

Data Protection Statement Library Administration

University Clinic of Dentistry
hereinafter referred to as "UZK"

1. Data Controller

Universitätszahnklinik Wien GmbH

Sensengasse 2a, 1090 Wien, Österreich

E-Mail: office-unizahnklinik@meduniwien.ac.at | Web: <https://www.unizahnklinik-wien.at/>

Data protection officer:

VACE Systemtechnik GmbH, E-Mail: datenschutz-unizahnklinik@meduniwien.ac.at.

2. Purpose of Data Processing, Data Categories und legal basis

a) Processing Purposes

The processing of your personal data is carried out exclusively for the purpose of using and managing the library of the X, in particular:

- Administration of user authorization
- Lending and return of media
- Reminder system and fee billing
- Communication with users (e.g. reminders, reservations)
- Loss processing and replacement services

b) Data Categories

- Master data: Name, date of birth, nationality, gender
- Contact data: Address, telephone number, e-mail address
- Library data: Library card number, loans, reminders, fees, loss notes
- Payment data: Data for processing fee payments
- Communication data: Correspondence from the library system (e.g. reminders, notifications)
- User group: Data on the user group (student, employee, external user, etc.)

c) Legal Basis

The protection of your personal data is of particular concern to us. We therefore process your data exclusively on the basis of the following legal provisions:

- Fulfillment of legal obligations - according to Art. 6 para. 1 lit. c GDPR and national regulations, in particular § 3, 136 para. 10 Universities Act (UG) as well as § 132 Federal Tax Code (BAO)
- Public task -- according to Art. 6 para. 1 lit. e GDPR
- Contractual basis - according to Art. 6 para. 1 lit. b GDPR (e.g. user relationship when registering for library)
- Legitimate interest - according to Art. 6 para. 1 lit. f GDPR (e.g. quality assurance, IT security)
- Consent - according to Art. 6 para. 1 lit. a GDPR (only for voluntary additional services)
- Joint controllership - according to Art. 26 GDPR in cooperation with the Medical University of Vienna and the user regulations of the University Library of the Medical University of Vienna.

3. Recipients of Data

Your data is processed within the University Clinic of Dentistry (Universitätszahnklinik Wien) and the Medical University of Vienna. Typical recipient groups are:

- Library staff
- IT department (technical support)
- Medical University of Vienna (joint use)
- External service providers: Ex Libris Deutschland GmbH (library system Alma)

No transfer to external third parties takes place without your consent.

4. Third Country Transfer

No transmission of your personal data to countries outside the European Union or the European Economic Area takes place.

5. Storage Duration

Personal data is deleted as soon as the purpose for which it was originally collected expires and legal retention periods do not prevent deletion.

- Loans and reservations: 90 days after return or expiry, provided no outstanding fees exist
- Correspondence (e.g. reminders, notifications): 1 year
- Loss notes: Deletion after provision of replacement service
- Fee history and payment data: 7 years according to § 132 BAO (tax law retention obligation)

6. Online Systems and Digital Communication

Processing is carried out via the library system Alma with:

- Encrypted data transmission
- Access restrictions
- Logging of access

Technical processing is carried out by Ex Libris Deutschland GmbH as data processor according to Art. 28 GDPR. A corresponding contract has been concluded.

7. Confidentiality in the Administration Process

All persons involved in the library process are bound to confidentiality. The transfer of data takes place exclusively on a "need-to-know" basis.

Conversations, notes or other personal information arising in the context of library use are treated confidentially and used exclusively for library administration.

8. Rights of Data Subjects

Data security is also a high priority with regard to the rights of data subjects. Therefore, data subjects can only assert their rights after they have been unequivocally identified.

Every data subject whose personal data is processed by UZK has the following rights:

- Right of access (Art. 15 GDPR): You can request information about whether and which personal data we process about you.
- Right to rectification (Art. 16 GDPR): You have the right to have incorrect or incomplete personal data corrected.
- Right to erasure (Art. 17 GDPR): You can request the deletion of your personal data, provided that no legal retention obligations stand in the way.
- Right to restriction of processing (Art. 18 GDPR): You can request that your data only be processed to a limited extent, e.g. during an examination of your objections.
- Right to data portability (Art. 20 GDPR): You have the right to receive your provided data in a structured, common format or to have it transferred to another controller.
- Right to object (Art. 21 GDPR): You can object to the processing of your data for reasons arising from your particular situation.
- Withdrawal of consent (Art. 7 para. 3 GDPR): You can withdraw consent given at any time with effect for the future.

To exercise your rights, you can contact us in writing by post or by e-mail (datenschutz-unizahnklinik@meduniwien.ac.at) at any time or visit us personally.

9. Technical and Organizational Measures

UZK implements appropriate technical and organizational measures according to Art. 32 GDPR to protect personal data against loss, misuse and unauthorized access (access restrictions, encryption, training, data minimisation, regular security reviews, secure data transmission).

These include:

- Access restrictions (restricted access to personal data)
- Encryption (secure storage and transmission of data)
- Regular data protection training for employees
- Data minimization (only as much data as necessary is collected and processed)
- Regular security checks of systems and processes
- Secure data transmission in electronic communication (e.g., in data exchange with MedUni Vienna)

All UZK employees are contractually bound to confidentiality and are regularly instructed and trained in the secure handling of personal and other critical data.

10. Continuous Control and Improvement

Continuous improvement of quality and processes is a top priority at UZK. Compliance with data protection guidelines and applicable laws, as well as the effectiveness of data protection and data security measures, are continuously monitored and optimized to ensure the smooth implementation of data protection measures.

11. Right to Lodge a Complaint

You have the right to lodge a complaint with the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, dsb@dsb.gv.at.