

## Privacy Policy of the University of Vienna for Applicants

The University of Vienna is the controller, i.e. the entity responsible for this processing activity, in accordance with the General Data Protection Regulation (GDPR). According to the GDPR, the controller is obliged to provide information to data subjects. Therefore, we kindly ask you to take notice of the following information:

This processing activity is carried out for the following purpose(s): Management of application details

The controller responsible for this data processing activity is the University of Vienna, Universitätsring 1, 1010 Vienna, Job Center ([jobcenter@univie.ac.at](mailto:jobcenter@univie.ac.at)), Ms. Irene Rottensteiner, +43-1-4277-12300. You can contact the Data Protection Officer of the University of Vienna at: [datschutzbeauftragter@univie.ac.at](mailto:datschutzbeauftragter@univie.ac.at)

For the purpose of this processing activity, the University of Vienna processes the following categories of personal data:

- last name, first name
- name at birth (optional)
- academic degree(s), professional title(s) (optional)
- gender
- date of birth
- nationality
- marital status (optional)
- contact address
- user name: e-mail address
- other electronic contact details (optional)
- telephone/mobile phone number (optional)
- relatives (optional)
- social security number (optional)
- completion of military or alternative civilian service (optional)
- work permit/residence title incl. duration (optional)
- non-disclosure notes, recommendations, comments (optional)
- qualification profile (optional)
- application details (optional: speculative application or responding to a specific job announcement)
- attachments, files (optional: e.g. cover letter, curriculum vitae, photo, certificates)

Legal foundation for the processing activity:

- consent from the data subject
- compliance with a legal obligation to which the University of Vienna is subject

The University of Vienna may not be able to comply with its obligations to you if you do not provide your personal data. This applies if the processing of your personal data is necessary for compliance with a legal obligation, for the performance of a contract or for entering into a contract.

If the University does not collect the data from you personally, it obtains them from the following source:

- publicly accessible sources

Your personal data will be disclosed to the following recipients outside the University of Vienna:

- personnel service providers/personnel consultants specified in the job announcement
- reviewers in case of advertisements of professorships and tenure track positions

Your personal data will be disclosed to recipients in a third country (EU or EEA country) or an international organisation (please select):

- No

The University of Vienna will store your personal data for the duration of 3 years.

As a data subject you have the following rights:

- right to request access to personal data,
- right to request rectification of personal data,
- right to request erasure of personal data,
- right to request restriction of processing,
- right to data portability and
- right to object to the further processing of your personal data, if the controller processes your data based on overriding justified interests or if the processing is necessary for scientific or historical research purposes or statistical purposes.

In addition, you have the right to withdraw your consent to the processing of your personal data at any time without having to state a reason. Finally, you also have the right to lodge a complaint with the Austrian Data Protection Authority (<https://www.data-protection-authority.gv.at/>).

Vienna, April 2019