Information on the processing of personal data of applicants of the University of Applied Sciences for Business and Society BFI Vienna

Controller of data processing

The University of Applied Sciences for Business and Society BFI Vienna (hereinafter referred to as 'UAS'), Wohlmutstraße 22, 1020 Vienna, datenschutz@hwg.at , possesses the personal data you provided in the course of the online application as a controller. The external data protection officer is Leopold Aichinger, who can be contacted via the UAS's data protection address.

In the case of data processing carried out in connection with applications for a place on a continuing education course, the EEC of the HWG of BFI Vienna GmbH, Wohlmutstraße 22, 1020 Vienna, datenschutz@hwg.at , and the UAS may, where applicable, act as joint controllers in accordance with Article 26 of the GDPR, with the UAS assuming all obligations arising from joint controllership.

Types of data

When you apply for a study place, we process the personal data that you yourself have submitted as part of your online application, or have provided to us in person or via another means of communication, and which is collected from you as part of the admissions process. This includes applicants' master data (name, title, gender, nationality, substitute code, date and place of birth, student registration number, email address), address details, contact details, admission requirements for Bachelor's programmes, admission requirements for Master's programmes, employment status, application documents including a photograph, application dates, results of the admission test, results of the admission interview, and data for statistical analysis. For third-country nationals (outside the EU/EEA) who have also met their admission requirements in a third country, a deposit is collected as part of the application process, in connection with which the relevant financial data is processed. If you apply for an alternative examination format, we will process the supporting documents you have provided for this purpose, as well as the associated correspondence.

Purposes and legal bases of the processing

In a first step, the processing of the data you provided takes place for the purpose of handling your application and to provide you with information about the admission procedure. This also includes contacting you after completion of the admission process in the course of our annual applicant survey.

The legal basis for this is the fulfilment of the pre-contractual relationship that exists between you and the UAS on the basis of your application, as well as UAS's legitimate interest in conducting the admissions procedure (Art 6 (b), (c) and (f) of the GDPR in conjunction with Section 4 of the Austrian Fachhochschulgesetz – University of Applied Sciences Act, as amended).

The provision of your personal data is neither a statutory nor a contractual requirement, however the data is necessary for the UAS in order to be able to consider your application.

If your application is rejected, the data you provided is further stored for the purpose of complying with statutory retention requirements and establishing, exercising or defending (potential) legal claims.

In case of a successful application, the UAS will make you the offer to conclude a study contract. Should such contract be concluded between you and the UAS, from this date on, the data you provided in the course of your online application or admission interview will be processed for the purpose of fulfilling the study contract as well as complying with the UAS's legal obligations.

Recipients of your personal data

The data you provided will be processed by UAS staff. The data will be disclosed to other recipients exclusively for the purpose of complying with the UAS's legal obligations. As part of the review of your application documents, we may need to share your application documents with the relevant Federal Ministry of Science, to ENIC NARIC Austria based there or to OeAD GmbH (www.oead.at), the issuing school or higher education institution, or to the relevant Austrian diplomatic mission in the country of issue.

Should you be admitted to the admission test, the UAS will disclose your personal data to ELT E-Learning Trainings GmbH, Guglgasse 12 Gasometer C, 1110 Vienna, and its processors.

Communication with you as an applicant is managed, amongst other things, via our CRM system, Microsoft Dynamics 365, where individual data, such as your personal and contact details, are stored and through which you will receive messages during the ongoing process. The Microsoft Teams cloud service from Microsoft 'Office 365' is used to stream the entrance test. For conducting oral admission interviews, supplementary examinations and consultations should you wish to apply for recognition of prior learning, we use Microsoft Teams and the 'Zoom' tool from Zoom Video Communications, Inc.

Storage period for your personal data

If your application is rejected, the data you have provided will be deleted three years after the completion of the admissions process in the course for which you have applied to the UAS. If you are offered a study place, your application data will automatically be transferred to your student file.

Your rights as a data subject

According to the applicable law, regarding your personal data you have the right to

- access, rectification or erasure, restriction of processing, objection and data portability. These rights can be exercised vis-à-vis the UAS.
- lodge a complaint with the competent supervisory authority (in Austria: Austrian Data Protection Authority).

Contact information

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