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Data protection information of TU Wien

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TU Wien (TUW) is pleased that you are visiting our websites. Data protection and data security when using our websites are very important to us. We would therefore like to inform you which of your personal data we collect when you visit our websites and for what purposes it is used.

As changes to the law or adjustments to our internal processes may result in changes to this privacy policy, we recommend that you read it regularly. The declaration can be accessed, saved and printed at any time at (<https://www.tuwien.at/datenschutz>).

1. Responsible party and scope of application

The controller within the meaning of the General Data Protection Regulation (GDPR)¹ is the

Rectorate of TUW
Karlsplatz 13, 1040 Vienna

This data protection declaration applies to the TUW website, which is hosted on a TU.it server and is available at

- a. is either connected to the central TUW Typo3 system or
- b. is implemented via the central TUwebsite hosting service of TU.it as a Wordpress site with the profile "TU Wien",

(hereinafter referred to as "our websites" or "Internet presence").

2. Data protection officer

Mag.^a Christina Thirsfeld
TUW

Karlsplatz 13/018, 1040 Vienna
datenschutz@tuwien.ac.at

If data subject rights within the meaning of this privacy policy (e.g. right to information, right to cancellation, etc.) are asserted, these requests or applications must be addressed to datenschutz@tuwien.ac.at without exception.

3. What is personal data?

Personal data is information about a person that relates either to personal characteristics or to factual circumstances. This includes, for example, name, address, telephone number, date of birth, e-mail address, etc. However, information that does not allow any conclusions to be drawn about your person is not considered personal data.

4. General information on data processing

a) Scope

We collect and use the personal data of our users only insofar as this is necessary for the provision and operation of our websites and the services offered. We use your personal data to provide the information, products and services we offer, to answer your questions and to operate and improve our websites and applications. If we use contracted service providers for individual functions of our offer, we always select them carefully, monitor them regularly and inform you in detail below about the respective processing operations and storage periods.

b) Legal basis

The collection and use of our users' personal data is only carried out on the basis of a corresponding legal basis. By being represented on digital communication channels that are frequently used by our

¹ General Data Protection Regulation.

legally defined target group, we fulfil our university tasks for target group-specific public relations work (Art. 6(1)(e) GDPR in conjunction with § 3 UG).

We also process data on the basis of your consent in accordance with Art. 6(1)(a) GDPR. This concerns web statistics and marketing cookies, which are only processed on the basis of your consent.

c) Data erasure and storage duration

The personal data of the data subject will be deleted or blocked as soon as the purpose of storage no longer applies. Data may also be stored if this has been provided for by the European or national legislator in EU regulations, laws or other provisions to which the controller is subject. The data will also be blocked or erased if a storage period prescribed by the aforementioned standards expires, unless there is a need for further storage of the data for the conclusion or fulfilment of a contract.

5. Individual processing operations

If you wish to make use of the services offered by us on our website, it is necessary for you to provide further data. Details can be found below in the description of the specific data processing operations. In particular, personal data is used as follows:

a) TISS

TUW provides an information service for students and employees of TUW at <https://tiss.tuwien.ac.at/>. Students and employees are automatically assigned an account, in the case of students through enrolment by the Department of Studies, in the case of employees through creation in SAP.

You can find out which data is collected from students and employees during the admission process at: https://www.tuwien.at/index.php?eID=dms&s=4&path=Dokumente/Datenschutzerkl%C3%A4rungen%20Studium%20-%20Allgemein/Datenschutzerkl%C3%A4rung_Zulassung_Studium.pdf

https://www.tuwien.at/index.php?eID=dms&s=4&path=Dokumente/Datenschutzerkl%C3%A4rungen%20Mitarbeiter_innen/Datenschutzerkl%C3%A4rung_Mitarbeiter_innen_freie_Dienstnehmer_innen.pdf

b) Provision of the websites and creation of log files

Each time our website is accessed, our system automatically collects data and information from the computer system of the accessing computer. The following data is collected:

- IP address
- Date and time of the enquiry
- Name and URL of the retrieved file
- Access status/HTTP status code
- Amount of data transferred
- Previously visited URL (Reffer URL)
- Operating system and browser type

The log files contain IP addresses or other data that make it possible to identify users. This could be the case, for example, if the link to the website via which the user accesses the website contains personal data or if the link that switches to the user contains such data. Data is stored in log files to ensure the functionality of the website. We also use the data to optimise the website and to ensure the security of our information technology systems. The data is not analysed for marketing purposes in this context.

