

# **Data protection declaration of the Innovationszentrum Universität Wien GmbH for the division „Language Center of the University of Vienna“**

The Language Center (hereinafter „Language Center“) as division of the Innovationszentrum Universität Wien Ltd. (hereinafter „Ltd.“) is delighted that you are interested in our services.

The Language Center offers language courses and exams for German and other languages.

We take data protection and data security very seriously.

Below, 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, we ask you to periodically read this data declaration.

## **§ 1 Responsible body and scope**

The responsible body as defined by the General Data Protection Regulation (GDPR) and other national data protection laws of member countries as well as other regulations concerning data protection is:

Innovationszentrum Universität Wien GmbH

Alser Str. 4, 1.16,

1090 Vienna

Language Center of the University of Vienna

E-Mail: [sprachenzentrum@univie.ac.at](mailto:sprachenzentrum@univie.ac.at)

Website: [www.sprachenzentrum.at](http://www.sprachenzentrum.at)

This data protection declaration is valid for the entire range of products of the Language Center, offered online at [www.sprachenzentrum.at](http://www.sprachenzentrum.at) (hereinafter „our website“ or „internet presence“) or in person at the Language Center (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.

As far as rights of the data subject (cf. §11 of this data protection declaration, i.e. right of disclosure, right of erasure etc.) are exercised, these requests and applications are invariably to be addressed to [sprachenzentrum@univie.ac.at](mailto:sprachenzentrum@univie.ac.at) or

Innovationszentrum der Universität Wien GmbH (Sprachenzentrum Universität Wien),

Alser Straße 4/1.16,

1090 Vienna

## **§ 3 Personal data**

Personal data means any information relating to an identified or identifiable natural person (‘data subject’), for example your name, your address, your phone number, your birth date or your 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 personal data.

## **§ 4 General information on data processing**

### **a) Scope**

We collect and process personal data of our users respectively customers basically only insofar this is necessary for the provision of a functional website or the provision of our services.

We use your personal data for the provision of the requested service (courses, exams, (cultural) events, excursions etc.), for answering your questions and for the operation and improvement of our websites and applications.

The collection and processing of personal data of our users or customers is always based on the appropriate legal regulation according to the GDPR, i.e. in the form of consent. 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 using 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 our company is subjected to, Art. 6, paragraph 1, lit. c of the GDPR serves as the legal basis.

When 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 is cancelled.

Data storage exceeding this period can take place in cases where this is provided for by European or national legislators in EU-regulations, laws or other provisions the controller is subject to.

Data is blocked or deleted when a storage period prescribed in the above-mentioned regulations, except in cases when further storage is necessary for conclusion or the performance 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 and their access date are collected.

These data are solely analyzed for the improvement of our offer and do not allow any inferences on your person.

If you would like to utilize other services offered, such as our newsletter service on our website, booking a course in our main office etc., it is necessary to provide us with further data.

Below, you find a detailed description on processing personal data for specific data processing procedures:

#### **a) Registration/customer account**

On our website [www.sprachenzentrum.at](http://www.sprachenzentrum.at) we offer users the opportunity to register themselves in the login-area.

With the help of a customer account, courses can be booked faster, contact details can be updated online and continuing courses, especially German courses, can be booked online.

The specifically required data can be entered into an input screen and are then transmitted and saved. A transmission of your data to a third party does not take place. The following pieces of data are collected in the registration process and deleted at the latest after a period of 30 days:

- 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
- web site from which the access is made

When registering for a customer account, the following details are required:

- first name\*
- surname\*
- email address\*
- password\*

Obligatory fields are marked (\*). All other information is provided on a voluntary basis.

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

When data is required for the performance of a contract or in order to take steps prior to a contract, a premature deletion of data is possible unless barred by contractual or legal obligations.

#### **b) Provision of website and generation of logfiles**

For each access of our website, our system automatically compiles data and information of 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
- web site 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 pieces of data are also stored in the logfiles of our system. A 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 acts as the legal basis for this process.

