

Data Protection Statement Application Management

University Clinic of Dentistry
hereinafter referred to as "UZK"

1. Data Controller

Universitätszahnklinik Wien GmbH

Sensengasse 2a, 1090 Wien, Österreich

E-Mail: office-unizahnklinik@meduniwien.ac.at | Web: <https://www.unizahnklinik-wien.at/>

Data protection officer:

VACE Systemtechnik GmbH, E-Mail: datenschutz-unizahnklinik@meduniwien.ac.at.

2. Purpose of Data Processing, Data Categories und legal basis

The processing of your personal data is carried out exclusively for the purpose of conducting the application process, in particular:

a) Processing Purposes

- Selection of suitable candidates for employment
- Communication and appointment scheduling
- Record keeping for future job offers (only with consent)

b) Data Categories

- Master data: Name, title, date of birth, gender, nationality
- Contact data: Address, telephone number, e-mail address
- Application documents: CV, certificates, qualifications, interview notes
- Other voluntarily provided information: e.g. hobbies, marital status

c) Legal Basis

The protection of your personal data is of particular concern to us. We therefore process your data exclusively on the basis of the following legal provisions:

- pre-contractual measures - Art. 6 para. 1 lit. b GDPR
- consent for record keeping - Art. 6 para. 1 lit. a GDPR
- processing of special data in employment law - Art. 9 para. 2 lit. b GDPR
- legal retention obligations - § 132 BAO
- non-discriminatory processing - Equal Treatment Act (GIBG)

3. Consent to Record Keeping

If you would like your application to be considered for future positions as well, we need your express consent. This is given in writing or electronically and can be withdrawn at any time.

4. Recipients of Data

Your data is processed exclusively within the Universitätszahnklinik Wien. Typical recipient groups are:

- Human Resources Department
- Department Management
- Management

No transfer to external third parties takes place without your consent.

5. Third Country Transfer

No transmission of your personal data to countries outside the European Union or the European Economic Area takes place.

6. Storage Duration

Personal data is deleted as soon as the purpose for which it was originally collected expires and legal retention periods do not prevent deletion.

- In case of rejection without consent for record keeping: Deletion at the latest 7 months after completion of the procedure
- With consent for record keeping: max. 24 months
- Unsolicited applications: 7 months or 24 months with consent for record keeping

7. Data Protection in Job Interviews

Interview notes created during interviews are treated confidentially and used exclusively for the specific application process.

8. Online Application Systems and Digital Communication

When you apply via our online platform or by e-mail, processing takes place via secure IT systems with:

- Encrypted data transmission
- Access restrictions
- Logging of access

For the technical processing of the online application process, we use the application platform of karriere.at GmbH, Donaupromenade 1, 4020 Linz, as data processor according to Art. 28 GDPR. A corresponding contract has been concluded with karriere.at that ensures compliance with all data protection requirements. The processing of your data takes place exclusively within the framework of our instructions and in compliance with appropriate technical and organizational measures to protect your data.

9. Minor Applicants

For applications from persons under 18 years of age (e.g. for training positions), the consent of the legal guardians is obtained according to § 4 para. 4 DSG.

10. Automated Decision Making

No automated decision-making or profiling in accordance with Art. 22 GDPR takes place.

11. Confidentiality in the Selection Process

All persons involved in the selection process are bound to confidentiality. The transfer of application data takes place exclusively on a "need-to-know" basis.

12. Rights of Data Subjects

Data security is also a high priority with regard to the rights of data subjects. Therefore, data subjects can only assert their rights after they have been unequivocally identified.

Every data subject whose personal data is processed by UZK has the following rights:

- Right of access (Art. 15 GDPR): You can request information about whether and which personal data we process about you.
- Right to rectification (Art. 16 GDPR): You have the right to have incorrect or incomplete personal data corrected.
- Right to erasure (Art. 17 GDPR): You can request the deletion of your personal data, provided that no legal retention obligations stand in the way.
- Right to restriction of processing (Art. 18 GDPR): You can request that your data only be processed to a limited extent, e.g. during an examination of your objections.
- Right to data portability (Art. 20 GDPR): You have the right to receive your provided data in a structured, common format or to have it transferred to another controller.
- Right to object (Art. 21 GDPR): You can object to the processing of your data for reasons arising from your particular situation.
- Withdrawal of consent (Art. 7 para. 3 GDPR): You can withdraw consent given at any time with effect for the future.

To exercise your rights, you can contact us in writing by post or by e-mail (datenschutz-unizahnklinik@meduniwien.ac.at) at any time or visit us personally.

13. Technical and Organizational Measures

UZK implements appropriate technical and organizational measures according to Art. 32 GDPR to protect personal data against loss, misuse and unauthorized access (access restrictions, encryption, training, data minimisation, regular security reviews, secure data transmission).

These include:

- Access restrictions (restricted access to personal data)
- Encryption (secure storage and transmission of data)
- Regular data protection training for employees
- Data minimization (only as much data as necessary is collected and processed)
- Regular security checks of systems and processes
- Secure data transmission in electronic communication (e.g., in data exchange with MedUni Vienna)

All UZK employees are contractually bound to confidentiality and are regularly instructed and trained in the secure handling of personal and other critical data.

14. Continuous Control and Improvement

Continuous improvement of quality and processes is a top priority at UZK. Compliance with data protection guidelines and applicable laws, as well as the effectiveness of data protection and data security measures, are continuously monitored and optimized to ensure the smooth implementation of data protection measures.

15. Right to Lodge a Complaint

You have the right to lodge a complaint with the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, dsb@dsb.gv.at.

