

Confidentiality and Non-Disclosure Agreement

In the exercise of your work at IIASA, you will probably be given insight into personal data. All such information must be treated with absolute confidentiality and is subject to Austrian and European data protection law.

“Personal data” means any information relating to an identified individual or an individual that can be identified, directly or indirectly, by reference to an identification number or one or more factors specific to physical, physiological, mental, economic, cultural or social identity. For example: name, birthday, social security number, address, nationality, etc.

By taking note of this letter, you hereby commit yourself to comply with data protection law, in particular section 6 (1) of the Austrian Data Protection Act (DSG) and the General Data Protection Regulation (GDPR), Regulation (EU) 2016/679 of the European Parliament and of the Council.

Section 6 (1) of the DSG states, that the employee shall ensure the confidentiality of personal data from data processing activities that have been entrusted to them or have become available solely because of their professional occupation, without prejudice to other statutory confidentiality obligations, unless there is a legitimate reason for the transfer of the entrusted or accessible personal data (confidentiality of data). This does not include published scientific work, unless specific restrictions have been imposed by IIASA or third parties.

You also confirm that you are aware that:

- the personal data of individuals are subject to special protection (GDPR and DSG) and the use of such data is only allowed under special conditions (legal basis of processing as per Art. 6 GDPR);
- personal data entrusted or made available to you based on your professional employment may only be transmitted on the basis of an explicit instruction from your supervisor (Section 6 (2) DSG). If in doubt of the legality of such an instruction you can contact IIASA’s Data Protection Manager under dataprotection@iiasa.ac.at;
- it is forbidden to procure or process personal data without authorization of your supervisor;
- it is forbidden to process personal data for anything other than the purpose needed for proper performance of the work assignment and;
- this commitment continues to apply after termination of your employment and shall apply without prejudice to other statutory obligations to maintain secrecy.

You hereby declare that you have been advised by IIASA about data confidentiality according to section 6 (1 and 2) DSG. This letter is retained by IIASA for purposes of documentation.

You hereby undertake to keep personal data secret and strictly confidential and in no case other than the exceptions stated above, to make such data accessible to third parties (in any way whatsoever) or to use it in any other way than for the original purpose.

I confirm that I have fully read, understood and accept the terms and conditions of this confidentiality agreement.

Name (please print)

Date

Signature