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

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

Data is erased as soon as it is not necessary to store them for fulfilling the purpose of their collection. This happens at the latest after 30 days.

In the case of data collection in order to provide the website, this is the case when the current session is ended. Data collection for the provision of the website and the storage of logfiles is stringently required. Thus, the user has no right to object.

### **c) Purchase of services**

On our website [www.sprachenzentrum.at](http://www.sprachenzentrum.at), we offer users the opportunity to book courses, courses including accommodation, exams and registration dates.

The specifically required data can be entered into an input screen and are then transmitted and saved. When booking a course in person, these pieces of data are recorded with the help of a registration form and entered into our data bank. A small part of our offer (i.e. excursions, (cultural) events) can only be booked in person. A transmission of your data to a third party does not take place.

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

- gender\*
- first name(s) according to passport \*
- surname(s) according to passport \*
- street, street number\*
- postcode, city\*
- telephone number\*
- email address\*
- birthdate\*
- nationality
- Proof for discounts by means of document-upload or producing the relevant document (confirmation of studies, pupil-ID, „Studienbeihilfebescheid“, employee-ID of the University of Vienna, membership-ID of the alumni association of the University of Vienna)

When registering in person for a VWU-German course, the following pieces of information are recorded additionally:

- student-ID number\*
- university\*
- entrance semester in the University Preparatory Program \*
- field of study\*
- planned academic degree\*
- additional subjects according to the admission letter \*
- asylum status in Austria\*

When attending courses with continuous assessment, attendance and exam results are recorded.

Your data is transmitted:

- in the case of certified exams to the relevant exam-headquarter (ÖSD, SWEDEX)
- when booking accommodation to the relevant student dormitory
- when a company or another organisation pays the invoice for a customer

- when attending a German course for the University Preparatory Program (VWU) to VWU (OeAD Ltd.),

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

For processing your payment we transmit your payment data to the bank commissioned for the payment. These companies may use your data only for fulfilling this commission and not for any other purposes.

Our courses with continuous assessment are evaluated online. For this purpose, we transmit your email address and course number to the Unit for Quality Assurance of the University of Vienna.

You will receive a link to the evaluation at the email address provided during registration.

During the registration process, users are asked for their consent to the collection and processing of their nationality.

All other pieces of data are used without any further consent solely for the purpose of the completion and realization of your booking.

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.

#### **d) Newsletter**

On our websites, users may subscribe to our newsletter free of charge.

The data entered in the input screen when subscribing to the newsletter is transmitted to us.

Besides our consent, we need your email address and your name for the subscription to our newsletter service. It is your free decision, whether you transmit these pieces of data to us. However, without these pieces of data, we are unable to deliver our newsletter to you.

Additionally, the data mentioned below will be recorded during your registration and erased after 30 days:

- 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
- web site from which the access is made

When booking a service, you also may consent to the use of your email address for our newsletter service.

Article 6, paragraph 1 lit.a GDPR serves as the legal basis for processing data when a user gives his/her consent when subscribing to the newsletter service.

We use a so-called „double-opt-in“ procedure for our newsletter service, i.e. we will only send you our newsletter once you have confirmed your registration via a link emailed to you for this purpose. Through this procedure we want to guarantee that only you as the owner of the given email address can subscribe to our newsletter service. Your confirmation has to be made promptly upon receiving the confirmation email, otherwise your newsletter registration is deleted automatically from our data bank.

The collection of the user's email address fulfills the purpose of delivering the newsletter.

When registering for our newsletter service, your email address will be used for marketing purposes until you deregister from it.

The collection of other personal data during the registration process fulfills the purpose of preventing misuse of the service or the email address used.

The data is erased as soon as it is not necessary any longer for fulfilling its purpose. Thus, the user's email address is saved as long as the subscription to the newsletter service is active.

Other personal data collected in the registration process is erased within 30 days as a general rule.

To deregister, you can either send us an email at [sprachenzentrum@univie.ac.at](mailto:sprachenzentrum@univie.ac.at), or a letter to Sprachenzentrum Universität Wien, Alser Straße 4/1.16, 1090 Vienna, or you deregister via the „unsubscribe-link“ at the end of the newsletter.

