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Privacy policy for applicants

Data protection and its safeguarding are important concerns of TU Wien. The processing of personal data is carried out in strict compliance with the principles and requirements laid down in the GDPR¹ and the Austrian Data Protection Act². TU Wien processes only those data that are necessary to achieve the intended purposes and always endeavours to ensure the security and accuracy of the data.

The protection of your personal data during the entire application process is an important concern for us. In this privacy policy, we therefore inform you about what information we collect during 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

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

Responsible person:

Rectorate of the Vienna University of Technology

Karlsplatz 13

1040 Vienna

Data Protection Officer of the TU Vienna:

Mag. Christina Thirsfeld

Vienna University of Technology

Karlsplatz 13/018, 1040 Vienna

datenschutz@tuwien.ac.at

Contact TU Vienna:

Vice Rectorate Human Resources

Karlsplatz 13, staircase 2/1st floor, 1040 Vienna

Department of Application Management

Phone: 01 588 01 406 201

¹ General Data Protection Regulation

² Data Protection Act



Purpose of data processing

The TU Wien application tool enables applicants to submit their application and application documents online. This requires the collection of certain data. This data is collected and processed exclusively for the purpose of applicant selection and the recruitment process.

We would also like to point out that the data you provide may be used to compile statistics on the (online) application process. These statistics are compiled exclusively for our own purposes and are never personalised, but in anonymised form.

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, where applicable:

- the necessity to process your personal data for the fulfilment of your employment or service contract or the fulfilment of a corresponding pre-contractual obligation pursuant to Art. 6 para. 1 lit b GDPR
- The Equal Treatment Act must be observed for applicant data (§ 17 para. 1 no. 1 GIBG, § 26 para. 1 GIBG and § 29 GIBG). Claims under Section 26 (1) and (5) GIBG can be asserted in court within six months, so that the deletion of the application data by the University of Vienna can only be after the end of the seventh month following the end of the application procedure - due to the court processing time until receipt of a pleading. The storage therefore takes place for Fulfilment of an obligation to provide evidence in the course of the assertion, exercise or defence of legal claims (Art 6 para 1 lit c GDPR, if applicable Art 9 para 2 lit f GDPR), which is why the right to erasure from Art 17 para 3 lit e GDPR only exists after expiry of the above-mentioned period.

Categories of personal data processed

In the course of an application via the TU Wien online application tool, the following personal data of applicants is collected and processed:

- Name
- Address
- Date of birth
- academic titles
- Telephone number
- E-mail address
- Data on school and university degrees
- Health data, insofar as they are disclosed by you voluntarily and unsolicited

Sensitive data:

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

Cookies:



Cookies (small text files that are stored in the browser) are used to improve the functionality and navigation of the website. In order to ensure proper data transmission and smooth functioning of the website, necessary abstract information is stored, namely the domain through which the applicant has access to the Internet, the IP address, the browser type used by the applicant, and the date and time of the applicant's visit to the website. Recording this data makes it possible to record topics of interest to visitors to the website and to analyse visitor numbers.

No personal data such as name or e-mail address is collected by cookies. In addition, most browsers offer the option of deactivating these functions.

If the "Referrer" cookie is accepted, the information on where the applicant found the advert is also transmitted and stored for a fortnight. The website visitor can also change this again in the event of an application. The information is stored once in the applicant's profile if an application is completed via the applicant portal.

Data processing for the purposes of system administration and security

To ensure the security of the processed data, generally recognised technological security standards are used to protect this data from misuse, loss and falsification. In addition, only employees of the above-mentioned internal TU Wien departments who are involved in a specific application procedure are authorised to access the applicant data. Within the scope of the intended use, these employees ensure that the confidentiality of the applicant data is maintained.

Categories of recipients of the personal data

The data provided in the online application will be treated confidentially and will only be passed on within TU Wien to those persons who are involved in a specific application procedure. Only these persons have access to the personal data stored in the application database.

Without the explicit consent of the applicant, his/her personal data will not be passed on to departments other than the TU Wien internal departments mentioned above.

TU Wien uses ZOOM or Microsoft Teams (Skype for Business) for online meetings. Terminplaner4.dfn and termino.gv.at are used as coordination tools for scheduling meetings.

Storage duration

If the application is successful, the data provided by the applicant may be used for the employment relationship. In the event of an unsuccessful application, the personal data and documents will be stored in the applicant database for seven months in order to be able to process questions about the application.

Your rights in connection with personal data

As **the data subject** of this data processing, you have the following rights vis-à-vis TU Wien:

- Right to information
- Right to rectification
- Right to cancellation
- Right to restriction of processing
- Right to data portability
- Right to object





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Furthermore, as a data subject, you have the right to complain to the data protection authority about allegedly unauthorised data processing or non-compliance with our obligations under the GDPR.

17.10.2024

