

Data Protection Statement Erasmus+ Internship Grant

WU (Vienna University of Economics and Business) is committed to protecting your personal data. Your personal data are kept confidential and processed in accordance with the provisions of the applicable data protection laws. In fulfillment of the regulations of the General Data Protection Regulation (GDPR), in particular Article 13, we would like to inform you about the types of personal data that are processed in connection with your application for an Erasmus+ internship grant, as well as about the purposes for which these data are processed.

CONTACT INFORMATION

You can contact us at:

Controller:

WU (Vienna University of Economics and Business)

Welthandelsplatz 1, 1020 Vienna

Contact: Mag. Lukas Hefner, wuio@wu.ac.at

If you have any data protection concerns, please contact the WU data protection team at datenschutz@wu.ac.at.

Data Protection Officer:

WU (Vienna University of Economics and Business)

Attn.: Data Protection Officer p.A. Legal Office

Welthandelsplatz 1, AR Building, 1020 Vienna

FOR WHICH PURPOSES DO WE PROCESS YOUR DATA?

Students who have organized a full-time internship within Europe can apply for Erasmus+ funding electronically. We process your data for the purpose of reviewing and processing this application, for the proper preparation and finalization of the grant agreement, the processing of the grant (payment of the grant installments), as well as for the purposes of program administration and evaluation in WU's International Office. For the Erasmus+ scholarship, your data may also be processed by the European Commission and OeAD GmbH (National Agency Erasmus+ Education).

WHICH CATEGORIES OF PERSONAL DATA DO WE PROCESS?

We process the data that you provide to us as part of your application for an Erasmus+ grant. This includes the following categories of personal data:

Name, email address, WU student ID, field of study, transcript, study confirmation, the personal data you provided in your CV (in particular on education, work experience, language skills, etc.), the data you provided in your letter of motivation (in particular on your suitability and motivation for the Erasmus+ grant, etc.), the data provided in your Learning Agreement, if applicable documents about the Top Up Individual Support (proof of federal aid, medical certificates, etc.) and Green Travel (bus and train tickets), dates of stay (according to the Certificate of Arrival and the Confirmation of Stay), bank account details, number of semesters completed at WU, details about prior Erasmus+ grants, language of instruction, data on the host institution/company.

If your application is approved, we also process information about the grant awarded (type, amount), as well as the bank account information provided by you in order to transfer the grant payment.

WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR DATA?

- Art. 6 (1) item e of the GDPR – performing the statutory tasks of a university, especially to ensure equal opportunities among students and address the needs of individuals with disabilities pursuant to § 2 of the Universities Act, as well as to strengthen international mobility pursuant to § 2 and § 3 of the Universities Act.
- Art. 6 (1) item f of the GDPR – to protect the legitimate interests of WU to support equal opportunities, address the needs of individuals with disabilities, and strengthen international mobility by providing mobility grants.

DOES THE PROCESSING INVOLVE AUTOMATED DECISION-MAKING?

No, no automated decision-making (including profiling) is involved.

ARE YOU OBLIGATED TO PROVIDE YOUR PERSONAL DATA?

You need to provide us with the data that are necessary for the application process. Otherwise, we are unfortunately not able to process your application.

TO WHICH OTHER PARTIES DO WE PASS ON YOUR DATA?

As a general rule, we do not transmit your data to any third parties. However, If your application for an Erasmus+ grant is approved, your data will be forwarded to the European Commission and the OeAD GmbH (National Agency Erasmus+ Education).

If your application is approved, we will forward your bank account information and the respective payment amount to our bank for the purpose of processing the payment. Additionally, our auditors may be given access to the data, in order to fulfill their duties of verifying the proper usage of WU's funds. It is also possible that we have to give the OeAD GmbH access to the data in case of an audit. In connection with the reporting obligation to the transparency database, personal data (name, date of birth, grant amount, address) is also forwarded to the Federal Ministry of Finance.

HOW LONG DO WE STORE YOUR DATA?

We process your data until you withdraw your application or, if your application is denied, until you receive a rejection notice from us.

If your application is successful, we will generally process your data until two semesters after the end of the respective semester of your funded stay abroad. Your payment data (bank details, grant amount) will furthermore be stored for seven years for the purpose of proof within the regulations of § 132 BAO (Bundesabgabenverordnung). The data provided in your Learning Agreement, Certificate of Stay, and the documents regarding top-up individual support (proof of federal aid, medical certificates, etc.) and the top-up for green travel (bus and train tickets) have to be stored

for ten years in case of an audit by the OeAD GmbH (§ 2g [1] of the Act on the Organization of Research [Forschungsorganisationsgesetz]).

WHAT ARE YOUR RIGHTS AS A DATA SUBJECT?

As a data subject affected by these data processing activities, you have the following rights vis-a-vis the controller pursuant to the GDPR:

- Right to information and access to the data
- Right to correction of data
- Right to deletion of the data
- Right to restrict the data processing
- Right to data portability
- Right to object to the data processing

As a data subject, you also have the right to file a complaint with the Austrian Data Protection Authority. Further information on your rights as a data subject is available on the website of the Austrian Data Protection Authority at <https://www.data-protection-authority.gv.at/data-protection-in-austria/rights-of-the-data-subject.html>.

To assert your rights, please contact the WU data protection team at datenschutz@wu.ac.at.