



Information on data collection, data processing and data protection for scientific staff pursuant to § 44 (1,2) LHG, non-scientific staff, trainees and interns

General:

In accordance with Articles 13 and 14 of the General Data Protection Regulation (GDPR), which entered into force on 24 May 2019, you will receive the following information on the collection and processing of your personal data at Ulm University. The provision and processing of your data is necessary for entering into, carrying out, terminating and processing your employment relationship as well as for carrying out internal planning, organisational, personnel, social or budgetary and cost accounting measures.

Responsible office and data protection officer:

The controller pursuant to Art. 4 (7) GDPR is

Ulm University,
represented by its president
Helmholtzstrasse 16
89081 Ulm, Germany
Phone: +49 (0) 731 / 50-10
Fax: +49 (0) 731 / 22 03 8

Ulm University is a public body represented by its President Prof. Dr.-Ing. Michael Weber (praesident(at)uni-ulm.de) or its Chief Financial Officer Dieter Kaufmann (kanzler(at)uni-ulm.de).

For any queries related to data protection, please contact the data protection officer at datenschutz(at)uni-ulm.de or send a letter marked "Datenschutzbeauftragter/Data protection officer" to the above address.

Indication	Information
Data categories	<p>The categories of personal data processed at Ulm University include, in particular:</p> <ul style="list-style-type: none">- master data (especially first name, family name, name affixes, date of birth, nationality, personnel number, personnel number LBV, marital status, place of birth, country of birth, gender, academic degree, school education, vocational degree, higher education, if applicable residence/work permit)- contact details [private address, (mobile) phone number, e-mail address]- data related to CV- employment data resulting from the use of the IT systems- other data relevant to the employment relationship [e.g. time recording data, holiday periods, periods of incapacity to work, maternity protection/parental leave, (family) care periods, data on severely disabled persons, photos, criminal records, if applicable].- information on previous employment relationships, if applicable <p>The categories of personal data processed by the <i>Landesamt für Besoldung und Versorgung</i> (and collected by Ulm University) include, in particular:</p>

	<ul style="list-style-type: none"> - master data (in particular first name, family name, name affixes, date of birth, nationality, personnel number LBV, marital status, place of birth, country of birth, gender, academic degree) - contact details [private address, (mobile) phone number, e-mail address, place of employment] - other data relevant to the employment relationship [e.g. payroll data, tax identification number, tax characteristics, religious denomination, health insurance details, national insurance number, details of the company pension scheme (supplementary pension), pension insurance number, pension data, bank details, details of children, details of other employment relationships, periods of incapacity for work, maternity protection/parental leave, (family) care periods, details of the spouse, details of child benefit, details of capital formation benefits, if applicable] - information on previous employment relationships, if applicable 		
<p>Data origin</p>	<p>Your personal data are usually collected directly from you as part of the hiring process or during the employment relationship.</p> <p>Due to legal regulations or certain constellations, your personal data are sometimes also collected by other bodies.</p> <p>These may be, in particular:</p> <ul style="list-style-type: none"> - information of the occupational medical service (e.g., based on an independent medical examination) - for civil servants: official health certificate from the State Health Service or its representatives - for trainees: medical certificate of the initial examination according to § 32 (2) <i>JArbSchG</i>, if applicable 		
<p>Purpose of the processing</p>	<p>The primary purpose of the data processing is to establish, manage and terminate the employment relationship.</p> <p>This includes, in particular:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> - personnel administration - human resources development and qualification - supervisory and control obligations - documentation obligations and accountability - assertion, exercise or defence of legal claims </td> <td style="vertical-align: top; padding-left: 20px;"> <ul style="list-style-type: none"> - personnel file management - staff health protection - corporate organisation - IT usage and IT documentation - financial management </td> </tr> </table> <p>Insofar as special categories of personal data are processed in accordance with Art. 9 (1) GDPR, this serves the exercise of rights within the framework of the employment relationship or the fulfilment of legal obligations under labour law, civil service law and social security legislation (e.g. disclosure of health data to the health insurance fund, registration of severely disabled persons for the purpose of additional leave and determination of severely disabled person status).</p>	<ul style="list-style-type: none"> - personnel administration - human resources development and qualification - supervisory and control obligations - documentation obligations and accountability - assertion, exercise or defence of legal claims 	<ul style="list-style-type: none"> - personnel file management - staff health protection - corporate organisation - IT usage and IT documentation - financial management
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	<p>Should we wish to process your personal data for a purpose not mentioned above, we will inform you in advance.</p> <p>In addition, we are obliged by the European anti-terrorism regulations 2580/2001 and 881/2002 to compare your data with the so-called EU terror lists in order to ensure that no funds or other economic resources are made available for terrorist purposes.</p>
Legal basis	<p>We process your personal data (and forward them to the <i>Landesamt für Besoldung und Versorgung</i>) in accordance with the provisions of the EU General Data Protection Regulation (GDPR), the <i>Landesdatenschutzgesetz</i> (state data protection act) and all other relevant laws (e.g. working hours law, state civil service law, state pay law for civil servants, tax laws, in particular the income tax law and tax code, TV-L, social security codes, etc.).</p> <p>Data processing is essentially carried out in accordance with the following legal bases:</p> <ul style="list-style-type: none">- General Data Protection Regulation (GDPR), especially Art. 6 and 9- <i>Landesdatenschutzgesetz</i> (LDSG - state data protection act), especially §§ 4, 5 and 15- <i>Landesbeamtengesetz</i> (state civil service act), especially §§ 83 to 88- <i>Landesbesoldungsgesetz</i> (state pay act for civil servants) and related ordinances- Tax laws, in particular the <i>Einkommenssteuergesetz</i> (EStG - income tax law) and the <i>Abgabenordnung</i> (AO - tax code)- <i>Sozialgesetzbücher</i> (social welfare codes)- <i>Landeshochschulgesetz</i> (state higher education act), especially § 12- <i>Landesverwaltungsgesetz</i> (state administration act), especially § 6- <i>Strahlenschutzgesetz</i> (radiation protection act), especially § 170- corporate work agreements- with the consent of the person concerned
Consequences of refusal to supply data	<p>As part of your employment, you must provide such personal data as are necessary - or which we are legally obliged to collect - for the establishment, performance and termination of the employment/civil service/training/internship or service relationship and the fulfilment of the associated obligations.</p> <p>Without the provision of the data, the employment/official/training/internship or employment relationship cannot be established.</p>

