

## Data protection information according to Art 13, 14 DSGVO

### Applicants

Your personal data is processed on the basis of your application for the purpose of the application procedure in compliance with the provisions of data protection law.

**Specifically, the following personal data will be processed in any case:**

- Data on your current employment (start, end, job, country, position)
- Credit periods („Career Breaks“)
- International research experience/ Experience abroad
- E-mail address
- Data on research (third-party funding, publications, keywords, ORCID)
- Date of birth
- Gender data
- Supervision level and teaching experience
- First and last name
- PhD graduation date and institution
- Nationality
- Title of the doctoral thesis
- Log data (status, time of login, messages, IP-address, consent to the confidentiality declaration and privacy policy)

**The following personal data will only be processed if you provide it:**

- Explanations of current employment
- Explanation and duration of credit periods (career breaks)
- Explanation of international research experience
- Salutation
- Research patents
- Link to personal website
- Data about how you found out about us
- Other nationalities
- Title

**If you upload the following documents, the personal data contained in them will also be processed:**

- Application documents (e.g. data on educational career, academic degrees, previous positions, parental, family or other care periods, awards and honours, functions in scientific committees, former and current cooperation partners, acquired third-party funds and, if applicable, inventions/patents, scientific presentations, data on teaching and mentoring, if applicable academic lectures, data on teaching and mentoring, supervisory experience (BA,

MA, PhD), publications and publication strategy, link to your own publicly accessible ORCID entry with a current list of publications, data on research results and planned future research activities, teaching and supervision concept with presentation of previous and planned focal points in academic teaching and supervision, teaching evaluations)

- Publications (full texts of the three most important publications relevant to the position)
- PhD certificate

**The following personal data will only be processed if you are invited to a hearing at the University of Vienna and provide the following data:**

- Title of the research presentation
- Title of the teaching sample
- Acceptance of your hearing date / rejection
- Consent to/refusal of the announcement of your name for the \*faculty- or centre-wide public hearings (\*i.e. access limited to members of the relevant faculty/ies or centre/s)

**If you upload the following documents for the hearings, the personal data contained therein will also be processed:**

- Abstract of your research presentation
- Syllabus and concept for your teaching sample

## **Reviewers and Employees**

Your personal data is processed on the basis of your participation in the recruiting process for the purpose of the personnel selection procedure in compliance with the provisions of data protection law.

- First and last name, title
- Institution
- E-mail address
- Role in the procedure
- Reviews or assessments
- Protocols of panel sessions
- Log data (status, time of login, messages, IP-address, consent to the confidentiality declaration and privacy policy)

This privacy policy was updated in February 2025.

**Responsible in the sense of the data protection regulations is the:**

University of Vienna

Universitätsring 1

1010 Vienna

E-Mail: [tenuretrack.personal@univie.ac.at](mailto:tenuretrack.personal@univie.ac.at)

Art 6 para 1 lit b DSGVO serves as the legal basis for the aforementioned data processing. The processing of the aforementioned data is necessary for the implementation of pre-contractual measures. Any transfer of your data to a third country for the purpose of the assessment is carried out in accordance with Art 49 para 1 lit b GDPR.

Data in connection with the application process will be stored for a maximum of 7 months (after completion of the application process), unless consent or another longer (legal) retention period exists. There is a legal option to withdraw your consent to this data processing. This should be addressed to the responsible above. Regardless of this, the purpose of data processing may change as follows:

The University of Vienna reserves the right to process the data from the application process for a further 5 years for quality assurance purposes after the end of the application process in accordance with § 2e of the Research Organisation Act. Insofar as this data is of archival value within the meaning of the Federal Archives Act, this data will be transferred to the archives of the University of Vienna after 5 years. For the sake of completeness, it should be noted that the archive of the University of Vienna is an archive within the meaning of the Federal Archives Act.

For further information on how your personal data is processed by the University of Vienna, please refer to the general privacy policy of the University of Vienna, which is available on the website of the University of Vienna at [Data protection declaration \(univie.ac.at\)](#).