

# Data Protection Statement of the Library of FH JOANNEUM Gesellschaft mbH

Version: January 1, 2023

## 1. Purpose of data processing

Data are processed and transferred for the purpose of library user management and for providing the services specified in the library regulations, including user registration, ordering, provision and borrowing/return of items, reservation of items, interlibrary loans, provision and use of electronic media, charging of fees in accordance with the current fee schedule, acceptance of purchase suggestions and the related communication with users (e.g. automatic messages including reminders, procurement information, notifications).

## 2. Stored personal data and legal basis

The following data will be collected for granting authorisation to use and borrow from the library:

- Name
- Date of birth
- Address
- Email address
- Telephone number
- Sex
- User group
- Cost unit/Department (for employees)
- Degree programme/Certificate programme (for students)
- User ID

In the case of all FH JOANNEUM students and employees, the library automatically receives these personal data from the relevant FH JOANNEUM databases (Art 6 (1) (b) GDPR) based on the employee contracts and student agreements.

All other users must register with the library and consent to the library regulations in the process (Art 6 (1) (b) GDPR).

The following additional data must be collected:

- Status (graduate of FH JOANNEUM, external lecturer at FH JOANNEUM, pupil, student of another university, other)
- Declaration of consent and liability for persons under 18 or legally incompetent persons, including the relevant data of the parent or legal guardian.

Furthermore, ordering/borrowing data and data concerning outstanding fees/reminders and payments, including the associated correspondence, will be processed for the above purpose.

### **3. Data recipients**

All data processed by the library system will be stored within the European Union on servers of the company

Ex Libris Deutschland GmbH  
Tasköprüstrasse 1  
D-22761 Hamburg  
as the provider of the Alma library system,

and on the servers of  
OBVSG (Österreichischer Bibliothekenverbund und Service GmbH)  
Raimundgasse 1/3  
A-1020 Vienna.

In the event of legal claims, legal disputes or official proceedings, the data required for the appropriate legal pursuit will be transmitted to legal representatives, competent courts and competent authorities.

If you access electronic resources such as externally hosted databases, the respective provider may request you to provide personal data regarding your affiliation to FH JOANNEUM (student status, employee status, etc.) for authentication purposes. In such cases you generally have the option to read the provider's privacy policy and to give or withhold your consent to corresponding transfers in individual cases.

### **4. Anonymisation and deletion periods**

Personal data of students and employees will be deleted immediately after the end of studies or employment and after they have returned any borrowed items and paid any outstanding fees.

Personal data of external users will be deleted due to inactivity 1095 days after the last activity (return of borrowed items or payment of outstanding fees) has been registered, otherwise immediately after the user has cancelled their registration and paid any outstanding fees and returned any borrowed items.

If legal claims are made against a user (e.g. outstanding fees or items), the data required for the pursuit of such claims will be processed for the duration of the assertion, exercise or defence of the claims.

In order to monitor proper use (§§ 971 (f) ABGB, General Civil Code), the FH JOANNEUM Library stores data on completed loans for 30 days after the item has been returned. This data will subsequently be anonymised for statistical purposes. The storage of this data results from FH JOANNEUM's legitimate interest in monitoring the proper use of the items on loan and the related assertion of claims.

Data arising in the course of fee processes or invoicing are stored for the duration of the statutory retention periods (Art. 6 (1) (c) GDPR; § 132 BAO, Federal Tax Code); these are usually seven years.

## 5. Rights of data subjects

You have the following rights:

- Right of access to the personal data concerned,
- Right to rectification or erasure or to restriction of processing
- Right to data portability,
- Right to object under certain circumstances,

which can be asserted against FH JOANNEUM Gesellschaft mbH, Alte Poststrasse 149, 8020 Graz, email: [datenschutz@fh-joanneum.at](mailto:datenschutz@fh-joanneum.at), as the controller, or the FH JOANNEUM Data Protection Officer ([dsb@fh-joanneum.at](mailto:dsb@fh-joanneum.at)).

You also have

- the right to lodge a complaint

with the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, T: +43 1 52 152-0, email: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at), as the competent supervisory authority.