The legal basis for the temporary storage of data and log files is our legitimate interest in accordance with Art. 6(1)(f) GDPR.

The data is deleted as soon as it is no longer required to fulfil the purpose for which it was collected. This takes place after 30 days at the latest. The collection of data for the provision of the website is absolutely necessary for the operation of the website. Consequently, there is no possibility of objection.

c) TUW Newsletter

You can subscribe to free newsletters on our websites. When you register for the newsletter, the data from the input screen is transmitted to us. In order to register for our e-mail newsletter service, we require at least your e-mail address to which the newsletter is to be sent. Any further information is voluntary and is used to address you personally and to personalise the content of the newsletter as well as to clarify any queries regarding the e-mail address.

You are free to provide us with this data. Please note that it is not possible to send the newsletter without this information.

The following data is collected during registration and deleted after 30 days:

- IP address of the requesting computer
- Date and time of access
- Name and URL of the retrieved file
- Amount of data transferred
- Message whether the call was successful
- Recognition data of the accessing browser and the operating system
- Website from which the access is made

The processing of personal data is based on your consent in accordance with Art. 6(1)(a) GDPR. The purpose of collecting the user's email address is to send the newsletter.

When you register for the newsletter, your e-mail address will be used for our own advertising purposes until you unsubscribe from the newsletter.

The collection of other personal data as part of the registration process serves to prevent misuse of the services or the e-mail address used.

The data is deleted as soon as it is no longer required to fulfil the purpose for which it was collected. The e-mail addresses of users are therefore stored for as long as the subscription to the respective newsletter is active.

The other personal data collected during the registration process is generally deleted after a period of 30 days.

No data is passed on to third parties in connection with the data processing for sending newsletters. The data is used exclusively for sending the respective newsletter.

d) Mailings from the TUW

In connection with the use of offers and services of TUW, mailings are made that do not require the active consent of the data subject and therefore do not constitute newsletters in accordance with point 5c) of this data protection declaration.

In any case, the e-mail address is processed as personal data for such mailings. Other personal data is processed depending on the type and legal basis of the mailing.

i) Performing a task in the public interest

The legal basis for mailings that are necessary for the performance of a task carried out in the public interest is Art. 6(1)(e) GDPR.

An objection to such processing can be raised. If no separate contact address is provided for the processing, this objection can be sent by email to datenschutz@tuwien.ac.at.

If personal data is not subject to any further statutory retention period, it will be deleted as soon as the purpose of the data processing has been achieved.

ii) Legal obligation

For mailings that are required in connection with the fulfilment of legal obligations, Art 6(1)(c) GDPR is the legal basis.

If personal data is not subject to any further statutory retention period, it will be deleted as soon as the purpose of the data processing has been achieved.

Once the contract has been fully processed and the purchase price has been paid in full, your data will be blocked for further use and deleted after expiry of the retention periods under tax and company law, unless you have expressly consented to the further use of your data.

iii) (Pre-)contractual measures

For mailings that are required in connection with the implementation of contractual or pre-contractual measures, Art. 6 (1) (b) GDPR is the legal basis.

If personal data is not subject to any further statutory retention period, it will be deleted as soon as the purpose of the data processing has been achieved.

Once the contract has been fully processed and the purchase price has been paid in full, your data will be blocked for further use and deleted after expiry of the retention periods under tax and company law, unless you have expressly consented to the further use of your data.

iv) Overriding legitimate interest of TUW

If the mailing is necessary to safeguard a legitimate interest of the TUW or a third party and if the interests, fundamental rights and freedoms of the data subject do not outweigh the former interest, Art. 6(1)(f) GDPR serves as the legal basis for the processing.

