Data Protection Information for Employees and Independent Consultants

Protecting and securing data are important matters at TU Wien. Personal data are processed in strict compliance with the principles and requirements laid down in GDPR1 and the Austrian DSG2. TU Wien processes only those data required to achieve the purposes intended and at all times endeavours to ensure the security and accuracy of the data.

Controller:
Rectorate of TU Wien
Karlsplatz 13
1040 Vienna

Data Protection Officer:
Mag. Christina Thirsfeld,
TU Wien, Karlsplatz 13/018
1040 Vienna
datenschutz@tuwien.ac.at

Purpose of data processing:
We collect your personal data for processing and transfer of data for payroll and earnings purposes and to comply with record keeping, information and reporting obligations, provided this is required by statutes or standards of collective bargaining law or employment contract obligations, including automatically assisted and archived text documents (such as correspondence) in these matters.

We collect personal data directly from you.

Legal basis for data processing:
This use of personal data is based on one of the following legal bases, as applicable:
• the necessity of processing your personal data to fulfil your labour or employment contract;
• fulfillment of statutory obligations as employer in accordance with sec 6, par 1 (d) GDPR;
• exercising the employer’s justified interests in accordance with sec 6, par 1 (f) GDPR, and
• in certain special and limited cases, your consent.

Categories of data to be processed:
• Employment application data (school record and resume, professional qualifications, additional qualifications, references)
• Core personal data (name, date of birth, gender); personal ID,
• Contact data (address, telephone number, email address),
• Data on employment or training contracts (date of commencement, date of completion),
• Religious affiliation (for absence management on religious holidays),
• Family status, data on family membership (e.g. name, birth date, social security number),
• Health data in connection with the Employee Protection Act (AschG) and the 2017 Health Monitoring Ordinance (VGÜ 2017) (e.g. suitability, occupationally required vaccinations),
• Photo,
• Citizenship, statutory employment conditions (dates of residence and work permits),
• Working hour data,
• Position as Works Council member, function on Works Council election committee,
• Data on holiday leave management and for absence units (e.g. illness, maternity leave, release),
• Bank account data,
• Financial data (e.g. sole earner deduction amount),
• Earnings data (e.g. gross and net salary, wage garnishment data) and expense reimbursements (e.g. travel expenses),
• Social security data, co-insured inclusion,
• Data for employee welfare fund,
• Data for pension fund,
• Degree of invalidity under the Handicapped Employment Act,
• Additional occupation,
• Data from training and advanced training measures

**Categories of recipients of personal data:**

Your personal data is forwarded, on the basis of statutory regulations or contractual agreements, to the following recipients:

- Payroll accounting (Bundesrechenzentrum GmbH/Austrian Federal Computing Centre);
- Social security agencies (including the company health plan);
- Federal Office for Social and Handicapped Affairs (Social Ministry Service), e.g. under section 16 of the Austrian Disability Employment Act - BEinstG);
- Tax Office;
- Company pension funds in accordance with sec 11, par 2 (5), and sec 13 of the Austrian Occupational Pensions Act;
- Apprentice/Trainee Office in accordance with sec 12 and 19 of the Austrian Vocational Training Act and vocational schools;
- Labour market service (AMS);
- Labour Inspectorate, in particular section 8 of the Labour Inspection Act;
- District Administration Authority in administrative police matters (authority under ASchG);
- Employee health service under ASchG;
- Funding bodies in accordance with sec 26 and 27 of the Austrian University Act (UG) and their control bodies;
- Transmission of data in connection with statutory controlling:
  - in accordance with the University Education Documentation Ordinance (BidokVUni) to the Federal Ministry of Education, Science and Research and
Data Protection Information for Employees

to Statistics Austria
  - Austrian Audit Office
  - Transmission of data in connection with statutory audits by the
    - Austrian Audit Office
    - Statistics Austria
    - Federal accounting agency
    - other auditing bodies (e.g. with joint employee audits)
    - accounting firm

- Election committee of the works council elections;
- Bodies representing company interests (in particular the Works Council in accordance with sec 89 of the Worker Representation Act, security wardens in accordance with sec 10 ASchG and handicapped spokespersons in accordance with sec 22 (a) BEinstG);
- Creditors of the subject as well as others eventually involved in related legal enforcement, including with voluntary salary deductions for claims due;
- Banks involved in disbursement to the subject or to third parties;
- Trades union identified by the employee, with the consent of the subject in question;
- Others included in insurance cover;
- Pension funds;
- Insurance agencies in connection with existing group or individual insurance;

For online meetings TU Wien uses ZOOM, GoToMeeting and Microsoft Teams (Skype for Business). As coordination tools for scheduling, the tools used are terminplaner4.dfn and termino.gv.at.