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

Your data is used solely for the delivery of our newsletter.

#### **e) Email form**

On our website, we provide an email form, with the help of which users can electronically get in touch with us. When making use of this, the data entered in the input screen is transmitted to us and saved.

These data include:

- subject\*
- first and surname\*
- email address\*

At the time of submission of the message, the following pieces of data are collected additionally:

- 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
- web site from which the access is made

A consent for processing this data is obtained in the procedure of the submission of the email form, and a reference is made to this data protection declaration. Alternatively, you may contact us via our provided email address. In this case, the user's personal data transmitted with this email are saved.

In this context, transmission of data to third parties does not take place. These pieces 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 a user gives his/her consent when subscribing to the newsletter service. Art. 6 paragraph 1 lit. f serves as the legal basis for processing data transmitted in an email message.

Should the email contact target the conclusion of a contract, Article 6, paragraph 1 lit.b GDPR serves as the legal basis for processing data.

Processing personal data from the input screen solely serves the purpose of processing the email form. When contacting us via email, the required legitimate interest in processing the data is evident.

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

The data is erased as soon as it is not necessary any longer for fulfilling its purpose. For personal data in the input screen of our email form and personal data in emails sent to us, this is the case when the conversation with the relevant user has been concluded. A conversation is concluded when circumstances allow the interpretation that the relevant state of affairs has been conclusively resolved.

Other personal data collected in the registration process is erased within 30 days as a general rule.

A user has the option to withdraw his/her consent to the processing of personal data. This withdrawal is to be addressed at [sprachenzentrum@univie.ac.at](mailto:sprachenzentrum@univie.ac.at), or to Sprachenzentrum Universität Wien, Alser Straße 4/1.16, 1090 Vienna.

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

When a user contacts us via email, s/he can withdraw his/her consent to the storage of personal data at any time. In this case, the conversation cannot be continued. All personal data stored in the process of the contact will be deleted in this case.

#### **f) Language swap**

On our website, we offer the opportunity to search for a tandem partner to intensify language skills. When placing an ad, the data from the input screen are transmitted to us. To publish the ad, we need the following data besides your consent:

- First and surname\*
- Field of study or profession
- Age
- Email address or telephone number\*
- Offered language and proficiency\*
- Desired language and proficiency \*
- Preferred learning setting
- Interests and other information

A transmission of data to third parties does not take place; the data provided is solely used for the publication of the ad.

The ad including personal data is automatically erased after three months, but ads may be deleted earlier upon the wish of the user. In this case, s/he needs to contact us at [sprachenzentrum@univie.ac.at](mailto:sprachenzentrum@univie.ac.at).

#### **§ 6 Use of cookies**

We use so-called cookies (small text-files holding configuration information). Cookies are small text-files sent from our webserver to your browser when accessing our website and stored on your computer for a later visit. We use so-called „session cookies“ (also called temporary cookies) – 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 the end of their use of our site. 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 anonymizedly collected data 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 us to welcome you with your user name and make another entry of your password or your data unnecessary. The generated cookies are deleted after several months.

External resources currently used on our site:  
Google Fonts (fonts.googleapis.com)

Google ReCaptcha ([www.google.com/recaptcha](http://www.google.com/recaptcha))  
Google Analytics ([ssl.google-analytics.com](http://ssl.google-analytics.com)) with anonymized user-IP

When sending our newsletter, we use UTM tracking cookies. With the help of these cookies, we can track which links in the newsletter users have clicked to reach our website. Further information: <https://www.campaignmonitor.com/blog/email-marketing/2015/07/utm-codes-in-email/>

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.

The following cookies are used:

- Session-Cookie (ID)
- Typo3-Session-Cookie
- JavaScript-Cookie

This user data does not enable us to link it to any specific user. All of this anonymized data 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.

Additionally, we use cookies on our website which enable us to analyze the surfing behavior of our users. This way, we can collect the following data:

- (1) entered search words
- (2) frequency of viewings
- (3) making use of our website's functionalities

Art.6 paragraph 1 lit.f GDPR serves as the legal basis for the processing of personal data when using cookies.