An objection to such processing can be raised. If no separate contact address is provided for the processing, this objection can be sent by email to datenschutz@tuwien.ac.at.

Personal data will be deleted as soon as the legitimate interest of TUW no longer exists.

If personal data is not subject to any further statutory retention period, it will be deleted as soon as the purpose of the data processing has been achieved.

v) Disclosure of personal data to third parties

Personal data will only be transferred to third parties in the context of mailings if this is necessary for (pre-)contractual measures or due to a legal obligation or in the overriding legitimate interest of TU Wien.

If a transfer to third parties takes place, this will be indicated in connection with the respective mailing.

e) Contact forms

Contact forms are available on our websites which can be used to contact us electronically. If users make use of this option, the data entered in the input mask will be transmitted to us and stored. The following data can be stored in the

collected as part of the contact forms:

- Topic
- e-mail address
- Name
- Subject
- Message
- File attachment
- Previous training
- Telephone number
- Gender
- Date of birth
- Academic titles

The following data is also stored at the time the message is sent:

- IP address of the requesting computer
- Date and time of access
- Name and URL of the retrieved file
- Amount of data transferred
- Message whether the call was successful
- Recognition data of the accessing browser and the operating system
- Website from which the access is made

No data will be passed on to third parties in this context. The data is used exclusively for processing the conversation.

The legal basis for the processing of the data is Art. 6(1)(a) GDPR if the user has given consent, otherwise Art. 6(1)(e) GDPR.

The legal basis for the processing of data transmitted in the course of sending an email is Art. 6(1)(f) GDPR. If the e-mail contact is aimed at the conclusion of a contract, the additional legal basis for the processing is Art. 6(1)(b) GDPR.

The processing of the personal data from the input mask serves us solely to process the contact. If you contact us by email, this also constitutes the necessary legitimate interest in processing the data.

The other personal data processed during the sending process is used to prevent misuse of the contact form and to ensure the security of our information technology systems.

The data is deleted as soon as it is no longer required for the purpose for which it was collected. Personal data from the input screen of the contact form or an email will be deleted as soon as the conversation with the user has ended. This is the case when it is clear from the circumstances that the matter in question has been conclusively clarified.

The additional personal data collected during the sending process will be deleted after a period of 30 days at the latest.

6. Use of cookies

We use cookies on this website. A cookie is a small file that is stored by a website on the user's end device (computer or mobile device). Cookies enable the website to function optimally and take into account selected user preferences and settings. We use both session cookies, which are deleted after closing the website, and persistent cookies, which are deleted in accordance with the time limits specified in the "COOKIE SETTINGS". The website uses the following types of cookies:

- Technically essential cookies to ensure the basic functionalities of the website;
- Web statistics cookies to find out more about the use of the website and to improve it, and
- Marketing cookies to enable the technical connection to third-party providers and to display personalised advertising content.

When accessing the website and at any time thereafter, users can decide whether they wish to allow cookies to be set and which additional functions they wish to activate. Changes can be made via the browser settings or the menu item "COOKIE SETTINGS". Please note that blocking or deleting cookies may restrict the functionality of the website. Cookies from the categories of web statistics or marketing are processed exclusively on the basis of the user's consent in accordance with Art. 6(1)(a) GDPR.

If your selection includes providers that transfer data to countries without an adequacy decision pursuant to Art. 45 GDPR and without appropriate safeguards pursuant to Art. 46 GDPR, your consent also applies here. Please note that this may involve certain risks, in particular with regard to access by authorities for control and monitoring purposes. An adequacy decision ("EU-US Privacy Shield") currently exists for the transfer of data to the USA, which certifies that participating organisations have an adequate level of data protection. A list of participating organisations [can be found here](#).

7. Tracking and analysis tools

We use tracking and analysis tools to continuously optimise our website and design it to meet your needs. These measures enable us to statistically record the use of our website by visitors and to further

develop the online offering on the basis of the knowledge gained.