Data processing for purposes of system administration and security:

On the basis of applicable statutory data protection regulations, a certain series of your data is processed for system administration and security, such as for administration of user codes, distribution of hardware and software to system users as well as for the system’s security. This includes automatically generated and archived text documents (such as correspondence) in these matters. Without such data processing, safe operation of the system and thus employment in our enterprise is not possible.

Data processing for purposes of processing, documenting and preserving evidence, monitoring and reviewing research or third party funded projects:

For purposes of settlement, documentation and preservation of evidence, monitoring and review of research and externally financed projects on the basis of applicable statutory regulations, employment contract data (including information on degree and extent of employment, on range of tasks and employment duration) and payroll relevant data (employment contracts, time records, absences, salary receipts) are processed and transmitted to the grant donor in question and its auditing bodies.

Data processing for purposes of settlement and administration of seminars and internal further education programmes:

For purposes of registering for and administering seminars (participant management, generation of participant lists, sending of partially automatically generated emails relating to the registration process and participation, issuance of participation confirmations, information about future events) as well as administration of event evaluations, employee data (first and last name, title, gender, email address, organisational unit) are processed and transmitted to the trainers and lecturers for preparation and
TU Wien has a justified interest in informing its employees about the opportunities for personal development and on subjects of personal development and internal further education as well as on further education programmes of internal faculties and then implementing those programmes organisationally and communication technology-wise.

**Publication of professional contact data on the intranet:**
For contacting colleagues, professional contact data are published on the intranet. This is done out of our justified interest in a smooth conduct of business.

**Publication of professional contact data on the TU Wien homepage:**
For contacting by customers and suppliers, professional contact data of employees are published on the internet. This is done out of our justified interest in a smooth conduct of business.

**Data processing in case of labour disputes:**
If during an ongoing contract or employment or after termination of one a judicial dispute ensues, the data required for the appropriate legal action is transmitted to legal counsel and the courts.

**Processing of voluntary information - consent:**
Indication of a religious affiliation occurs voluntarily and on the basis of your consent if you wish to avail yourself of the corresponding rights.

The indication of your trade union membership occurs voluntarily and on the basis of your consent if you wish to pay your union dues via the employer.

The indication of health data occurs voluntarily and on the basis of your consent if you wish to avail yourself of the work and medical benefits provided by TU Wien. The data is only used by the industrial medicine service.

The publication of your photo on the intranet or on the TU Wien website occurs voluntarily and on the basis of your consent. This consent is deemed to be given when uploading your own image and may be revoked at any time, also by your own erasure of the image. The photo is also used for other TU Wien services such as for the TU Wien homepage. For an employee ID card, the use of a photo for purposes of establishing identity is mandated, and in such a case processing occurs on the basis of TU Wien’s overwhelming interest in being able to identify persons.

All consents may be revoked separately of each other at any time. Revocation entails that we no longer process your data for the above cited purposes as of that moment and that the corresponding rights, advantages, etc. may no longer be availed of.

For revocation, please contact datenschutz@tuwien.ac.at

**Storage retention period:**
We store your data up until termination of contract or employment and beyond that as long as statutory retention periods so require or as long as legal claims under the contract or employment can still be asserted in relation to the employer or client.

**Your rights in connection with personal data:**
- As the subject of this data processing you have the following rights in relation to TU Wien:
  - Right to information
  - Right to rectification
  - Right to erasure
• Right to restriction of processing
• Right to data portability
• Right to object

As the subject, you furthermore have the right to complain to the data protection authority about any alleged inadmissible data processing or about failure to fulfil our obligations under GDPR.