Declaration of compliance by WU employees

with the obligation to maintain the confidentiality of data pursuant to the Data Protection Act *(Datenschutzgesetz, DSG)* and not to disclose confidential data

As an employee of WU (Vienna University of Economics and Business; hereinafter referred to as "WU"), I undertake to comply with the applicable data protection legislation when processing personal data and, in particular, to maintain the confidentiality of data pursuant to § 6 of the Data Protection Act (as amended by Federal Law Gazette I No. 120/2017) and to follow all instructions by WU regarding compliance with data protection and data security,

I am aware that

- Personal data are subject to particular protection and the use of such data is permitted only subject to special requirements

- Personal data entrusted to me or to which access was provided to me on the basis of my professional activities may be disclosed to third parties only upon the express instruction by WU (or my supervisor at WU)

- It is forbidden, in particular, to communicate, or grant access to, personal data to unauthorized persons or entities within and outside of WU that have no competence or jurisdiction in the matter concerned

- It is prohibited to obtain or process data without authorization

- It is prohibited to process personal data for a purpose other than the purpose associated with the performance of the delegated tasks

- Any usernames, passwords, and other access credentials that have been provided to me must be kept confidential and safe

- Any other provisions on confidentiality obligations exceeding the above must also be complied with

- Non-compliance with the above-mentioned obligations can have consequences under criminal law, administrative penal law, and employment law and may give rise to damage claims

- This obligation continues even after the end of my activities for WU

The employee acknowledges and agrees to comply with the IT directives and regulations published on http://www.wu.ac.at/it/security/policy.

_____   _____
(Place)   (Date)

_____   _____
(Name in capital letters)   (Employee signature)

Excerpt from the Data Protection Act (*Datenschutzgesetz*, DSG, as amended by Federal Law Gazette I No. 120/2017)

Confidentiality of data

§ 6. (1) The controller, the processor and their employees, i.e. employees and persons in a quasi-employee relationship, shall ensure the confidentiality of personal data from data processing activities that have been entrusted or have become accessible to them solely due to their employment, without prejudice to other statutory obligations of confidentiality, unless a legitimate reason for the transmission of the data that have been entrusted or have become accessible to them exists (confidentiality of data).

(2) Employees may transmit personal data only if expressly ordered to do so by their employer. Unless such an obligation of their employees already exists by law, the controller and the processor shall contractually bind their employees to transmit personal data from data processing activities only on the basis of orders and to maintain the confidentiality of data even after the end of their employment with the controller or processor.

(3) The controller and the processor shall inform the employees affected by these orders about the transmission orders applicable to them and about the consequences of a violation of data confidentiality.

(4) Without prejudice to the right to give instructions under constitutional law, an employee must not incur any disadvantage from refusing to comply with an order for a prohibited transmission of data.

(5) The statutory right of a controller to refuse to give evidence shall not be avoided by questioning a processor working for the controller, and in particular not by seizing or confiscating documents processed by automated means.