



FH Salzburg

Data Protection Information for applicants

1. 1. Controller

By submitting an application via web application, you acknowledge that your personal data will be processed by Fachhochschule Salzburg GmbH (Salzburg University of Applied Sciences, SUAS), Urstein Süd 1, 5412 Puch/Salzburg, Austria, as the responsible controller as part of the pre-contractual initiation of an educational relationship.

2. Data Processing

The data processing takes place to process your application and to administer the admission procedure. The legal basis for data processing is the pre-contractual relationship with SUAS (Art. 6 sec. 1 lit b GDPR), the fulfilment of legal obligations (examination of the admission requirements for the study programme, legal reporting obligations, Art. 6 sec. 1 lit c GDPR, Art. 9 sec. 2 lit h GDPR) as well as an overriding legitimate interest of SUAS in the administration of the admission procedure (Art. 6 sec. 1 lit f GDPR).

There is no obligation to disclose and process your data. However, for organisational and legal reasons, without disclosure of your personal data no application and admission procedure for an educational relationship can be opened.

Data processing includes the following categories of data: **personal data** (e.g. name, title, nationality, date of birth, gender, contact details, home address), **application data and documents** (e.g. study programme, previous education, profession, language skills, copy of identity document, CV, letter of motivation, diplomas, certificates, organisational application data), **survey on the application** of SUAS (information channels, influencing factors), **dates and documents of the admission procedure** (incl. assessments, ranking tests) and **technical log data** (incl. registration data).

Due to legal requirements with your application for a health study programme your health-related aptitude (by means of a certificate) and the trustworthiness (by means of a police clearance certificate) will be verified (see § 54 GuK-AV, § 10 FH-Heb-AV, § 4 FH-MTD-AV).

2.1. Communication Purposes

Your contact details will be further used for communication purposes (e.g. information regarding the study programme and similar programmes, the application process, surveys, etc.). This processing is based on an overriding legitimate interest of SUAS (Art. 6 sec. 1 lit f GDPR) in the application and study programme related communication with you. You can object this data processing at any time by getting in touch with the contact person mentioned below.

competent
relevant
sustainable

2.2. International Applicants for studying abroad

If you are an international applicant for a stay abroad, the following additional data will be processed for the handling of your application and the administration of the admission procedure: **data related to your stay abroad** (e.g. home university and study programme, period of stay, scholarship), **additional application documents** (e.g. transcript of records, learning agreement).

2.3. Storage Period

With the successful completion of the admission procedure your personal data will be transferred to the students records and further processed for concluding and executing the educational relationship as well as for legal report obligations of SUAS.

If your application is rejected, your personal data will be archived for a period of three years to preserve evidence before it is deleted.

3. Data Transfer

3.1. National Cooperation Partner

In case of an application for a study programme with a cooperation partner your personal data will be transferred to the partner institution for the purpose of handling the application procedure for the joint programme as well as the pre-contractual relationship and will be further processed by the partner institution (Art. 6 sec. 1 lit. b GDPR).

In these cases, the partner institutions are jointly responsible for data processing. The respective joint contact point for any questions can be found below.

- The Paris-Lodron-University Salzburg (PLUS) acts as the contact point for the study programmes Applied Image and Signal Processing (AIS) and Human Computer Interaction (HCI) and can be reached under the following contact details:
Data Protection Coordinator: Mag. Hieronymus Bitschnau
5020 Salzburg
Kapitelgasse 4-6
E-Mail: datenschutz@sbg.ac.at
- SUAS acts as the contact point for the study programme offered at the location Schwarzach, Kardinal Schwarzenberg Klinikum GmbH, 5620 Schwarzach im Pongau, Kardinal Schwarzenbergplatz 1, and can be reached under the following contact details:
Department Study Organization
5412 Puch/Salzburg, Urstein Süd 1
Tel: +43-(0)50-2211-0
E-Mail: storg@fh-salzburg.ac.at

3.2. Joint / Double / Multiple programme abroad

In case of an application for a joint/double/multiple programme, your personal data will be transferred to the partner institution for the purpose of handling the application procedure for the chosen joint programme and the pre-contractual relationship. Further the partner institution processes your data independently (Art. 6 sec. 1 lit b GDPR).

