

## **Privacy Policy / Cookie Policy**

Data Controller: Institute of Digital Sciences Austria  
Altenberger Straße 66c / OG 2  
Science Park 4 / JKU Linz  
4040 Linz  
apply@it-u.at

Your rights: You are entitled to revoke your consent to the controller at any time. The revocation of your consent has no influence on the legality of the processing that took place before your revocation on the basis of your consent.

Furthermore, you have the rights of access (Art 15 GDPR), rectification (Art 16 GDPR), erasure (Art 17 GDPR), restriction of processing (Art 18 GDPR), data portability (Art 20 GDPR) and objection (Art 21 GDPR). To exercise these rights, please contact us (see the contact details of the controller above).

### **Privacy policy for applicants**

This privacy policy describes how your personal data is processed in connection with your application.

#### 1 Purpose of the processing

We process the categories of your personal data listed in point 6 for the following purposes:

- To actively approach potential employees via various channels and through contracted recruitment consultants;
- to conduct human resources management and planning on a global level, including ensuring appropriate staffing;
- to plan and manage the skills of potential employees;
- to process applications received through various channels (for example via email or LinkedIn)
- to conduct the application process;
- to assert, exercise or defend legal claims;
- to be able to refer to applications received at a later date with regard to potential employment.

We obtain this data

- from public sources,
- from recruitment agencies,
- in the course of the application process by you providing us with the data yourself (for example by sending us your CV by e-mail) or
- through interview notes during the job interview or a hearing.

There is no obligation to provide us with the personal data we ask for. However, it will not be possible to complete the application process in relation to your application if you do not provide your personal data. If the provision of data is required by law in some cases, we will inform you of this separately.

#### 2 Categories of data processed and legal basis for processing

We process the categories of your personal data listed in point 6 on the basis of our overriding legitimate interests pursuant to Art. 6 para. 1 lit. f General Data Protection Regulation ("GDPR"), which is to ensure an efficient application process and optimal staffing as well as for the defense of legal claims.

In the case of an unsolicited application, we process the data insofar as this is necessary to take steps at the request of the data subject prior to entering into a contract in accordance with Art. 6 para. 1 lit. b GDPR.

In addition, we process the data insofar as we are obliged to store it in accordance with Art. 6 para. 1 lit. c GDPR.

Eventually we will ask you for consent to the processing of your personal data for the purpose of keeping records in a separate process (Art. 6 para. 1 lit. a GDPR).

### 3. Transfer of your personal data

If this is necessary for the above-mentioned purposes, we will transfer your personal data to the following categories of recipients

- IT service providers used by us;
- personnel consulting companies used by us;
- companies within the meaning of Section 1 (3) of the Federal Act on the Establishment of the Institute of Digital Sciences Austria;
- the departments responsible for the respective appointment.

Some of the above recipients are located outside your country or process your personal data there. The level of data protection in other countries may not be the same as in your country. However, we only transfer your personal data to countries for which the EU Commission has decided that they have an adequate level of data protection. Or we take measures to ensure that all recipients have an adequate level of data protection. For example, we conclude standard contractual clauses for this purpose.

### 4 Storage period

We store your personal data either for the duration of the application process or until you withdraw your consent. (in the event that you have given your consent for us to keep your application on file).

Irrespective of this, we store your data as long as statutory retention obligations exist or any legal claims for the assertion or defense of which the personal data is required are not yet time-barred.

The data will be deleted if no consent is given for further storage, the reason for processing no longer applies (e.g. the application process has been completed, any claims arising from the application process are time-barred) and there are no (further) statutory retention obligations.

### 5 Your rights in connection with personal data

Under applicable law, you have the right (if the relevant requirements of applicable law are met) to

- request confirmation whether and which of your personal data we process and to receive copies of this data

- request the rectification or erasure of your personal data,
- require us to restrict the processing of your personal data,
- object to the processing of your personal data,
- withdraw any consent previously given for processing (the withdrawal of your consent does not affect the lawfulness of processing based on your consent before its withdrawal)
- to request data portability and
- lodge a complaint with the data protection authority.

## 6 Categories of processed data

- Personal details (e.g. surname, first name, date of birth, place of birth, residential address, citizenship, etc.);
- Contact details (e.g. telephone number, e-mail address, etc.);
- Your application documents and the data contained therein (e.g. CV, cover letter, professional development, qualifications acquired, language skills, photo, desired salary, motivation, earliest starting date, etc.);
- Job references and references that you provide to us;
- Data related to your application (e.g. type of application, status of application, history of application, correspondence with you, etc.);
- Other data that you have made publicly accessible (e.g. a profile on professional or private social media networks).

## **Cookies Policy**

At present, no personal data is collected from users when they visit and use this website. No cookies track or collect information about visitors.

In case this changes in the future, we will update our privacy policy accordingly.