

Data protection for external lecturers, supervisors and reviewers

TERMS AND PRINCIPLES

- For the **processing of personal data** (e.g.: attendance list of a course) the **EU's General Data Protection Regulation (GDPR)** is directly applicable. It may impose stiff fines for unlawful data processing.
- **Personal data:** these are **data that relate to a certain person** (e.g.: name, photo, examination results in combination with a student number, etc.).
- **Lawfulness, fairness and transparency:** the processing of personal data always requires a legal framework. In relation to student data, the legal framework is the education contract concluded with UMIT TIROL (Art. 6 Sect. 1 lit. b GDPR). For students it must be clear that data are processed, which data are processed and how long these data will be stored.
- **Purpose:** personal data shall be collected and processed for specified and explicit purposes. Their subsequent use may only be authorized for this particular purpose (principle of purpose).
- **Data minimization:** data which that have been collected for a certain purpose must be processed **appropriately** and only to the **extent necessary for the specified purpose**.
- **Accuracy:** processed data must be accurate and current.
- **Storage limitation – storage periods and deletion of data:** data may only be stored **for as long as necessary and to the extent necessary for the specified purpose**.
- **Integrity (Technical and Organizational Measures – TOMs):** Every responsible person shall implement technical and organizational measures to protect the integrity, confidentiality and availability of processed data.

DATA OF STUDENTS

- **Personal data of students** (e.g.: name, student number) shall in any case be **treated as confidential** and may only be passed on to the respective students themselves (e.g.: further information on examination results).
- **Disclosure of personal data to third parties:** personal data of students may only be passed on to third parties
 - if the student has explicitly **consented** to this (e.g.: explicit permission to forward name or contact details to an employer in order to arrange an internship) or
 - if it is necessary for the **fulfilment of the education contract**.

**In case of doubt, the transfer of data should be discussed and clarified in advance
with the affected student!**

- **Examinations (originals and copies):** Every external lecturer/supervisor/reviewer shall ensure that the exam papers corrected by him/her are forwarded to the Study Management Office and stored in the systems provided for this purpose. Upon receipt and entry into the system, UMIT TIROL's Study Management Office is responsible for documentation and compliance with the respective storage periods.
- **Examination results:** The examination results with overall grades for courses shall be stored only at UMIT TIROL's Study Management Office. Each external lecturer/supervisor/reviewer shall ensure that the examination results prepared by him/her are forwarded to the Study Management Office and stored in the systems provided for this purpose. Upon receipt and entry into the system, UMIT TIROL's Study Management Office is responsible for documentation and compliance with the respective storage periods.
- **Exam results lists (originals and copies):** Exam results lists shall be stored only at UMIT TIROL's Study Management Office. Each external lecturer/supervisor/reviewer shall ensure that the exam results lists signed by him/her are forwarded to the Study Management Office and stored in the systems provided for this purpose. Upon receipt and entry into the system, UMIT TIROL's Study Management Office is responsible for documentation and compliance with the respective storage periods.
- **Deletion of data:** Upon successful completion of a course or if further processing (e.g.: storage, etc.) of student data by external lecturers/supervisors/reviewers is no longer necessary, these data shall be forwarded to UMIT TIROL or shall be deleted.

ACCESS DATA TO UMIT TIROL SYSTEMS, ONLINE LEARNING-PLATFORM, ETC.

Access data provided by UMIT TIROL and personal passwords are to be treated as confidential and may not be passed on to third parties!

**For any further questions please contact UMIT TIROL's data protection officer
via datenschutz@UMIT.at.**