The cookies used serve especially for analyzing the frequency and the number of visits to our website, and to continue to identify your computer during a visit of our website when surfing from one page to the next, and also to establish the end of your visit. This enables us to know which areas of our website and which other sites our users have visited.

We use technically-necessary cookies to simplify the use of our website for its users. Some functionalities of our site could not be offered without the use of cookies. To guarantee these functionalities it is imperative that your browser is recognized after switching sites.

We require cookies for the following functionalities:

- (1) booking a course
- (2) transferring language settings
- (3) remembering search words

The user data collected through technically-necessary cookies are not used for creating user profiles.

## **§ 7 Integration of social plugins**

On our website, we incorporate social plugins of the social networks "Facebook" (Facebook Inc., 1601 S. California Ave, Palo Alto, California 94304, USA), "Instagram" (Instagram, LLC ATTN: Arbitration Opt-out 1601 Willow Rd. Menlo Park, CA 94025) and "Twitter" (Twitter, Inc., 1355 Market St, Suite 900, San Francisco, California 94103, USA).

These are operated entirely by the relevant provider. These plug-ins are identified on our website by the button of the relevant service.

With regards to the social media services facebook and twitter 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.

Using the plug-ins, users may share or post links to relevant websites in their social networks such as facebook, instagram and twitter and thereby recommend that site's content. Through your active interaction with these plug-ins, i.e. by clicking the relevant button or leaving a comment, this information is 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.

Please gather information on scope and purpose of the data collection of the relevant service as well as their processing and use of your data via the data protection declaration directly on the websites of the relevant service (<https://www.facebook.com/about/privacy/update>), <https://twitter.com/privacy?lang=de>, and (<https://help.instagram.com/155833707900388>). There, you receive further information on your data protection rights and setting options for guaranteeing your privacy.

At our backend, we use the instagram API to download resources directly from instagram's server – on our website, these resources are only downloaded from our own server and not from instagram so IP information is not transmitted.

When clicking on a social plug-in, the relevant service receives the information that you have visited the relevant page of our internet presence. Please note that for this to happen, you do not need a customer account at the relevant service, nor do you have to be logged in.

Should you have a customer account at the relevant service and be logged in to your account when visiting our website, the data collected by the social plug-in is linked directly to your account. 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.

Please note that we have no impact on whether or to which extent the relevant service provider collects personal data. Extent, purpose and storage periods of the relevant data collection 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 include the IP-address and systemrelevant information. It is also feasible that the relevant service providers use cookies.

Please gather information on scope and purpose of the data collection of the relevant service as well as their processing and use of your data via the data protection declaration directly on the websites of the relevant service. There, you receive further information on your data protection rights and setting options for guaranteeing your privacy.

a) Facebook Inc., 1601 S California Ave, Palo Alto, California 94304, USA

- <https://www.facebook.com/policy.php>
- <https://www.facebook.com/help/186325668085084>

b) Instagram, LLC, 1601 Willow Rd, Menlo Park CA 94025, USA  
<https://help.instagram.com/155833707900388>

c) Twitter Inc., 1355 Market St, Suite 900, San Francisco, California 94103, USA

- <https://twitter.com/privacy?lang=de>

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.

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/chlhacbfddknadmnmjmkdobipdp-jakmc?hl=de>

If you do not want Google or Twitter to link data collected when visiting our website to your Google+ or Twitter account, you need to log off from Google+ or Twitter prior to your visit to our site. Also, you can block loading Google/Twitter plug-ins with the use of add-ons to your browser, i.e. the script-blocking „NoScript“ (<http://noscript.net/>).

## **§ 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 – i.e. via email – 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 him/her 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 this service provider's website. You will be able to tell this because the URL changes. We cannot take on 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. Please gather information on the treatment of your personal data by these companies directly on their websites.

## **§ 10 Consent and revoking consent**

Possibly, you have given the consents listed below.