Depending on your choice, data may be transferred abroad. The transfer of data outside the EU/EEA requires additional measures. If there is no adequacy decision by the European Commission for this third country acc. to Art. 45 GDPR, we will try to negotiate suitable guarantees acc. to Art. 46 GDPR (such as the standard contractual clauses) with the specific partner. Nevertheless, in some cases it may happen that your data is transferred to a third country without an adequate level of data protection according to European principles. The transfer of your data is however necessary for the processing and execution of your stay abroad and the fulfilment of the contract between SUAS, you and

the partner institution and can in such exceptional situations be based on Art. 49 sec. 1 lit b or c GDPR.

3.3. International Applicants

Depending on the chosen exchange programme your personal data will also be transferred to the partner institution, usually this is connected with a transfer abroad.

The transfer of data outside the EU/EEA requires additional measures. If there is no adequacy decision by the European Commission for this third country acc. to Art. 45 GDPR, we will try to negotiate suitable guarantees acc. to Art. 46 GDPR (such as the standard contractual clauses) with the specific partner. Nevertheless, in some cases it may happen that your data is transferred to a third country without an adequate level of data protection according to European principles. The transfer of your data is however necessary for the processing and execution of your stay abroad and the fulfilment of the contract between SUAS, you and the partner institution and can in such exceptional situations be based on Art. 49 sec. 1 lit b or c GDPR.

Please note that SUAS and the partner institution process your data as independent controller for the processing of the selected exchange programme. If you have any questions regarding data processing at the partner institution, please contact the International Relations Office there (<https://www.fh-salzburg.ac.at/en/international/international/international-network>).

3.4. Examination of Application Documents

When submitting an application, it may be necessary to check the submitted diplomas and certificates for authenticity, content and scope and to evaluate them. For related questions your data and documents may be transferred to the following institutions: the issuing institution of the diploma/certificate, the BMBWF (Federal Ministry of Education, Science and Research), the designated international university, ENIC NARIC AUSTRIA, the Office for Consular Certifications at the Austrian Federal Ministry for Europe, Integration, Foreign Affairs and, if necessary, the competent Permanent Representation Authority abroad. With this transfer your data might be transferred to a third country without an adequate level of data protection, in individual cases this is necessary acc. to Art. 49 sec. 1 lit b GDPR for the fulfilment of the contract.

Likewise, the (external) assessors consulted as part of the admission process may receive your application data and documents for selection and assessment.

3.5. Legal Reporting Obligations

Your data (educational background, gender) are transmitted in aggregate form and without personal reference according to § 2, 3 FH BIS-VO to the AQ Austria of the Federal Ministry of Education, Science and Research (BIS notification).

3.6. Data Processors

In addition, we use IT service providers for technical support, who might have access to or process your personal data as our processors.

One of these processors is our partner Hogrefe Verlag GmbH & Co.KG who processes your data for a ranking test as part of the application procedure.

4. Rights of Data Subjects

Please note that, due to the large number of applications submitted in some admission procedures for the allocation of study places, an automated initial selection of all interested parties may be carried out, after which only some of the applications received are transferred to the individual applicant status and thus invited to a further personal selection procedure. For details on the selection logic, a possible

presentation of your own position or a possible appeal against the automated decision, please contact SUAS as mentioned below.

In context with this data processing you have the following rights:

- access request
- rectification
- erasure
- restriction of processing
- objection
- data portability

which you can exercise by getting in touch with the contact person listed below.

Fachhochschule Salzburg GmbH
Salzburg University of Applied Sciences

Department Study Organisation
Urstein Süd 1, 5412 Puch/Salzburg
Tel: +43-50-2211-0
E-Mail: storg@fh-salzburg.ac.at

In case you have any questions or concerns related to the processing of your personal data you can contact the data coordinator or the data protection officer of SUAS ([+43 50 2211-0](tel:+435022110); datenschutz@fh-salzburg.ac.at).

If you are of the opinion, that we do not process your personal data in accordance with the relevant data protection law, you have the right to lodge a complaint with the Austrian Data Protection Authority (Barichgasse 40-42, 1030 Wien, Telefon: [+43 1 52 152-0](tel:+431521520), E-Mail: dsb@dsb.gv.at)