

INFORMATION ON STUDENT EXCHANGE

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 WU's student mobility programs on bachelor's and master's level.

CONTACT INFORMATION

Controller:

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

Contact: Lukas Hefner
lukas.hefner@wu.ac.at

Data Protection Officer:

WU (Vienna University of Economics and Business)
c/o Data Protection Officer, p.A. Legal Office
Welthandelsplatz 1, AR building, 1020 Vienna
datenschutzbeauftragter@wu.ac.at
datenschutz@wu.ac.at

If you have general questions or concerns about data protection at WU, please contact 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 exchange places at international partner universities. Students who apply for these exchange places have to undergo a selection procedure. We process the applicants' personal data for the purpose of carrying out this selection procedure.

WHICH CATEGORIES OF PERSONAL DATA DO WE PROCESS?

We process the data you provide during the selection procedure. This includes the following categories of personal data: Name, date of birth, WU student ID number, gender, nationality, email address, telephone number, WU degree program, number of semesters completed at WU, grade point average in the relevant WU degree program, current transcript (if requested by the partner university), 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.).

WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR DATA?

- Art. 6 (1) item a of the GDPR – consent

If you have given your consent to the processing of your data (e.g. for purposes of exchanging information and networking), we will process your data exclusively within the scope of the activities to which you have consented and for the purposes indicated. You can withdraw your consent to any

future data processing at any time. However, any processing of your data which occurred before consent was withdrawn remains legal and unaffected.

- 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 providing student exchange places at international partner universities

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. Otherwise, we are unfortunately not able to process your application.

TO WHICH OTHER PARTIES DO WE PASS ON YOUR DATA?

In the event of a successful application, the following data will be transmitted to the WU partner university for which you have applied: Name, date of birth, gender, nationality, email address, telephone number, WU degree program, number of semesters completed at WU, WU transcript (if requested by the partner university).

DO WE TRANSFER DATA TO THIRD COUNTRIES?

In the event of a successful application for a WU partner university in a third country, we will transmit your data to the partner university 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. The transfer of personal data to the University of Kansas takes place in accordance with Art 46 DSGVO on the basis of standard contractual clauses agreed between WU and the university. Upon corresponding request of data subjects, we will gladly provide a copy thereof.

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 process for a stay at a partner university, which means that you will not be able to participate in a mobility program organized by WU.

HOW LONG DO WE STORE YOUR DATA?

In the event that your application for an exchange stay abroad is unsuccessful, your application data will be deleted 6 months after the end of the corresponding application period. In the event that your application for an exchange stay abroad is successful, your data will be deleted after 2 years. The relevant reference date is the respective date of allocation of the exchange place.

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 our website at <https://www.wu.ac.at/en/datenschutz/betroffenenrechte>.

CONSENT TO THE EXCHANGE OF INFORMATION AND NETWORKING

WU aims to facilitate an exchange of information on student mobility and networking among exchange students in a way that is as efficient as possible while also adhering to strict data protection and privacy standards. For this reason, WU will only disclose your personal data to other students if you explicitly consent to this exchange of information:

I agree that my name, my WU email address, my exchange period (semester), and my degree level (bachelor's or master's) will be shared with other nominated WU outgoing students selected for stays at the same WU partner university for the purpose of facilitating the exchange of information. "Other nominated WU outgoing students" here means students who have been selected to complete a stay abroad at the partner university in question at the same time as me or in the 2 semesters following my exchange stay.

Yes **No**

I agree that my name, my WU email address, my exchange period (semester), and my degree level (bachelor's or master's) will be shared with incoming exchange students from my host university for the purpose of facilitating the exchange of information on matters related to student mobility. "Incoming exchange students from my host university" here means students from the corresponding partner university who come to study at WU in the semester before my stay abroad, during my stay abroad, or the semester following my stay abroad.

Yes **No**

I agree that my name, my WU email address, my exchange period (semester), and my degree level (bachelor's or master's) will be shared with the WU Alumni Office during my exchange stay abroad for the purpose of providing networking opportunities and establishing contact between me and the WU Alumni Hub representatives in the host country, and I agree that my name and WU email address will also be shared with the WU Marketing and Communications and Study Information offices.

Yes **No**

You can revoke any of the consent/s given above at any time. Revoking your consent will not affect the legality of any processing of your data based on your prior approval up to the time of withdrawal of your consent. A revocation by email to wuio@wu.ac.at is sufficient.

Additional remarks on student exchange

Please note that after you are nominated for an exchange stay abroad by WU, you are usually also required to complete a separate registration process with the partner university. It is the nominee's own responsibility to submit the required registration documents to the WU partner university in due time.

Travels abroad can involve a multitude of risks, especially health risks. For up-to-date travel information for the respective host country, please refer to the homepage of the Austrian Foreign Ministry: <https://www.bmeia.gv.at/en/travel-stay/travel-information/>. Nominated students are also responsible for obtaining any visa that may be required, making the necessary health-related arrangements (international travel and health insurance, vaccinations), and finding accommodation.

A nomination does not automatically mean that a mobility grant will be awarded. Nominated students are obligated to attend an IO information event on grants and credit transfer. A mobility grant can only be awarded to students who have attended an information event.

Once a student has been nominated for an exchange semester, cancellation is possible only in exceptional cases (illness, pregnancy, important family commitments, or unavoidable, unforeseen serious events). Appropriate proof will be required. If a student cancels his or her exchange without good cause, he or she is excluded from further participation in WU exchange programs (exchange semester, International Summer University programs) at his or her current degree level (bachelor's or master's level).

WU regards the exchange of information as essential for successful student mobility. For this reason, all WU exchange students are asked to complete a report on their stay at the partner university after completing their exchange (Exchange Report) and upload it via the WU website. WU also asks all of its exchange students to participate in information events such as exchange fairs, to provide face-to-face advice to other students, and to rate their exchange experience in the WU outgoing student survey.

Code of conduct for exchange students

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.

By submitting my online application, I confirm that I have read and fully understood the above information on data protection and student exchange. I declare that during my exchange stay, I will comply with all the rules of conduct specified by WU and the partner university.