

## Privacy policy "Non-teaching external lecturers under the responsibility of Contract Administration External Lecturers"

The safeguarding of your personal data is very important to us. We strictly comply with legal requirements when collecting and processing your personal data.

We process your personal data exclusively within the framework of the provisions of the European General Data Protection Regulation (GDPR) and the Austrian data protection regulations especially the Austrian data protection law (DSG). We will now tell you about who we are and the nature, scope, and purpose of the data collection and its use. Please note that we may update this privacy policy from time to time (e.g. due to changes in legal regulations, use of new technologies).

### Who we are

The organization entrusted for handling data processing is the FHW Fachhochschul-Studiengänge Betriebs- und Forschungseinrichtungen der Wiener Wirtschaft GmbH (FHWien der WKW for short).

Address: Währinger Gürtel 97, 1180 Vienna, Austria

E-mail: [servicepoint@fh-wien.ac.at](mailto:servicepoint@fh-wien.ac.at)

E-mail address in case of data protection concerns: [datenschutz@fh-wien.ac.at](mailto:datenschutz@fh-wien.ac.at)

### Collecting and processing of data

While preparing the contract and during our contractual relationship with you, we process the personal data provided by you as well as that which arises due to the contractual relationship or in connection with the contractual relationship.

The processing of data serves the following purposes:

- To prepare and process freien Dienstverträgen mit ASVG-Anmeldung or prepare work contracts or freien Dienstverträgen ohne ASVG-Anmeldung; to comply with recording, information and reporting obligations to the extent required by law or contractual obligations; to implement the contract

The legal basis for the processing of data:

- Agreement initiation and fulfillment pursuant to Article 6 (1)(b) GDPR
- Fulfillment of legal obligations pursuant to Article 6 (1)(c) GDPR, in particular the General Social Security Act (ASVG), Income Tax Act (EStG), Federal Fiscal Code (BAO)
- Passing on data to legal representatives and/or courts during the contractual relationship or after termination in connection with a legal dispute: For pursuing a legal claim.

The provision of personal data is neither prescribed by law or contract but is required for the conclusion of a contract. The non-provision of data precludes the creation and, subsequently, the completion of a contract and the execution of the contract.

## Who receives my personal data?

The following external recipients will receive your personal data only when it is deemed necessary in a particular case to fulfill a purpose within the legal framework:

- Tax consultant
- Social insurance agency
- Tax authority (Finanzamt)
- Company pension fund
- Banks involved in the payment to the person concerned or to third parties
- Event participants and/or the public, provided that you take on an active role in the context of an event (e.g. moderation)
- Legal representatives
- Courts, authorities

Processors employed by us may also process data on our behalf in order to fulfil the described purposes, if they offer sufficient guarantees for the security of the data (e.g. cloud services, IT service providers, printers, for the dispatching of newsletters or mail items).

## Data transmission to a third country

Principally we only use the data collected internally by our employees for the purpose described above and do not transfer it to a third country. Data will only be passed on to any contract processors to the extent absolutely necessary for the provision of services.

We use tools from Microsoft. Microsoft, the provider, is Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, D18 P521, Ireland. No data processing takes place in any third country outside the EU/EEA area, as the storage of personal data is limited to data centers within the European Union. However, we cannot rule out the possibility that, under certain circumstances, data processing may take place outside the EU/EEA area. For such a case, the EU standard data protection clauses have been included in the contract as data protection guarantees in accordance with Article 44 et seq. of the EU General Data Protection Regulation (GDPR). Microsoft is also certified under the EU-U.S. Data Privacy Framework. Data transfer is thus (also) permitted on the basis of an adequacy decision by the European Commission. You can access Microsoft's data protection rules at <https://privacy.microsoft.com/de-de/privacystatement>

## Retention period

The retention of data is valid until the expiry of the warranty, the statute of limitations, the statutory retention periods applicable to us, and until the settlement of legal disputes in which the retention of the data is required for use as evidence.

## Your legal rights

Under the GDPR, you are entitled to the following rights under the conditions set out therein:

- Right to obtain information
- Right to rectification or erasure
- Right to restrict processing
- Right to data portability
- Right to revoke your consent

To exercise your legal rights or if you have questions, please contact us via email at [datenschutz@fh-wien.ac.at](mailto:datenschutz@fh-wien.ac.at) or send your correspondence to FH Wien der WKW, Legal Department, Währinger Gürtel 97, 1180 Vienna

## Legal support

As the data subject, you are entitled to file a complaint with the supervisory authority if you believe that the processing of your personal data violates European or national data protection laws. In Austria, the handling of complaints lies with the data protection authority.

**As of 10/2023**

This document is a translation of the German original. In case of discrepancy between the English and German versions, the German version shall apply.