be deleted after its use for statistical analysis. At the end of the session, as soon as you leave our website, these cookies are deleted (session cookies).

Other cookies (longtime-cookies) remain on your computer and enable us to recognize your computer when you visit next. These cookies allow your user name and password to be used again, and allow us to declare your data unnecessary. The generated cookies are deleted after several months.

Most browsers automatically accept cookies by default. You may also deactivate the saving of cookies and set your browser in a way that you are informed whenever cookies are saved. When you set your browser to reject cookies, this may limit the functionality of some areas of our website.

§ 7 Integration of social plugins

On our website, we incorporate the social plugin of the social network “facebook” (Facebook Inc., 1601 S. California Ave, Palo Alto, California 94304, USA), which is operated entirely by the relevant provider. This plug-in is identified on our website by the button of the relevant service.

With regards to the social media service facebook we generally work with outgoing links only. Your visit to our website will be forwarded to the relevant service. If you are logged into your customer account at the relevant service when visiting our website (i.e. through an additional browser session), the relevant service can link your visit to our website to your account.

When using the plug-in, users may share or post links to relevant websites on facebook and thereby recommend a site’s content.

Your active interaction with the plug-in, i.e. by clicking the relevant button or leaving a comment, enables this information to be transmitted to the relevant service and saved there.

If you would like to block such a data transmission, you need to log off from your customer account of the relevant service before visiting our website.

It is recommended to gather information on the scope and purpose of the data collection of facebook as well as its processing and use of your data via the data protection declaration directly on the website <https://www.facebook.com/about/privacy/update>.

There, you receive further information on your data protection rights and setting options for guaranteeing your privacy.

When clicking on a social plug-in, the service being used receives the information that you have visited a particular page of our internet presence. Please note that for this to happen you do not need a customer account at the service and you do not have to be logged in.

Please note that we have no influence on whether or to which extent the relevant service provider collects personal data. The extent, purpose, and storage periods of the data collected by the service are not known to us. We would like to point out that it can be assumed that information collected and stored via social plug-ins at least includes the IP-address and system relevant information. It is also feasible that the relevant service providers use cookies.

If you do not want facebook to link data collected when visiting our website to your facebook account, you need to log off from your facebook account prior to your visit to our site. Also, you can block loading facebook plug-ins with the use of add-ons to your browser, i.e.:

for Mozilla Firefox: <https://addons.mozilla.org/de/firefox/addon/facebook-blocker/>

for Opera: <https://addons.opera.com/de/extensions/details/facebook-blocker/?display=en>

for Chrome: <https://chrome.google.com/webstore/detail/facebook-blocker/chlhacbfddknadmnmjmkdobipdpjakmc?hl=de>

§ 8 Data security

We pledge to protect your privacy and to treat your personal data confidentially. To prevent loss or misuse of the data saved, we implement a series of technical and organisational measures that are re-examined regularly and adapted to technological progress.

However, we want to point out that due to the nature of the internet it is possible that other persons or institutions outside of our control do not abide by the rules of data protection or the above-mentioned security precautions. Particularly unencrypted data in emails can be read by third parties. Technically, we have no influence on this. It is in the user's responsibility to protect the data provided by them through encryption or other measures.

§ 9 Hyperlinks to foreign websites

On our website, we place so-called hyperlinks to websites of other service providers. When activating these hyperlinks, you are directly transferred from our website to the service provider's website. You will be able to recognize this because the URL changes. We cannot assume responsibility for the confidential treatment of your data on websites of third parties, as we have no control as to whether these companies abide by data regulations. It is recommended to gather information on the treatment of your personal data by these companies directly on their websites.

§ 10 Consent and revoking consent

You may have given the consents listed below.

We would like to point out that consent given can essentially be revoked at any time in the future and that you can block the processing and use of your data for commercial purposes at any time. To do this, please contact us at sommerhochschule@univie.ac.at or at Innovationszentrum Universität Wien GmbH – Sommerhochschule, Alser Straße 4/Hof 1/Tuer 1.16, 1090 Vienna, Austria.

Consent to replies of enquiries via email-form and to mailings

I consent that the Sommerhochschule (Innovationszentrum Universität Wien GmbH) collects, saves, and processes my personal data: my first name and surname, the indicated subject, as well as my email address for the purpose of contacting me via email.

My data will be erased as soon as the purpose of the process has been fulfilled unless barred by a legal storage prescription.

I hereby declare that I have been informed about the information obligation (right to information/rectification/erasure etc.) according to articles 12-32 GDPR and that I have acknowledged them and also the data protection declaration (invocable at shs.univie.ac.at/privacy-policy).

I hereby declare that this consent is given voluntarily. I was informed that I may withdraw my consent informally without any adverse consequences at any point in time with future effect.

I can address my withdrawal of consent to sommerhochschule@univie.ac.at. In the case of my withdrawal, all my personal data will be erased by Sommerhochschule (Innovationszentrum Universität Wien GmbH) and possible data processors.

§ 11 Your rights as a data subject

The following rights arise from the GDPR for you as the subject of personal data processing:

According to article 15 GDPR, you have the right to obtain disclosure of personal data processed by us. You can demand significant and detailed information about: the purpose of the processing; the categories of personal data concerned; the recipients or categories of recipients to whom the personal data have been or will be disclosed to particular recipients in third countries or international organisations; the envisaged period for which the personal data will be stored; the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing; and, the right to lodge a complaint with a supervisory authority. Where the personal data are not collected from the data subject, you can demand significant and detailed information about any available information as to their source, whether personal data are transferred to a third country or to an international organisation as well as the existence of automated decision-making, including profiling.

According to article 16 GDPR, you have the right to obtain without any undue delay the rectification of incorrect personal data or the completion of incomplete personal data saved by us.

According to article 17 GDPR, you have the right to demand erasure of the personal data saved by us as long as the data processing is not necessary to exercise the right of freedom of expression and opinion, to comply with a legal obligation, and to protect public interest or to establish, exercise or defend legal claims.

According to article 18 GDPR, you have the right to obtain the restriction of processing your personal data if: the accuracy of your personal data is contested; the processing is unlawful; and, we no longer need your personal data for the purpose of processing or you oppose the erasure because you need them to establish, exercise or defend legal claims. You are also entitled to this right in accordance with article 18 GDPR if you have vetoed data processing according to article 21 GDPR.

According to article 20 GDPR, you have the right to receive the personal data concerning yourself, which you have provided to a controller in a structured, commonly used and machine-readable format and have the right to demand transmission of those data to another controller.

According to article 7, paragraph 3 GDPR, you have the right to withdraw your consent at any time. As a result, we are obliged not to continue with the data processing based on this consent in the future.

According to article 77 GDPR, you have the right to lodge a complaint with a supervisory authority. Generally, you should complain to the supervisory authority of your usual place of residence, place of work or our company's registered office.