

Information on collection and processing of personal data

Dear interview partner,

In connection with my *bachelor's or graduate diploma / master's thesis / doctoral dissertation* studies at the Technische Universität Wien / Technical University of Vienna (hereinafter „TU Wien“ for short) I am right now working on my *bachelor's or graduate diploma or master's thesis or my doctoral dissertation*.

The writing of that academic work is associated with the gathering and use of personal data.

The processing of personal data must be done in accordance with the data protection regulations in force, and I therefore take the liberty of informing you about data processing in accordance with article 13 of the General Data Protection Regulation (GDPR):

Controller of the data processing

1. Interviewer, author of the *bachelor's or graduate diploma / master's thesis / doctoral dissertation*, and controller of the data within the meaning of article 4, numeral 7 of GDPR is

... (student's name)

2. Contact data

...

Subject of the *bachelor's or graduate diploma or master's thesis or doctoral dissertation*

1. Title of the *bachelor's or graduate diploma / master's thesis / doctoral dissertation*

...

2. Description of the *bachelor's or graduate diploma / master's thesis / doctoral dissertation*

...

Nature of the personal data processed

The following personal data about you are processed in connection with my academic writing:

for example

Personal information, in particular

- Name*
- Age*
- Marital status*
- Professional occupation,*
- Other:*

Special categories of personal data, more specifically information about

- Racial or ethnic origin*
- Political opinions*
- Religious or ideological convictions*
- Trade union membership*

- Genetic data
- Biometric data for unambiguous identification of you as an individual
- Health data
- Data on your sex life or sexual orientation

Recordings, more specifically

- Video recordings
- Pictures (photos)
- Audio recordings
- Other:

Purpose of data processing

[detailed description of the purpose or purposes]

for example: evaluation of interviews on the subject ... and processing of the data collected in connection with my bachelor's or graduate diploma / master's thesis / doctoral dissertation with the title ...

Description of data processing

[detailed description of data processing]

for example: The interview is recorded with a tape recorder and subsequently put into writing. For further evaluation of the interview texts, any information which could lead to identification of the individual is pseudonymised or removed from the text. In the bachelor's or graduate diploma or master's thesis or doctoral dissertation, interviews are only quoted in excerpts, in order to ensure in relation to third parties that the global context of events emerging cannot lead to identification of the individual. Personal contact data are separated from interview data and stored separately.

Legal basis

Constituting the legal basis for processing such personal data is article 6, paragraph 1 (c) of GDPR in conjunction with § 80 for the bachelor's thesis / § 81 for the graduate diploma or master's thesis / § 83 for doctoral dissertations (all § cited are in the Universities Act 2002 (UG)).

Article 6, paragraph 1 (c) of GDPR establishes norms for processing of personal data to meet a legal obligation to which the data controller is subject.

§ 80ff of UG constitute the legal obligation. Distinctions are made depending on the type of the academic writing:

- § 80 of UG concerns the bachelor's thesis (article 6, paragraph 1 (c) of GDPR in conjunction with § 80 of UG);
- § 81 of UG concerns the graduate diploma and master's dissertations (article 6, paragraph 1 (c) of GDPR in conjunction with § 81 of UG);
- § 83 of UG concerns doctoral dissertations (article 6, paragraph 1 (c) of GDPR in conjunction with § 83 of UG)

The data protection law justification for processing the data is not the consent of the subject.

Transmission recipients and third-country recipients

Basically, only authorised persons sworn to secrecy have access to the personal data processed in the course of processing and servicing of the *bachelor's or graduate diploma / master's thesis / doctoral dissertation* and, in that case, only to the required extent.

The data are not forwarded to third parties.

Or:

- Your personal data will or may be lawfully transmitted to the following recipients or categories of recipients within the EU/EEA:

[detailed description of the recipients or categories of recipients]

for example:

- to the university in question (TU Wien), in particular to the advisor for the academic writing and the latter's staff of employees
- positively evaluated bachelor's or graduate diplomas / master's thesis / doctoral dissertation to the university library of TU Wien, Resselgasse 4, 1040 Vienna, for the purpose of publication as per article 6, paragraph 1 (c) of GDPR in conjunction with § 86 of the University Act (UG)
- positively evaluated doctoral dissertations (name of the student as well as the title of the graduate writing and the name of the advisor) to the Austrian National Library, Josefsplatz 1, 1015 Vienna, as per article 6, paragraph 1, letter c) of GDPR in conjunction with § 86 of UG

Or:

- Your personal data will or may be lawfully transmitted to the following recipients or categories of recipients outside the EU/EEA:

[detailed description of data transmission to third countries outside the EU/EEA, including legal basis]

Storage period

As proof of good academic practice as well as for subsequent verifiability of the method chosen and the results achieved, registration and documentation of the academic procedure is stored on sustainable and safe data media. This occurs in conformity with data protection and is inaccessible to third parties. Data storage is governed by the statutory regulations and is implemented according to § 2f, subsection 3 of the Research Organisation Act (FOG) for a maximum period of 30 years.

Subject rights

according to GDPR, as a data subject you are entitled to the following rights:

- Right to **information** about the relevant personal data (article 15 of GDPR)
- Right to **rectification** (article 16 GDPR) or **erasure** (article 17 of GDPR) or to **restriction** of processing (article 18 of GDPR) under the conditions listed in the regulations cited
- **Right to complain**, which must be filed with the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, telephone: +43 1 52 152-0, email: dsb@dsb.gv.at as the regulatory authority with jurisdiction.

Article 11 of GDPR additionally provides that separate traceability of data back to individuals need not be guaranteed merely to be able to protect the rights of subjects.

To assert your rights, contact me as follows:

[provide contact data]