

# Application EMERGENCY POT



SURNAME:

NAME:

MOBILENUMBER:

(only for urgent, further enquiry)

## EMERGENCY POT FAQ

### 1. What is the emergency pot?

A fund established by ÖH-KUG and the rectorate of Kunstuniversität Graz, for financial support of students, which are in a financial state of emergency due to the current situation caused by COVID-19. The fund is supported by the Ernst von Siemens Foundation.

### 2. Who can apply for the emergency pot?

All regular students of Kunstuniversität Graz (*ordentliche Studierende*).

### 3. What are the award criteria?

A fully completed application form, with all necessary documents as an email-attachment

### 4. What is the timetable?

- Processing of received applications on a purely digital basis every second week
- Information and payments as soon as possible
- Applications can be done anytime

## Required documents (send all digital only to [oeH-sozial@kug.ac.at](mailto:oeH-sozial@kug.ac.at))

- Written account of your social situation (**letter**): *What's the specific emergency? What's the connection to COVID-19?*
- Complete bank statement from **01.06.2020** to the date of your application of **ALL your bank accounts** with **current account balance** (from online banking, not in paper form!)
- Scan/photo of your **official ID** (passport, driver's license)
- **Study sheet** for wintersemester 2020/21, respectively summersemester 2021 (for applications from 01. march 2021)
- **Signature** of the application form & data privacy statement (digitally possible, see attachment)

## INFORMATION OF YOUR FINANCIAL SITUATION

Do you currently receive any scholarship and/or study allowance?

no

yes, which?

which amount?

## AMOUNT OF YOUR EXPECTED EARNINGS IN THE **UPCOMING 4 WEEKS** (starting with the date of your application) IN €

Earnings because of work

other grants (f.e. for living)

Support from parents/relatives/friends

**Total income**

## AMOUNT OF MONTHLY EXPENSES IN €

Living - total costs

Telephone & Internet

Living expenses

(food, hygiene articles, clothes)

Health insurance

other expenses?

amount:

which kind:

(f.e. medication, visum application, child(ren), child care, ...)

**Total of expenses per month:**

## Bank informations

Account Owner

Name of Bank

IBAN

BIC

**!!! There's no legal right to be eligible for emergency pot funding !!!**

## **Information about data privacy**

### **1. What is the purpose of processing Your personal data?**

The ÖH-KUG stores and processes the personal data you provide with your application for the ÖH-KUG semester scholarship, the ÖH-KUG funding for parents, the emergency fund and/or the FreeTable initiative in order to process the application.

### **2. What legal basis qualifies the processing of Your personal data?**

Your data is being processed in order to review your application for the ÖH-KUG semester scholarship, the ÖH-KUG funding for parents, the emergency fund and/or the FreeTable initiative following Article 6 Paragraph 1 lit a DSGVO. You agree to that voluntarily without being legally or contractually bound to it. However, please note that without your permission, we can not process your application.

### **3. Who receives Your personal data from the ÖH-Kug?**

Should you acquire support from a social initiative, your data will be given to the bank and the tax consultancy office. Should you acquire the FreeTable Initiative, your data will be given to the participating restaurant in the form of a copy of the FreeTable-ID.

### **4. For how long does the ÖH-KUG hold on to Your personal data?**

The ÖH-KUG usually holds on to the personal data from your application for the previously mentioned social initiatives for 2 years. Furthermore, the ÖH-KUG will keep your personal data if that proves necessary for assertion or dismissals of legal claims

### **5. Which rights do you have connected to the processing of your personal data?**

The EU General Data Protection Regulation (Directive 95/46/EC) gives you, as the data subject certain rights, which we will point out for you in the following. In principle you have the right to obtain information, the right of rectification, erasure, restriction, data portability and revocation. May notice that those complement each other.

#### **Revocation of consent**

If the ÖH-KUG saved and processed your data based on your consent you can revoke your consent at any time. Through it does not touch the lawfulness of the data that has already been processed.

#### **Information**

You can demand information about origin, categories, storage period, the recipients, the reason and sort of processed data that we have collected from you. You are not lawfully entitled if a certain law opposes to that.

### Rectification and Erasure

If the ÖH-KUG processes data concerning your subject that are incorrect or incomplete, you can demand rectification or completion. Further you can demand the erasure of unlawfully processed data.

### Right to restriction of processing

In cases where there is unclarity about the processed personal data of your person (whether it's incorrect, incomplete or illegitimately processed) you may request that the processing of your data to be restricted until this issue is finally solved.

### Right of objection

Even if the data about you is correct and complete and is legally processed by the ÖH-KUG, you still can object the processing of this data. This can happen however, only in special situations that need to be justified by you.

### Right to Data Portability

You can receive your processed personal data, that the ÖH-KUG received from you in a machine-readable format chosen by the ÖH-KUG, or entrust the ÖH-KUG with the direct transmission of this data to a third party chosen by you, provided that the recipient of the ÖH-KUG makes this possible from a technical point of view and the data transmission is not prevented by an unreasonable expense or legal or other confidentiality obligations or considerations on the part of the ÖH-KUG or third persons.

### Right of Appeal

Lastly, you have the right to submit an appeal with the data protection authority if you believe that the processing of your personal data violates the DSGVO.

## **6. Who can you contact to exercise your rights as data subject?**

To exercise of the aforementioned rights please write or E-Mail to:  
HochschülerInnenschaft an der Universität für Musik und darstellende Kunst  
Leonhardstraße 21, 8010 Graz  
oeh-vorsitz@kug.ac.at

## **7. How can you contact to data protection supervisor of the ÖH-KUG?**

Leonhardstraße 21, 8010 Graz  
Data protection supervisor can be reached as follows: oeh-datenschutz@kug.ac.at