**We would like to point out that the consent given can essentially be revoked at any time for 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 [sprachenzentrum@univie.ac.at](mailto:sprachenzentrum@univie.ac.at) or at Language Center of the University of Vienna, Alser Straße 4/1.16, 1090 Vienna.**

### **a) Collecting nationality during course booking**

I hereby explicitly consent that the Language Center of the University of Vienna (Innovationszentrum Universität Wien GmbH) collects and uses my nationality for internal statistical purposes.

My data will be deleted as soon as the purpose of the processing 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 [www.sprachenzentrum/dataprotection](http://www.sprachenzentrum/dataprotection)).

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

I can address my withdrawal of consent to [sprachenzentrum@univie.ac.at](mailto:sprachenzentrum@univie.ac.at). In the case of my withdrawal all my personal data will be erased by the Language Center of the University of Vienna (Innovationszentrum Universität Wien GmbH) and possible data processors.

**b) Consent for registration/creation of a customer account**

I consent that the Language Center of the University of Vienna (Innovationszentrum Universität Wien GmbH) collects, saves, and processes my personal data: my first and surname, as well as my email address and a password for the purpose of creating a customer account. With the help of this customer account, I can book courses faster, can edit my contact details and can book online as a continuing participant of a German course. 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 [www.sprachenzentrum/dataprotection](http://www.sprachenzentrum/dataprotection)).

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

I can address my withdrawal of consent to [sprachenzentrum@univie.ac.at](mailto:sprachenzentrum@univie.ac.at). In the case of my withdrawal all my personal data will be erased by the Language Center of the University of Vienna (Innovationszentrum Universität Wien GmbH) and possible data processors.

**c) Consent to the delivery of newsletters**

I consent that the Language Center of the University of Vienna (Innovationszentrum Universität Wien GmbH) collects, saves, and processes my personal data: my first and surname, as well as my email address for the purpose of newsletter delivery.

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 [www.sprachenzentrum/dataprotection](http://www.sprachenzentrum/dataprotection)).

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

I can address my withdrawal of consent to [sprachenzentrum@univie.ac.at](mailto:sprachenzentrum@univie.ac.at). In the case of my withdrawal all my personal data will be erased by the Language Center of the University of Vienna (Innovationszentrum Universität Wien GmbH) and possible data processors.

**d) Consent to replies of enquiries via email-form**

I consent that the Language Center of the University of Vienna (Innovationszentrum Universität Wien GmbH) collects, saves, and processes my personal data: my first and surname, the indicated subject, as well as my email address for the purpose of getting in touch via email-form. 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 [www.sprachenzentrum/dataprotection](http://www.sprachenzentrum/dataprotection)).

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

I can address my withdrawal of consent to [sprachenzentrum@univie.ac.at](mailto:sprachenzentrum@univie.ac.at). In the case of my withdrawal all my personal data will be erased by the Language Center of the University of Vienna (Innovationszentrum Universität Wien GmbH) and possible data processors.

#### **e) Consent to placing an ad in the language swap area**

I consent that the Language Center of the University of Vienna (Innovationszentrum Universität Wien GmbH) collects, saves, and processes my personal data: my first and surname, my field of study or profession, my interests, my age, as well as my email address or telephone number as well as the offered language and its proficiency, the desired language and its proficiency as well as the preferred learning setting and other information for the purpose of placing an ad.

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 [www.sprachenzentrum/dataprotection](http://www.sprachenzentrum/dataprotection)).

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

I can address my withdrawal of consent to [sprachenzentrum@univie.ac.at](mailto:sprachenzentrum@univie.ac.at). In the case of my withdrawal all my personal data will be erased by the Language Center of the University of Vienna (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 the 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, in 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, the right to lodge a complaint with a supervisory authority; where the personal data are not collected from the data subject, 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, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defence of 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, we do no longer need your personal data for the purpose of processing and you oppose the erasure because you need them for for the establishment, exercise or defence of 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. The consequence being that we must not 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 can turn to the supervisory authority of your habitual residence, place of work or our company domicile.