



TECHNISCHE  
UNIVERSITÄT  
WIEN

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**This document was translated by an AI, only the German version has legal effect!**

## Data Protection Declaration 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 GDPR<sup>1</sup> and DSGVO<sup>2</sup>. TU Wien processes only those data that are necessary to achieve the intended purposes and always endeavors 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 center in Vienna.

### Controller:

Rectorate of TU Wien

Karlsplatz 13

1040 Vienna

### Data Protection Officer:

Mag. Christina Thirsfeld

Vienna University of Technology

Karlsplatz 13/018, 1040 Vienna

[datenschutz@tuwien.ac.at](mailto:datenschutz@tuwien.ac.at)

### Contact TU Wien:

Vice Rectorate Human Resources

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

Application management department

Phone: 01 588 01 406 201

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<sup>1</sup> General Data Protection Regulation

<sup>2</sup> Austrian Data Protection Act (Datenschutzgesetz)



## 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 personalized, but in anonymized 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 fulfillment of your employment or service contract or the fulfillment of a corresponding pre-contractual obligation pursuant to Article 6 par 1 (b) GDPR

## 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
- Phone 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 requested to disclose data on racial and 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 evaluate 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 advertisement is also transmitted and stored for two weeks. 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 recognized 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 authorized 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 making appointments.

## 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 erasure
- Right to restriction of processing
- Right to data portability
- Right to object

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

13<sup>th</sup> May 2024

