

## Privacy Policy

### 1. General

For Graz University of Technology (hereinafter “TU Graz”), the protection of your data is a top priority. All our procedures and processes comply with the applicable data protection regulations. As part of the registration and subsequent user management within the TU Graz Repository, it is necessary to process your personal data. In accordance with our legal obligation, we therefore inform you in this statement, amongst other things, about the nature, purpose and legal basis of our data processing.

### 2. Data Controller

The data controller is TU Graz, Rechbauerstraße 12, 8010 Graz.

### 3. Categories of data subjects and categories of data

When you register for the TU Graz Repository, TU Graz processes the following personal data:

#### 1. Internal individuals (staff, students)

- Authentication data  
Registration takes place via the TU Graz 2FA single sign-on system. The following categories of data are transmitted from the single sign-on system to the tool for authentication and authorisation management: TU Graz username, first name, surname, email address
- Content data – data actively entered by users:
  - Text-based entries
  - Uploads (log data, research content data (graphics, documents, video, audio, programmes, etc.))
  - ORCID ID
  - API key
- Log and usage data  
Log data (e.g. IP address) is processed to ensure system operation and security, and to detect system faults.

#### 2. External persons (project staff)

- Authentication data  
Login is via the TU Graz 2FA single sign-on system. The following data categories are transmitted from the single sign-on system to the tool for authentication and authorisation management: TU Graz username, first name, surname, email address
- Content data – data actively entered by users:
  - Text-based entries
  - Uploads (log data, research content data (graphics, documents, video, audio, programmes, etc.))
  - ORCID ID
  - API key
- Log and usage data  
Log data (e.g. IP address) is processed to ensure system operation and security and to detect system faults.

### 4. Storage location

The data is stored on TU Graz internal servers provided by the ZID within the TU Graz infrastructure. There are three

instances of the TU Graz Repository on which the same categories of data are stored, namely the production system *repository.tugraz.at*, the demo system *invenio01-demo.tugraz.at* and the QA system *invenio-test.tugraz.at*.

## 5. Purpose and legal basis

Your personal data will be processed for the purpose of handling your registration and for further user administration.

Under the University Act 2002, Graz University of Technology is obliged to support national and international cooperation in the fields of scientific research, teaching and the arts. Furthermore, Graz University of Technology is obliged to facilitate the development of the sciences and to coordinate scientific research. In order to meet these requirements and achieve the best possible networking in research matters, the establishment of the TU Graz Repository is necessary.

The legal basis for user administration within the scope of the research activities of the TU Graz Repository is therefore **Art 6 Abs 1 lit e and lit f DSGVO iVm § 3 UG**.

Insofar as the purpose relates to more effective and efficient teaching at the university, **Art 6 Abs 1 lit c und lit ) and (e DSGVO iVm § 3 UG**, as teaching and practice-oriented training at university level is a legal obligation of universities. Where users enter their own personal data or where data from third parties is processed on the basis of explicit consent, this data processing is based on **Art 6 Abs 1 lit a DSGVO**.

Insofar as the purpose relates to the more efficient fulfilment of statutory tasks in the field of (human resources) administration, this is based, inter alia, on the UG and more general provisions – such as the Allgemeine Sozialversicherungsgesetz (ASVG), Bildungsdokumentationsgesetz 2020 (BilDokG), the Einkommensteuergesetz 1988 (EstG), the Hochschul-Qualitätssicherungsgesetz (HS-QSG) or the Umsatzsteuergesetz 1994 (UStG) in conjunction with **Art 6 Abs 1 lit c und e DSGVO**.

If you consent to the notification function within the TU Graz Repository, we will process the data you provide on the basis of your consent in accordance with **Art 6 Abs 1 lit a DSGVO** for the purpose of informing you in a targeted and timely manner about relevant matters or reminding you of relevant matters.

We use your personal data exclusively for the purpose stated above. Without this data, it is technically impossible to provide these information and service offerings.

## 6. Recipients

When a new entry is first created in the repository and a Digital Object Identifier (DOI) is generated to uniquely identify the entries, the authors' first name, surname and organisational affiliation (optionally also the ORCID ID and role) are transmitted to DataCite. Beyond this, your personal data will not be disclosed to third parties.

## 7. Cookies

When you visit the TU Graz Repository, we use technically necessary cookies within the meaning of. § 165 Abs. 3 TKG 2021 (functional cookies). Session cookies enable us to provide users with our online services (e.g. website navigation). These enable us to provide users with our online services (e.g. website navigation) and are deleted when the browser is closed (session cookies). With persistent cookies, the user settings selected by users are stored until they visit the website again (e.g. language selection). The functions contained in the cookies relate only to the website visited. No data is transferred to third parties.

## 8. Retention periods

The account data of internal staff are deleted by the Library and Archives department via the account termination procedure; those of external individuals are deleted upon termination of the research collaboration (10 years). Log data are deleted within a period of 6 weeks to 12 months after they are generated.

Furthermore, we only store your data if there are legal retention periods or if limitation periods regarding potential legal claims are still open.

## 9. Data subject rights

In connection with the aforementioned data processing, you are generally entitled to the following rights:

- Right of access to the personal data concerned (Art 15 DSGVO),
- Right to rectification ( Art 16 DSGVO), erasure (Art 17 DSGVO), and restriction of processing (Art 18 DSGVO),
- Right to data portability (Art 20 DSGVO),
- Right to object (Art 21 DSGVO),
- where processing is based on consent: Right to withdraw consent (Art 7 Abs 3 DSGVO), Please note, however, that withdrawal of consent does not affect the lawfulness of data processing carried out prior to withdrawal. Furthermore, exercising these rights cannot lead to the termination of contractual or legal obligations.

For data protection enquiries or to exercise your rights as a data subject, please contact [datenschutz@tugraz.at](mailto:datenschutz@tugraz.at). All further information on data protection at TU Graz can be found at [datenschutz.tugraz.at](https://datenschutz.tugraz.at).

You also have the right to lodge a complaint with the Austrian Data Protection Authority (Barichgasse 40-42, 1030 Wien; E-Mail: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)).

## 10. Data Protection Officer

The data protection officer of TU Graz is x-tention Informationstechnologie GmbH (Friedhofstraße 57, 4600 Wels; E-Mail: [office@x-tention.at](mailto:office@x-tention.at)).

In the event of discrepancies between the English and German version of the respective privacy policy, the German version prevails.