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# Privacy Policy Statement

## Objectives of this Privacy Policy Statement

FH JOANNEUM is committed to respecting the privacy of visitors to its website ("Data Subjects"). This Privacy Policy Statement describes FH JOANNEUM's principles on safeguarding a responsible and confidential handling of data provided to FH JOANNEUM. This Privacy Policy Statement also serves to comply with the reporting requirements to be observed by data application controllers in accordance with Sec. 24 of the Austrian Data Protection Act (DSG 2000).

The Austrian Data Protection Act (DSG 2000) provides the legal basis for all decisions related to the collection and processing of personal data. The Act as amended can be downloaded from the Legal Information System of the Republic of Austria (<http://www.ris.bka.gv.at>). Data Subjects as specified in Sec. 4 DSG 2000 include all natural and legal persons whose personal data is processed by FH JOANNEUM.

### 1. Disclosure of personal data to third parties

FH JOANNEUM collects personal data internally and may not disclose it to third parties without the consent of the Data Subject. Individual data applications may make it necessary to disclose specific data to third parties. A special note will be included on the respective form in these cases and, if possible, this data will only be disclosed in anonymised or pseudo-anonymised form. Legally prescribed disclosure obligations will not be affected by this restriction on disclosure.

### 2. How we collect personal data

The personal data for data applications is provided by the Data Subjects themselves and gathered online, through personal contact, by telephone or written correspondence.

### 3. What data is collected and how is it used?

Users are basically not required to register for the website so that communication with FH JOANNEUM is possible without having to provide personal data. It may be necessary to fill in personal details on forms for specific purposes. By completing a form on the FH JOANNEUM website the Data Subject authorises FH JOANNEUM to use the data thus provided. This also applies to data provided by Data Subjects in their communication with FH JOANNEUM (e.g. by e-mail). The special purpose for which the data is used as well as information about any disclosure of data to third parties will be indicated directly on the respective form.

In order to continuously improve the website and protect it from malicious attacks, FH JOANNEUM stores the IP address of each website visitor and the pages accessed during the site visit for a maximum of six months.

FH JOANNEUM uses "cookies" only to store search queries and make them available for the next visit to the website. These cookies do not contain any personal information and are not a prerequisite for using the FH JOANNEUM website.

## **Google Analytics**

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files saved on your computer, to help the website analyse how you use the site. The information generated by the cookie about your use of the website will be transmitted to and stored by Google on servers in the United States. If the IP anonymisation function of this website is activated, your IP address will be truncated by Google within an EU member state or other EEA state before being transmitted to the US. Only in exceptional situations will your full IP address be transmitted to Google servers in the United States and truncated there. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. You can also prevent Google from collecting information about website use (including your IP address) via cookies and processing this information by downloading and installing the browser plug-in available at the following link (<http://tools.google.com/dlpage/gaoptout?hl=en>). For more information go to <http://www.google.com/intl/en/analytics/privacyoverview.html>.

## **Facebook**

Our website also uses social plugins ("plugins") provided by the social network facebook.com, operated by Facebook Inc., 1601 S. California Avenue, Palo Alto, CA 94304, USA ("Facebook"). The plugins are identifiable by a Facebook logo (white letter "f" on blue background) or the notice "Facebook Social Plugin". When you visit a page of our website that contains a social plugin, your browser will establish a direct connection to Facebook servers. Facebook transfers the plugin content directly to your browser which embeds it into the website, enabling Facebook to receive information about your having accessed the respective page of our website. If you are logged into Facebook, your visit can be assigned to your Facebook account. If you interact with the plugins, for example by clicking "Like", or entering a comment, your browser will transfer the corresponding information to Facebook, where it will be stored. For information on the purpose and scope of data collection, processing and use of your data by Facebook, as well as your rights in this respect and privacy settings please go to Facebook's privacy policy page at <http://www.facebook.com/policy.php>. If you do not want Facebook to collect data about you via our website, please log off Facebook before entering our website or block the Facebook social plugins by using add-ons for your browser, e.g. "Facebook Blocker" (<http://webgraph.com/resources/facebookblocker/>).

## **4. How can I withdraw my consent to the use of my personal data?**

Data Subjects can withdraw their consent to the use of their personal data at any time in writing, by e-mail or fax to FH JOANNEUM. To avoid delays, requests should be sent directly to the Data Protection Officer of FH JOANNEUM (contact details see 8).

## **5. How long will my personal data be stored?**

FH JOANNEUM will store personal data for as long as necessary or prescribed by law for the purpose of the respective data application. After this period the data will be automatically deleted.

The data will also be deleted upon the express request of the Data Subject (see 4) as long as this request does not conflict with statutory provisions, or when FH JOANNEUM gains knowledge of circumstances rendering the data set invalid, e.g. in the event of death of the Data Subject.

## **6. How does FH JOANNEUM safeguard the protection of personal data?**

Personal data is processed and managed in-house at FH JOANNEUM. The entire data flow is thus subject to the control of FH JOANNEUM. Access from outside is secured by a multi-layered firewall

concept. IT security within FH JOANNEUM is safeguarded by detailed provisions on workplace and data security, use of software, anti-virus programs, Internet and e-mail, use of mobile data carriers, internal and external access to the FH JOANNEUM network and secure data disposal.

FH JOANNEUM is committed to minimising data access, thus ensuring that only persons within FH JOANNEUM immediately involved in the application processing these personal data have access to it. This is guaranteed by access regulations to rooms, data, data carriers and data processing devices and the logging of data use.

All employees of FH JOANNEUM are under strict obligation to maintain data confidentiality.

## **7. Who is responsible for data applications?**

The responsibility for FH JOANNEUM data applications according to the Data Protection Act lies with FH JOANNEUM Gesellschaft mbH, Alte Poststrasse 149, 8020 Graz (registration number: FN 125888f at the Graz Provincial Court for Civil Cases). All FH JOANNEUM data applications subject to registration are registered with the Austrian Data Processing Register (<http://www.dvr.gv.at>) under DVR number 0813559.

## **8. Whom to contact in data protection matters**

FH JOANNEUM has appointed a Data Protection Officer acting as the central point of contact for all questions and matters of data protection (contact: [datenschutz@fh-joeanneum.at](mailto:datenschutz@fh-joeanneum.at)). The FH JOANNEUM Data Protection Officer supports the Data Subjects in safeguarding their rights accorded by the Data Protection Act (DSG 2000). These rights include in particular the right of information, correction and deletion of data and the right of withdrawal.