

## Data protection

Below, we provide important information regarding the use of your personal 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 Joint International Summer University (Joint ISU) programs. Students who apply for these programs have to undergo a selection procedure.

All personal data included in the application documents is processed by WU's International Office for the purpose of duly conducting these selection procedures. The following persons involved in the selection procedure have access to your personal data: WU International Office staff, WU lecturers conducting the program in question and the Dean for International Affairs.

If your application is successful WU will process your data in order to fulfill its duties as organizer of the Joint ISU programs. As a general principle, 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 a Joint ISU program:

The following personal data will be forwarded to the respective WU partner university: name, date of birth, sex, nationality, email address.

In addition, your name and email address will be forwarded to other participating WU and partner university students, who are nominated for the same Joint ISU program, as well as to WU and partner university lecturers for the purpose of establishing contact and exchanging information. To comply with financial rules and accounting standards the names of the program participants will be forwarded to WU's Finance and Accounting unit.

In order to carry out the program it might also be necessary to release personal data to 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 Joint ISU programs through programs like Erasmus+, ASEA-UNINET, EURASIA-PACIFIC UNINET). In these cases you authorize WU to release your personal data (name, date of birth, sex, nationality) to the mentioned third parties.

Please note that photos and videos will be taken at the Joint ISU 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 can also revoke your consent to the use of these photos or videos later by sending an e-mail to [zas@wu.ac.at](mailto:zas@wu.ac.at). We will discontinue publishing the photos and videos concerned immediately after receiving your revocation or the photos and videos concerned will be processed in such a way that identification is no longer possible. Revoking your consent will not affect the legality of any processing of photos/videos up to the time of receipt of your revocation.

In the event that your application for a Joint ISU 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.

You have the right to request information on your personal data, to request a correction of your data, and to have your data deleted at all times, in accordance with the applicable legal regulations. To

make such requests, please contact [zas@wu.ac.at](mailto:zas@wu.ac.at) or [datenschutz@wu.ac.at](mailto:datenschutz@wu.ac.at). If you believe that WU's processing of your data is in violation of the applicable data protection regulations or any other data protection and privacy rights, you may file a complaint with the appropriate regulatory authority. In Austria, the appropriate regulatory authority is the Austrian Data Protection Authority (*Datenschutzbehörde*).

Please note that in the context of your participation in a Joint ISU program, the partner university of the program in question is responsible to make sure that any personal data received from WU is processed in accordance with the applicable regulations. Please also note that depending on the location of the partner university, the provisions of the General Data Protection Regulation (GDPR) may not apply and the processing of personal data may be subject to other data protection and privacy regulations that are in place in the respective region or country.

If you apply for a summer program organized by a partner university (especially the CUHK International Summer School), your personal data included in the application documents will be processed by WU's International Office staff and by the Dean for International Affairs for the purpose of carrying out the selection procedure. If the application is successful, the following data will be forwarded to the respective partner university carrying out the summer program: name, date of birth, sex, nationality, e-mail address, 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 students, who are nominated for the same summer program for the purpose of establishing contact and exchanging information.

## **Key information on the participation in a Joint ISU or a summer program**

Once you have been nominated for the participation in a Joint ISU or a summer program organized by a partner university, 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, Joint ISUs and other summer 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. A standard travel health insurance is included in the price of the Joint ISU programs and will be organized by WU's International Office for all participants. Participants in a summer program organized by a partner university have to obtain a travel health insurance themselves.

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

Program details and prices are subject to change.

The Joint ISU 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 summer 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 Joint ISU and summer 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 Joint ISU 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.**