



**University of
Applied Sciences
St. Pölten**

Data Protection Regulations for Students

pursuant to Art. 12 ff GDPR

Legal Affairs

Last updated: 4 November 2025

Dear Student,

The applicable legal provisions state that within the framework of the collection of your personal data, the following information is made available:

1. General Information

As the responsible data controller, the University of Applied Sciences St. Pölten (short: USTP) takes the protection of your personal data very seriously and would therefore like to explain the most important aspects pursuant to the applicable privacy provisions below:

2. Collection/Use of Data, Purpose of Processing and Legal Basis

2.1. Within the framework of processing work in connection with your educational contract – especially student administration, alumni administration, course planning, Austrian Students' Union (ÖH) membership administration, study place funding, creation of duplicates, plagiarism assessment, and scholarship administration – the USTP uses automation-assisted methods to process the personal data provided by yourself within the framework of your online application as well as those arising in the course of your studies. This affects, e.g., the following data categories: master data, examination data, examination protocols, internships and graduation data. Data processing is carried out on the basis of your educational contract, the Education Documentation Act (BildDokG), the education documentation regulation for universities of Applied Sciences (BiDokVFH), the regulation of the board of the Agency for Quality Assurance and Accreditation Austria (AQ Austria) concerning the provision of information on study operations (BIS-VO), the Act on Quality Assurance in Higher Education (HS-QSG), the Austrian Students' Union Act (HSG), and in case of nostrification, the Recognition and Assessment Act (AuGB) and the Austrian Civil Code (ABGB). The concrete categories of data collected are listed in the data processing register, which can be accessed by contacting the USTP service unit Legal Affairs. Students may request access to the register.

2.2. To issue your Campus Card, which serves as your student ID at the same time and carries your access authorisation and printing credit, we create a photo ID of yourself that is printed onto your Campus Card for identification purposes.

2.3. To carry out and assist your education, the USTP uses various online tools that process your name and USTP e-mail address. The complementary application of online tools serves to enhance the quality of teaching and fulfil the educational contract in case on-site teaching is either not planned or not feasible. Data processing is performed on the basis of the contractual relationship (Art. 6 (1) (c) GDPR).

Image files are processed only if the computer camera is activated, in other words on a voluntary basis.

2.4. In order to keep you updated on short-term changes in the course plan, we can inform you via electronic messaging (e-mail, short message) if you have provided a mobile phone number.

- 2.5. Upon completion of studies, all graduates are automatically registered as “alumni” (graduate). As such, you will continue to receive relevant and interesting information and invitations to events related to your completed study programme from the USTP service unit Career Building and Graduate Network either by e-mail or to your postal address.
- 2.6. The USTP uses video monitoring to protect its property and infrastructure against damage, burglary, theft or other harmful behaviour. In concrete terms, facilities currently monitored are: labs, video and audio rental, server rooms, and computer rooms. Data recording starts when movement is detected in the coverage area of a camera.
- 2.7. For the administration of your borrowings of books and other articles, the USTP collects and stores your name, date of birth, e-mail address, USTP user ID, Campus Card ID, and borrowing data in the library records.
- 2.8. Moreover, the USTP may process video, photo and/or audio recordings of yourself, which were created within the framework of public events (such as congresses, lectures, graduation festivities, etc.) and/or the attendance of courses, for marketing purposes serving the USTP. Pursuant to Art. 6 (1) (f) GDPR, this use is necessary in order to safeguard the legitimate interests of the USTP. The processing of photo, video and audio material is carried out using the latest media, serves marketing purposes only, and is essential for maintaining the competitiveness of the USTP and its standing in the free market. The data are processed only within the scope necessary to fulfil the company’s purpose, in a transparent manner and under the protection offered by technical and organisational measures. The Hochschule für Angewandte Wissenschaften St. Pölten GmbH reserves the right to use the produced photo, video and/or audio recordings for public relations purposes in particular with no restrictions regarding time, space and content and free of charge.
- 2.9. The provision of emergency contact data is voluntary and subject to your consent. You can remove the provided emergency contacts again at any time using your student account.

Non-provision of the legally or contractually required personal data prevents your admission to the study programme.

3. Data Recipients

Your personal data are accessed by those persons at the USTP who are responsible for handling all activities in connection with the educational relationship and study operations. For the administrative fulfilment of the above-mentioned purposes, your data are forwarded to the parent company: Hochschulen Holding GmbH, Campus-Platz 1, 3100 St. Pölten, datenschutz@ustp.at. The Hochschule für Angewandte Wissenschaften St. Pölten GmbH ensures that the employees of Hochschulen Holding GmbH are bound to data secrecy.

