

Declaration regarding data protection according to the General Data Protection Regulation PhD Application

The protection of your personal data is a matter of specific concern to the Medical University of Vienna.

With this declaration regarding data protection, we would like to inform you about the fundamental aspects of data processing in the context of your PhD application via our online portal.

1.1 Data processing

As part of the application process, the following personal data corresponding to the application form will be collected and processed:

- Identity data (e.g. name, nationality, date of birth, sex)
- Contact details (e.g. address, e-mail-address, phone number)
- Applicant's data (e.g. education, research area, previous scientific work experience, publication, language skills, EDP-skills, other skills, periods abroad, pause from studies, memberships in science networks, awards information, PhD-study at the Medical University of Vienna (planned or current), research interest, education diploma(s), CV)
- Date of Master degree awarded or anticipated
- Referee data (e.g. name of referee, affiliation, address of affiliation, professional relation, e-mail-address of referee).

Furthermore, any other information that an applicant discloses and is likely to transmit, such as a cover letter or certificates (university diploma and transcripts with translation in German or English if required) will be processed by us.

The collection and processing of the applicant's personal application data is carried out solely for the filling of any PhD vacancies within the Medical University of Vienna. The data is only transferred to the responsible internal units in charge of the specific application process.

In general the personal application data are processed until the end of the application procedure. The data and documents will be stored for six months after completion of the application process. This does not apply if deletion is prohibited by legal regulations, if further storage is necessary for legal evidence or if the applicant has explicitly agreed to a longer storage.

Data processing is carried out according to the legal provisions (Art. 6 Para. 1 GDPR), namely on the **legal basis**:

- Consent (litera a)
- Implementation of pre-contractual measures (litera b)
- Fulfillment of legal obligation (litera c) (according to the Universities Act 2002 – UG)
- legitimate interests pursued by the Medical University of Vienna (litera f)

By submitting the application to the Medical University of Vienna the applicant consents to the processing of the data for the purposes of the application procedure (consent pursuant to Art. 6 (1) lit. a or Art. 9 (2) lit. a GDPR). If special categories of personal data within the meaning of Art. 9 (1) GDPR are voluntarily disclosed within the application procedure, they are additionally processed in accordance with Art. 9 (2) lit. b GDPR (e.g. health data, such as notification regarding degree of disability, religious beliefs).

Consent given can be withdrawn at any time by sending an email to the PhD Coordinator (contact details see below) and the application will be withdrawn as a result. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

To process the application the submitted data has to be electronically stored and processed. The provision of the personal data is necessary for the recruiting process. The provided data is required for contract closing, the non-provision of data may result in non-fulfilment of the obligations of the Medical University of Vienna towards the applicant.

The collected but already pseudonymized data will be used internally to monitor, review, measure and analyze the PhD application program. For this purpose we study demographic and usage habits information to improve the effectiveness of the communication with the applicants. The legal basis for this processing is the legitimate interest.

1.2 Rights of the data subject

You are basically entitled to the **right of access, rectification, erasure, restriction of processing, data portability and objection.**

If you are of the opinion that the processing of your data is violating the data protection law or your legal data protection interests have been violated in any way you may issue a complaint to the supervisory authority (www.dsb.gv.at).

1.3 Contact details

If you have any questions or concerns regarding the processing of personal data, please contact:

The controller of the data processing:	Reachability data protection officer :
Medical University of Vienna Admission Office/PhD Recruiting Währingerstrasse 25a 1090 Wien e-mail: phdrecruitment@muw.ac.at	Medical University of Vienna Legal Department Spitalgasse 23 1090 Wien e-mail: datenschutz@meduniwien.ac.at