Recipients of the data

to whom the data required for the respective purpose are disclosed

Within the University, only those persons and bodies who need your personal data to fulfil our contractual and legal obligations receive it.

In addition, we transmit your personal data to other recipients outside the University, insofar as this is necessary to fulfil our contractual and legal obligations as an employer.

• Transmission of employee data in general to:

Facilities within the University

- Human Resources
- Faculties
- in case of legal obligation or with your consent:
staff representation, equal opportunities officer, gender equality officer
- internal auditing
- finance department, if applicable
- decentralised facilities

Facilities outside the University

- *Landesamt für Besoldung und Versorgung*
- for professors: Ministry of Science, Research and Art
- occupational medical service
- for civil servants medical officer (*Amtsarzt*) or state health office or their representatives
- for employees: occupational medical service
- *Regierungspräsidium* (regional administrative authority) Tübingen (competent supervisory body for maternity protection)
- for trainees: Chamber of crafts, chamber of industry and commerce, *Regierungspräsidium*, vocational school
- further training providers, if applicable
- public entities within the jurisdiction of the Basic Law according to § 6 *LDSG* (e.g. public prosecutor's office)

• Transmission of personnel file data to:

Facilities within the University

- Human Resources
- if required: superiors

Facilities outside the University

- *Landesamt für Besoldung und Versorgung*
- finances/third-party funds providers of the University
- public entities within the jurisdiction of the Basic Law according to § 6 *LDSG* (e.g. public prosecutor's office)

• Tax data

Facilities within the University

- Human Resources

Facilities outside the University

- *Landesamt für Besoldung und Versorgung*

• Contact details:

- Internet users worldwide if the tasks of the higher education institution and the purpose of publication so require (cf. section 12 (5) LHG) or if the consent of the persons concerned has been obtained

• Photos:

- Internet users worldwide if their consent has been obtained, Human Resources (personnel file), *Dezernat für Recht und Organisation* (legal department) for chip card

<p>Transmission to third countries outside the EU or countries accepted by the EU with equivalent data protection</p>	<p>No data are transmitted to third countries.</p>
<p>Storage periods</p>	<p>As a rule, personal data collected/processed in the course of the performance of the employment relationship are stored for as long as they are required to fulfil the tasks. The basis for this are the requirements of the <i>Personalaktenrecht der Beamten</i> (personnel file law for civil servants) (§ 86 <i>LBG</i> in conjunction with § 15 <i>LDSG</i>) or, where applicable, the tax regulations.</p> <p><u>Personnel file data:</u></p> <ul style="list-style-type: none"> ➔ As a rule, personnel file data must be deleted at the latest after expiry of the storage period of 10 years ➔ Personnel file data on leave and sickness must be deleted three years after the end of the year in which the processing of the individual case was completed. If necessary, personnel file data of employees on leave must be kept longer if timesheets are to be kept for the employees (e.g. in EU projects). ➔ Special periods apply to personnel file data on complaints, allegations, criminal convictions, etc. (cf. § 86, paragraph 2 and 3 <i>LBG</i>) <p><u>Payroll data</u> 10 years according to the <i>HGB</i> (responsibility at <i>LBV</i>)</p> <p><u>Contact details and photos on electronic platforms</u> Immediately after leaving the employment relationship</p>
<p>Your essential rights</p>	<p>You have various rights under the GDPR. Details are set out in Articles 15 to 18 and 21 GDPR:</p> <ul style="list-style-type: none"> - Information about the personal data concerning you (Art. 15 GDPR, § 9 <i>LDSG</i>) - Rectification of your data (Art. 16 GDPR) - Erasure of your data (Art. 17 GDPR, § 10 <i>LDSG</i>) provided that there are no storage obligations to the contrary - Right to restriction of processing if the conditions according to Art. 18 GDPR are met - Right to data portability (Art. 20 GDPR) - Complaint to the competent supervisory body for data protection (<i>Landesbeauftragter für Datenschutz und Informationsfreiheit</i> - state commissioner for data protection and freedom of information) - Right to object (Art. 21 GDPR) <p>Please address requests for information to the management of Human Resources.</p> <p>Contact details can be found under the following link: www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/</p>

