

## INFORMATION ON INTERNATIONAL SHORT PROGRAMS

### Data Protection Statement

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. Pursuant to Article 13 of the GDPR, we hereby inform you about the processing of personal data in connection with the selection procedure as well as the participation in International Short Programs.

#### CONTACT INFORMATION

**Controller:**

WU (Vienna University of Economics and Business), Welthandelsplatz 1, 1020 Vienna

Contact: Lukas Hefner

[lukas.hefner@wu.ac.at](mailto:lukas.hefner@wu.ac.at)

**Data Protection Officer:**

WU (Vienna University of Economics and Business)

c/o Data Protection Officer

Welthandelsplatz 1, AR building, 1020 Vienna

[datenschutzbeauftragter@wu.ac.at](mailto:datenschutzbeauftragter@wu.ac.at)

[datenschutz@wu.ac.at](mailto:datenschutz@wu.ac.at)

If you have general questions or concerns about data protection at WU, please contact [datenschutz@wu.ac.at](mailto:datenschutz@wu.ac.at).

#### FOR WHICH PURPOSES DO WE PROCESS YOUR DATA?

In fulfillment of its public mandate to support and strengthen international mobility (cf. § 2 and § 3 of the Austrian Universities Act) and in accordance with its role and mission as an international university, WU offers its students the possibility to participate in International Short Programs organized by WU or in cooperation with WU. Students who apply for these programs have to undergo a selection procedure. We process the applicants' personal data for the purpose of carrying out this selection procedure. If your application is successful, WU will process your data in order to fulfill its duties as organizer of International Short Program, to facilitate an exchange of information and networking among participants in the programs and to document and promote the programs in WU's publications and electronic media.

If you apply for a short program organized by a partner university, however, WU will only process your personal data for the purpose of carrying out the selection procedure. If the application is successful, WU will forward the data to the respective partner university carrying out the short program.

#### WHICH CATEGORIES OF PERSONAL DATA DO WE PROCESS?

We process the following categories of personal data:

Name, date of birth, WU student ID number, gender, nationality, email address, address, telephone number, WU degree program, further degree programs, WU specialization, further (WU) exchange programs, exchange programs, starting year at WU, number of semesters completed at WU, grade point average in the relevant WU degree program, current transcript, personal data provided in your CV (in particular data on your education, work experience, language skills, etc.), data provided in

your letter of motivation (in particular data on your partner university preference and your aptitude and motivation for the exchange stay, etc.). In the event that WU is organizing the International Short Program, we also process payment dates, organized accommodation (hotels) and further program-related reservations and bookings (extracurricular program, meals, etc.), funding dates, photos of participants, videos of participants.

### **WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR DATA?**

- Art. 6 (1) item c of the GDPR – compliance with our legal obligations
- Art. 6 (1) item e of the GDPR – for the performance of a task carried out in the public interest or in the exercise of official authority vested in the WU
- Art. 6 (1) item f of the GDPR – our legitimate interests in
  - o providing International Short Programs,
  - o facilitating an exchange of information and networking among participants in the programs,
  - o documenting and promoting International Short Programs and publishing photos and videos in WU’s publications and electronic media.

### **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 have to provide us with the data that are necessary for the selection procedure and the fulfillment of our duties as organizer of the International Short Program. Otherwise, we are unfortunately not able to process your application and you cannot attend an International Short Program.

### **TO WHICH OTHER PARTIES DO WE PASS ON YOUR DATA?**

As a general principle of the International Short Programs, WU aims to facilitate an exchange of information and networking among participants in the programs, as well as with its partner universities in a way that is as efficient as possible while also adhering to strict data protection and privacy standards. For this reason, WU informs you about the ways in which your personal data will be disclosed in order to successfully run an International Short Program:

In the event of a successful application, the following personal data will be forwarded to the respective WU partner university: name, date of birth, sex, nationality, email address. If you successfully apply for an International Short Program organized by a partner university also the following data will be forwarded to the respective partner university: WU degree program, number of semesters completed at WU, transcript (academic record of exams completed at WU). In addition, your name and email address will be forwarded to other participating WU and partner university students, who are nominated for the same program, as well as to WU and partner university lecturers for the purpose of establishing contact and exchanging information.

For the organization of the programs by WU, it might also be necessary to release personal data (name, date of birth, sex, nationality) to cooperating third parties, especially for the purpose of organizing accommodation (hotels) and company visits, in cases of emergency (hospitals), and for the purpose of funding (financial support of programs through programs like Erasmus+, ASEA-UNINET, EURASIA-PACIFIC UNINET).

