



Data Protection Declaration for Applicants

Protecting and securing data are important matters at TU Wien. Personal data is processed in strict compliance with the principles and requirements laid down in the General Data Protection Regulation of the European Union (GDPR) and the Austrian Data Protection Act. TU Wien processes only those data required for the purposes intended and at all times endeavours to ensure the security and accuracy of the data.

The protection of your personal data during the entire application process is of major importance to us. In this data protection declaration, we therefore inform you which information we collect as part of your application via our applicant portal and how it is used.

This eRecruiting system is operated by: eRecruiter GmbH, Am Winterhafen 4, A-4020 Linz, Austria.

The data is stored at the hosting provider NextLayer (<https://www.nextlayer.at/>) in an ISO 27001-certified accounting centre in Vienna.

Controller:

Rectorate of TU Wien
Karlsplatz 13
1040 Vienna

Data protection officer

Mag. Christina Thirsfeld
TU Wien
Karlsplatz 13/018
datenschutz@tuwien.ac.at

Contact, TU Wien:

Vice Rectorate, Human Resources & Gender,
Karlsplatz 13, Staircase 2 / 1st Floor,
Koordination TU Jobs & Lehrlinge (Coordination, Jobs & Trainees)
Tel.: 01 588 01 406 201

Purpose of processing data

TU Wien application tool enables applicants to submit their application – including application documents – online. This requires the collection of certain data. These data are collected and processed solely for the purpose of selecting applicants and filling vacancies.

In addition, your application may be used for future vacancies matching your profile at TU Wien and may be stored in an applicant pool for this purpose. If you give us your consent, we will include your data in the applicant pool and contact you again if there are any suitable positions that match your profile. Your application will remain in the applicant pool for no more than six months and will then be automatically erased.

If you do not consent to be included in the applicant pool, your data will be automatically erased no later than six months after the application process has been completed.

In addition, we wish to point out that the data you provide may be used to compile statistics on the (online) application process. These statistics are compiled solely for our own purposes, will under no



circumstances be personalised and will instead be used in anonymised form.

We collect personal data from you directly.

Legal basis for processing data:

This use of personal data is based on one of the following legal bases, as applicable:

- the need to process your personal data in order to fulfil your employment or service contract or to fulfil a corresponding pre-contractual obligation;
- in some special and limited cases where you give your consent.

Categories of personal data processed:

As part of an application via TU Wien online application tool, the following personal data of the applicants will be collected and processed:

- your name;
- address;
- date of birth;
- academic titles;
- telephone number;
- email address;
- data on school achievements and university degrees.

Sensitive data:

Applicants will not be asked to provide data on racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sex life. If applicants disclose sensitive data voluntarily and without being requested to do so, such data may be stored and processed for the purpose of processing the application.

Cookies

We use cookies (small text files stored in the browser) to improve the function and navigation of the website. In order to ensure proper data transmission and the smooth functioning of the website, we store the abstract information required, namely the domain through which the applicant accesses the internet, the IP address, the type of browser used by the applicant and the date and time of the applicant's visit to the website. Recording this data makes it possible to log topics of interest to visitors to the website, to categorise topics according to user preferences and to evaluate visitor numbers.

Cookies are not used to collect any personal information such as names or email addresses. In addition, most browsers offer the ability to disable these features.

Data processing for systems administration and security purposes:

For the security of the processed data, we use technologically generally accepted security standards to protect these data from misuse, loss and falsification. In addition, only employees of in-house departments of the abovementioned TU Wien involved in a specific application procedure are entitled to access applicants' data. As part of the intended use, these employees ensure that the confidentiality of the applicant data is maintained.



Categories of recipients of personal data:

The data provided as part of online applications will be treated confidentially and, within TU Wien, will only be passed on to those persons involved in a specific application procedure. Only these persons will have access to the personal data stored in the application database. Without the express consent of applicants, their personal data will not be passed on to any in-house departments of TU Wien other than to those mentioned above.

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.

Processing of voluntary information - consent:

By submitting the application, applicants agree that their personal data may be stored, processed and passed on for the purposes of processing their applications to those persons involved in a specific application procedure and recruitment process.

All consents can be revoked independently of each other at any time. Such revocation means that we will no longer be able to process your data for the abovementioned purposes from this point on and that the corresponding rights, advantages etc. can therefore no longer be asserted. If you wish to withdraw your consent, please contact tu-jobs@tuwien.ac.at.

Revocation and erasure:

Applicants may at any time revoke further use, i.e. processing and transmission, of their personal data by contacting: tu-jobs@tuwien.ac.at, after which all data will be erased. Until revocation, the e-mail address provided by applicants will be used to contact applicants in connection with their applications.

Applicants must assert all claims within six months of rejection of their applications.

Storage period:

If the application was successful, the data provided by the applicant may still be used for the employment relationship. In the event of an unsuccessful application, the personal data and documents will be stored for six months in the applicant's internal database in order to process questions regarding the application.

Your rights in connection with personal data:

As a data subject affected by the processing of this data, you have the following rights vis-à-vis 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 data subject, you are also entitled to complain to the Data Protection Authority about alleged prohibited data-processing or non-fulfilment of our obligations under GDPR.