The legal basis for these technically unnecessary cookies is the voluntary consent in accordance with Art. 6(1)(a) GDPR, which is explicitly given by the selection in the cookie banner ("COOKIE SETTINGS"). The risks in the course of third country transfers from point 6 must be taken into account.

If the category "Web statistics" has been consented to, this website uses "Matomo". "Matomo" (formerly "PIWIK") is used as a web analysis service that is hosted on the servers of TUW. Matomo cookies fall into the category of statistical cookies, which are not necessary for the operation of the website.

This website uses conversion tracking from the social media platforms listed below, provided that the "Marketing" cookie category has been agreed to. With "conversion tracking" or visit action evaluation, the behaviour of users can be tracked after they have been redirected to the TUW website by clicking on a link. This process is used to evaluate the effectiveness of TUW's marketing campaigns for statistical and market research purposes and can help to optimise future advertising measures.

The data collected by our tracking and analysis tools does not allow TUW to draw any conclusions about your identity. However, the data is stored and processed by the companies listed below so that a connection to the respective user profile is possible and these companies can use the data for their own advertising purposes in accordance with the respective data usage guidelines (see below). You can enable these companies and their partners to place adverts on and outside their platforms. A cookie may also be stored on your computer for these purposes.

- Meta (Facebook, Instagram)
(<https://www.facebook.com/privacy/explanation>, <https://www.facebook.com/policies/cookies>)
- LinkedIn (<https://www.linkedin.com/legal/privacy-policy>, <https://de.linkedin.com/legal/cookie-policy>)

YouTube videos are also displayed on this website. We generally ensure that YouTube only processes data about you if you have given your consent in accordance with Art. 6(1)(a) GDPR. By loading YouTube videos, you consent to a connection to YouTube servers being established and cookies being set by this provider. Further information on how YouTube processes your data can be found at <https://policies.google.com/privacy?hl=de>.

TUW operates a fan page on Instagram, Facebook, LinkedIn, X (formerly: Twitter), YouTube and Bluesky. The operators of these social media platforms collect data on every visit, for example in the form of cookies. This means that personal data is processed, regardless of whether the user is registered or not. This data is made available to TUW in anonymised form by the social media operator through the respective Insight function.

Consent to the execution of the visit action evaluation may only be given by users who are older than 14 years of age. If you are younger, please ask your legal guardian for permission.

8. Security measures to protect the data stored by us

We are committed to protecting your privacy and treating your personal data confidentially. In order to prevent the loss or misuse of data stored by us, we use comprehensive technical and organisational security measures, which are regularly reviewed and adapted to technological progress. Please note, however, that the structure of the Internet may mean that data protection regulations and the aforementioned security measures are not complied with by third parties outside our area of responsibility. Unencrypted data transmitted by e-mail, for example, may be read by third parties. We have no technical influence on such processes. It is the responsibility of users to protect the data they provide against misuse by means of suitable measures such as encryption or other measures.

9. Hyperlinks to external websites

Our websites contain so-called hyperlinks to websites of other providers. If you activate these hyperlinks, you will be forwarded directly from one of our websites to the website of the other provider. You can recognise this by the change of URL, among other things. We cannot accept any responsibility for the confidential handling of your data on third-party websites. Please refer directly to these websites for information on how these companies handle your personal data.

10. Contradiction

When your personal data is processed on the basis of "fulfilment in the public interest" and on the basis of "legitimate interests", you have the right to object to the processing of your personal data if there are reasons for this arising from your particular situation or if the objection is directed against direct advertising. In the case of direct marketing, you have a general right to object, which we will implement without you having to specify a particular situation.

11. Rights of data subjects

The GDPR gives you the following rights as a data subject of the processing of personal data:

- Right to information
- Right to rectification
- Right to cancellation
- Right to restriction of processing
- Right to data portability
- Right of cancellation
- Right to object

To assert your rights, please contact datenschutz@tuwien.ac.at.

You also have the option of lodging a complaint with a data protection supervisory authority. The data protection supervisory authority responsible for us is the Austrian Data Protection Authority: Email: dsb.@dsb.gv.at; Tel: +43 1 52 152-0.

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