The data described in item 2.1 are collected based on legal obligation or for the fulfilment of the educational relationship and are passed on to the following recipients:

- In accordance with the Education Documentation Act (BildDokG) and the education documentation regulation for universities of Applied Sciences (BiDokVFH), to the Agency for Quality Assurance and Accreditation Austria

- In case of nostrification, to Statistik Austria based on the Recognition and Assessment Act (AuGB)
- Pursuant to the Austrian Students' Union (ÖH) Act, to the ÖH and its local representatives
- According to the Studienförderungsgesetz (StudFG) to grant agencies
- Authorities and courts, if required
- For study place funding, to Niederösterreichische Forschungs- und Bildungsges.m.b.H. and the Lower Austrian Healthcare and Social Fund (NÖGUS)
- Pursuant to media law, final theses are forwarded to the Lower Austria state library.
- Final theses are also forwarded to the online provider Docoloc for a plagiarism check.
- In case you have participated in a further education programme carried out in cooperation with another company (WIFI, Zukunftsakademie Mostviertel, etc.), your data are passed on to the cooperation partner for administrative processing.
- For the purpose of professional internships
- If you are the recipient of a merit-based scholarship or a scholarships for scientific theses/project work, to the Federal Ministry of Finance
- For the purpose of the further development of the admission process, your anonymised data (admission test results + gender + age + admission requirements + grades during the course of your studies) are forwarded to Schuhfried GmbH.

The data referred to in item 2.3 are forwarded to the following recipients for the fulfilment of the educational relationship:

- MS Teams
- SKILL-Quiz

For the processing of e-mail transmission pursuant to item 2.5, your e-mail address is forwarded to an external processor in the EU. The transmission is carried out based on an agreement for contract processing with the company eyepin GmbH.

Your data pertaining to library administration described in item 2.7 are forwarded to an external processor in the EU for the storage of personal data (access is made using the internet) and the handling of the library loan system. The transmission is carried out based on an agreement for contract processing with the company Ex Libris (Deutschland) GmbH.

4. Data Security

Your data are protected from unauthorised access through a number of measures such as a role and authorisation system, a data security concept, password-protected computers, access systems and physical security measures such as separate servers.

Furthermore, the USTP concludes external processing contracts only with companies that make sure to process data in accordance with the EU General Data Protection Regulation and, therefore, with high security standards.

5. Duration of Storage

The USTP stores your student data and further documents in the student records for at least three years after your graduation.

The data required by the USTP for the issue of a duplicate of your certificate for the awarding of an academic degree, your final examinations and certificates will be stored for 80 years after your graduation. This includes, in particular, your name and student number, the title of your final thesis/examination, the exam date, your grade, and the name of your examiner/assessor.

Your social security number is deleted two years after you have left the USTP.

The evaluation documents and examination protocols are deleted one year after grading.

The data saved using a tool (item 2.3) are deleted in the following semester.

The videos stored for the protection of the USTP's property according to item 6 are automatically deleted after a maximum of 72 hours unless they have to be analysed for concrete reasons.

Video, photo and/or audio recordings for marketing purposes pursuant to item 8 are stored for as long as the purpose of data processing requires it, which depends on the following criteria in particular:

- Type of image (number of persons, depicted environment)
- Framework in which the recording was made
- Suitability for presentation of the company's history
- Suitability for use on anniversaries and in accompanying publications
- Degree of intervention in secrecy interests

6. Withdrawal of Consent

In case you do not consent to the processing of your data for "alumni" purposes pursuant to item 2.5 now or in future, you can withdraw your consent by sending an e-mail to alumni@ustp.at or writing a letter to the above-mentioned address at any time; this does, however, not affect the lawfulness of processing based on consent before its withdrawal.

7. Other Data Subject Rights

- The right to access the respective personal data
- The right to withdraw your consent to the data processing described in item 2.5
- The right to rectification and erasure
- The right of data portability or restriction of processing

All data subjects can make use of these rights by responding to the Hochschule für Angewandte Wissenschaften St. Pölten GmbH as the responsible data controller (datenschutz@ustp.at).

- The right to lodge a complaint,

which is to be filed with the Austrian Data Protection Authority, e-mail: dsb@dsb.gv.at, as the responsible supervisory authority.

In case of any further questions or concerns, please contact us by e-mail at any time:

Hochschule für Angewandte Wissenschaften St. Pölten GmbH
Campus-Platz 1
3100 St. Pölten
datenschutz@ustp.at

Data Protection Officer of the Hochschule für Angewandte Wissenschaften St. Pölten GmbH:
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