Please note that photos and videos will be taken at the International Short Programs to document the event and to publish them in WU’s publications and electronic media. If you do not want to appear on photos or videos that will be published, please inform the photographer directly at the event or stay in areas where no photos or videos are taken. You have the right to object at any time to such a processing of your personal data by contacting us (sending an e-mail to [wuio@wu.ac.at](mailto:wuio@wu.ac.at) is

sufficient). Unless WU demonstrates compelling legitimate grounds for the processing of your data, after receiving your objection, we will no longer process the personal data and immediately discontinue publishing the photos and videos or process the photos or videos in such a way that identification is no longer possible.

### **DO WE TRANSFER DATA TO THIRD COUNTRIES?**

In the event of a successful application for an International Short Program in a third country, we will transmit your data to the above mentioned recipients (WU partner university and partner university students and lecturers, cooperating third parties such as accommodation, visited companies, hospitals) in the third country in question.

Third countries with adequate levels of data protection: The following third countries offer adequate levels of data protection, based on adequacy decisions issued by the European Commission (Art. 45 of the GDPR): Andorra, Argentina, Canada, Faroe Islands, Guernsey, Isle of Man, Israel, Japan, Jersey, New Zealand, Switzerland, the United Kingdom under the GDPR and the LED, and Uruguay. An updated list is available [here](#).

Third countries without adequate levels of data protection: In the event of a successful application for a WU partner university in a third country not covered by an adequacy decision, we transmit your data on the legal basis of Art. 49 of the GDPR.

You can object to the transmission of your data at any time. In this case, it is unfortunately not possible for WU to carry out the nomination and the organization process, which means that you will not be able to participate in an International Short Program.

### **HOW LONG DO WE STORE YOUR DATA?**

In the event that your application for an International Short Program is unsuccessful, your application data will be deleted six months after the end of the corresponding application period. The relevant reference date is the last day on which students may submit their application documents during the respective application period. In the event that your application for an International Short Program is successful, your data will be deleted after 3 years.

### **WHAT ARE YOUR RIGHTS AS A DATA SUBJECT?**

As a data subject affected by these data processing activities, any time vis-a-vis WU you have the right to information about and access to your data, correction or deletion of your data, restriction of data processing, data portability, and the right to object to the processing of your data. In addition, you have the right to file a complaint with the Austrian Data Protection Authority (*Datenschutzbehörde*). You can find more information about your rights as a data subject on the website of the Austrian Data Protection Authority at <https://www.data-protection-authority.gv.at/rights-of-the-data-subject>.

## **Key information on the participation in an International Short Program**

Once you have been nominated for the participation in an International Short Program, cancellation is possible only in exceptional cases (illness, pregnancy, important family commitments, or unavoidable, unforeseen serious events). Appropriate proof will be required. If you cancel your participation without good cause, you are excluded from further participation in WU exchange programs (exchange semester, ISPs and other exchange programs) at your current degree level (bachelor's or master's level).

Travels abroad can involve a multitude of risks, especially health risks. You are responsible for arranging and paying for all necessary vaccinations and preventative measures. For all International

Short Programs abroad, students are required to make sure that they are covered by health insurance. Proof of insurance must be submitted to the International Office upon request after admission to the International Short Program.

Nominated students are responsible for obtaining any visa that may be required.

Program details and prices are subject to change.

The International Short Programs will only be carried out with a sufficient number of participants. The International Office reserves the right to make changes to the program and activities offered if there are cogent reasons.

Selected applicants will receive an acceptance email with detailed information about the applicable participation fee and the payment process. The participation fee has to be paid within one week of receipt of the acceptance email. The fee must be paid free of any bank charges borne by the recipient. If a student withdraws from his participation after having received the acceptance email, a processing fee will be retained.

Please note that after you are nominated to participate in a short program, which is organized by a WU partner university, you are also required to complete a separate registration process with the partner university. It is your own responsibility to submit the required registration documents to the WU partner university in due time.

## **Rules of conduct for International Short Program participants**

As an ambassador of WU and a guest of the host university, every WU student who attends a foreign partner university as an exchange student is responsible for following the basic code of conduct for students.

Please note especially the expectations specified in the **we@WU** code of conduct (<https://www.wu.ac.at/en/students/wu-campus/code-of-conduct/>). Any rules for conduct specific to the host university abroad are to be respected and adhered to as well. Any behavior that may harm WU's reputation must be avoided. Regional laws, customs, manners, and conditions deviating from Austrian standards must be respected at all times.

WU reserves the right to exclude a student, who violates the rules of conduct from further participation in the International Short Program.

**I hereby confirm that the information provided is true and correct. By submitting my online application, I confirm that I have fully read and understood the above information on data protection and rules of conduct specified by WU and the partner university. I understand that if I fail to comply with the rules mentioned above, I may be dismissed from the program (without refund) and may not get a certificate.**