

University of Vienna Data Protection Declaration

The University of Vienna is the contracting authority, that is, the party responsible for data processing as defined by the General Data Protection Regulation (GDPR). In accordance with the data requirements for the party responsible, we kindly ask you to take note of the information below.

The party responsible for data processing is the University of Vienna, Universitätsring 1, 1010 Vienna. The contact person is Thomas Leitner, +43-1-4277-50639, thomas.leitner@univie.ac.at. You can contact the data protection officers at the University of Vienna at: datenschutzbeauftragter@univie.ac.at.

Legal basis for processing:

1. Consent from the person concerned
2. Fulfilment of the agreement concluded with the person concerned
3. Fulfilment of a statutory obligation by the University of Vienna
4. Fulfilment of a task in the public interest by the University of Vienna
5. Prevailing legitimate interests on the part of the University of Vienna
6. Exercising rights granted by labour and social law
7. Archive management, statistics, research purposes
8. The data was made public by the person concerned.

The University of Vienna will process the following categories of personal data in the course of the current data processing:

a) Staff and project database

Category	Legal basis	Storage period
Name	2	Unlimited
Sex	3	Unlimited
Personnel number (falls vorhanden)	2	Unlimited
Homepage	8	Unlimited
E-mail address	5	Unlimited
Work address	2	Unlimited
Work phone number	2	Unlimited
Studies data (for students)	3	Unlimited
Project data	2	Unlimited
Contract data (Assignment of person to project)	3	Unlimited
Access log	2	1 month

As soon as the purpose of the data processing is achieved, the data will be locked or deleted.

b) Authentication and authorization system

Category	Legal basis	Storage period
Name	2	2 years after expiration
math:account	2	2 years after expiration
E-mail address	2	2 years after expiration
u:account	2	2 years after expiration
Log-in data	2	2 years after expiration
Directory access log	2	1 month

c) **Print, scan and copy system**

Category	Legal basis	Storage period
Name	2	2 years after expiration
math:account	2	2 years after expiration
E-mail address	2	2 years after expiration
u:account	2	2 years after expiration
Print job	2	7 days
Device log	2	31 days
Print history	2,5	31 days

d) **Fileservices**

Category	Legal basis	Storage period
math:account	2	2 years after expiration
Log-in data	2	2 years after expiration
Account data	2	2 years after expiration

e) **Calendar and address book service**

Category	Legal basis	Speichedauer
Name	2	2 years after expiration
math:account	2	2 years after expiration
E-mail address	2	2 years after expiration
Group membership	2	2 years after expiration
Calendars and their entries	2	2 years after expiration
Address books and their entries	2	2 years after expiration
Access log	2	1 month

f) **RequestTracker**

Category	Legal basis	Storage period
Name	2	Unlimited
math:account	2	Unlimited
E-mail address	2	Unlimited

Request	2,5	Unlimited
Access log	2	1 month

As soon as the purpose of the data processing is achieved, the data will be locked or deleted.

g) Management of IP addresses

Category	Legal basis	Storage period
IP and computer data	2	2 years after expiration
math:account	2	2 years after expiration
Name	2	2 years after expiration
Audit log	2,5	1 year
Access log	2	1 month

Should the provision of personal data for this data processing be required by law, by contract or for the conclusion of a contract, your failure to provide the data may result in the University of Vienna not being able to meet its obligations to you.

As a person affected by data processing, you have the right to the following services from the University of Vienna concerning your data:

- Information
- Correction
- Deletion
- Restriction
- Data transferability
- Termination of further processing, if the legal basis for processing is a prevailing legitimate interests on the part of the contracting authority or the data is processed for scientific or historical research purposes or for statistical uses.

You also have the opportunity to withdraw consent given for data processing at any time without providing reasons. Finally, you have the opportunity to lodge a complaint with the Austrian Data Protection Authority (www.dsb.gv.at) concerning any data processing that was, in your opinion, not authorised.

Wien, am 14.01.2019