



### Application COVID-19 EMERGENCY FUND

With the application for a grant from the COVID-19-EMERGENCY FUND the following documents must be enclosed:

- written description of the social situation & emergency
- submission of account statements of all bank accounts with balances since 01.12.2019 up to the date of application
- income tax assessment
- for self-employed persons, entrepreneurs, freelancers, contract workers and new self-employed persons:
  - a) Income tax assessment 2018
  - b) Income tax advance payment notice 2019/20 or objection and decision of the respective
- registration form applicant and all family members living in the same household
- scan/photo of an official photo ID (either: passport, identity card, driving licence, residence permit, etc.) of the applicant
- confirmation of enrollment SS 2020 (from CIS)
- confirmation of academic achievement WS 2019/20 (from CIS)
- signed data protection notice

**ATTENTION: Only fully completed forms will be processed. If the information or documents are incomplete, the application will be rejected due to lack of time!**

**Personal details**

first name.....

family name.....

date of birth.....

citizenship.....

e-mail-address.....

phone number.....

address (street, zip code, city).....

.....

marital status       single       divorced       cohabitation

married       live apart       widowed

children       no                               yes, number and age?.....

.....

personal identifier.....

study course.....

**Information on your financial situation**

Are you currently on a (regular) scholarship

no      yes, which? .....

.....

what amount?.....

**Amount of monthly income (in euro)**

employment.....

unemployment benefits.....

pensions.....

welfare.....

housing assistance.....

Karenzgeld (parental leave allowance)/child benefits.....

Familienbeihilfe (family allowance) .....

support from parents/friends.....

alimony.....

Support from other authorities.....

Scholarships/other subsidies/ grants.....

**sum of monthly income**.....

**Amount of monthly expenses (in euro)**

rent (incl. utilities) .....

main rental       cooperative flat       condominium       sublease/room

community housing       dormitory       shared accomodation

size of apartment (in m<sup>2</sup>).....

How many people live in the houshold? .....

Who are these people (family relationship)? .....

gas, electricity & heating.....

household insurance.....

cost of living (food, clothes, hygiene) .....

telephone/internet and GIS.....

health insurance.....

costs for kindergarten/day care.....

other costs.....

**sum of monthly expenses** .....

**Only to be filled in if you live with your parents or your partner.**

**information about your parents**

**mother**

first and family name.....

occupation.....

income.....

address (street, zip code, city).....

.....

**father**

first and family name.....

occupation.....

income.....

address (street, zip code, city).....

.....

**information about your partner**

first and family name.....

occupation.....

income.....

address (street, zip code, city).....

.....

**bank details**

account holder.....

IBAN.....

BIC.....

**signature:**

**date:**

**With my signature I confirm that all personal information has been entered to the best of my knowledge and belief and that I have read and understood the Guidelines of the Students Union at the UAS Technikum Vienna on the COVID-19 emergency fund (found at [htw.wien/en/downloads/forms](http://htw.wien/en/downloads/forms)).**

**The guidelines of the student body at the FH Technikum Wien for the COVID-19 emergency fund, valid from 01.12.2020, apply.**

**Please describe your financial distress in a few sentences so that it is easy for us to understand (reasoning)**

**privacy statement & affidavit**

name of applicant.....

.....

I have taken note of the enclosed Data Protection Notice and agree to the processing of my personal data by the Student Union at the UAS Technikum Vienna for the purpose of processing my application and accounting for support. If I have provided data of other persons (parents, partners, children, etc.), I will bring this data protection information to their attention.

I confirm in lieu of an oath that the data and documents provided in this application and the enclosures are correct and complete.

**signature:**

**date:**



**If (health) data of third parties are included in the application, the following consent must be submitted by the data subjects:**

name of concerned person.....

Data protection consent to the processing of health data and other special categories of data:

The Students' Union at the UAS Technikum Vienna (hereinafter referred to as "HTW") offers students the opportunity to apply for financial support during the current COVID-19 pandemic.

In this context, it may happen that the student provides information on the health status (health data) of third parties (such as parents, partners,...) in order to describe their particular financial situation.

This data may only be processed with the consent of the person concerned.

I have been informed that the above-mentioned applicant has included information on my state of health in the application for financial support from the HTW and agree that the HTW may process and store this health data (data on my state of health) for the purpose of processing the application. This consent can be revoked at any time by sending an e-mail to [vorsitz@htw.wien](mailto:vorsitz@htw.wien).

**signature:**

**date:**

## **Data Protection Notice**

### **For what purpose are your personal data processed?**

The HTW stores and processes the data you provide in the application for the purpose of assessing your eligibility for funding and administering the approved funding.

### **On what legal basis is your personal data processed?**

The processing of your general personal data stated in the application is based on the legal basis of a legitimate interest of the HTW. The interest of the HTW is to be able to provide students with social assistance. The processing of any health data you may have provided in the application will only take place with your consent.

### **To whom does the HTW pass on your personal data?**

In addition to the social benefits granted by the Student Union at the UAS Technikum Vienna, other student bodies or the Austrian Student Union also provide social support.

Upon request, these organisations may provide information on the applicant (name, matriculation number, field of study, date of application, grant of application, amount of support). The sole purpose of this transmission is to avoid double funding by the HTW and the other representative structures.

In order to check that the funds are used in accordance with the guidelines, representatives of the Federal Ministry of Science and Research can inspect the data of the applicants (name, matriculation number, field of study, application date, application grant, amount of funding).

### **How long does the HTW keep your personal data?**

Personal data is archived one year after the payout and deleted seven years after the payout. Personal data of applicants whose application was rejected will be deleted 2 years after rejection.

### **What rights do you have in connection with the processing of your personal data?**

The General Data Protection Regulation (GDPR) grants you as a data subject certain rights, to which we would like to draw your attention in the following.

Please note that these rights complement each other, so that you can only demand either the correction or completion of your data or its deletion.

### **Withdrawal of consent**

If the HTW saves and processes your personal data based on your consent, you are entitled to revoke your consent at any time. However, this does not affect the legality of the processing of your data up to the time of revocation.

### **Right to information**

You can request information on the origin, categories, storage period, recipients, the purpose of the data processed by the HTW and the type of processing.

**Right of rectification and erasure**

If the HTW processes data about you that is incorrect or incomplete, you can demand that it may be corrected or completed. You can also request the deletion of unlawfully processed data.

**Right to restriction of processing**

If it is unclear whether the data processed concerning your person is incorrect or incomplete or is processed unlawfully, you may request that the processing of your data be restricted until the issue is clarified.

**Right of objection**

Even if the data concerning your person is correct and complete and is processed lawfully by the HTW, you can still object to the processing of this data.