

Information on the Processing of Your Data in the Employment Relationship in accordance with the information obligation pursuant to Article 13 GDPR

For your employment at Clausthal University of Technology, you have provided the Human Resources Department with personal data in the personnel form and by submitting various documents. Within the scope of personnel administration and payroll, we will store and process your data as far as this is necessary for carrying out your employment relationship or fulfilling legal or personnel-related obligations.

The duration of storage depends on the length of your employment relationship as well as on the applicable statutory retention periods and the need for data collection/storage for Clausthal University of Technology as the employer.

Clausthal University of Technology is responsible for the processing of your employee data. The security of your data is of utmost importance to us. We have appointed a Data Protection Officer for our institution. You may contact them as follows:

Human Resources Department

Clausthal University of Technology
Head of Human Resources (Dept. 3)
Adolph-Roemer-Straße 2a
38678 Clausthal-Zellerfeld
Phone: +49 5323-72 2334
office@dezernat3.tu-clausthal.de

Clausthal University of Technology Data Protection Officer

Erzstr. 18
D-38678 Clausthal-Zellerfeld
dsb@tu-clausthal.de

We take data protection very seriously. When processing your data, we comply with the European General Data Protection Regulation as well as national legal provisions, in particular the Lower Saxony Data Protection Act and the Federal Data Protection Act, as well as any applicable collective agreements and service agreements relevant to your employment relationship.

Legal bases for the collection and processing/storage of data within the framework of an employment/service relationship include, for example, the Lower Saxony Civil Servants Act, the Lower Saxony Data Protection Act, the Income Tax Act, the Contribution Procedures Regulation, the Fourth Social Code, and the Fiscal Code. All these regulations contain legal bases and/or rules on retention periods for personal data collected from you in connection with the employment/service relationship.

Clausthal University of Technology does not use procedures in its personnel administration that lead to automated decision-making. Furthermore, no procedures enabling profiling of employees are operated in the area of personnel administration.

Clausthal University of Technology transmits data to third parties as far as this is necessary in connection with your employment relationship. The transmission is made to public authorities (in particular tax authorities, social security institutions, the Federal and State Insurance Institution) based on statutory or collective agreement provisions. In addition, data may be transmitted to service providers who are contractually bound and obligated to maintain confidentiality and who carry out partial tasks of data processing.

In case of an official assignment abroad to non-EU countries, personal data may be transmitted to authorities there due to statutory or official obligations.

Your data will only be stored and kept accessible as long as necessary in connection with your employment relationship. The retention period after completion of a processing activity depends on the relevant statutory provisions, e.g., the Fiscal Code or the Fourth Social Code. Further storage may still be necessary afterwards. However, your data will then be locked for regular official use. Access will only be possible with your consent or in particularly justified individual cases, such as asserting legal claims.

You have the right to request from Clausthal University of Technology information about the stored personal data concerning you as well as correction of incorrectly stored data. Furthermore, you can assert the deletion of your data or the restriction of processing insofar as storage or processing is no longer necessary.

The provision of your data to Clausthal University of Technology is required for the execution of your employment relationship and to fulfill legal obligations. Failure to provide data would result in violations of the law and possibly the impossibility of performing the employment relationship.

You have the right to lodge a complaint with the Lower Saxony Commissioner for Data Protection as the competent supervisory authority:

The State Commissioner for Data Protection Lower Saxony, Prinzenstraße 5, 30159 Hanover
Email: poststelle@lfd.niedersachsen.de

Data protection is important in all departments. If there is an acute breach of protection of personal data in your area of work, please report immediately with a description of the incident to datenschutz@tu-clausthal.de.

Further details on data protection can also be found on the intranet pages of the Data Protection Officer of Clausthal University of Technology at tu-clausthal.de/datenschutzmanagement.

Acknowledged: Clausthal-Zellerfeld, _____
(Location/Date) (Signature)

Below you will find an overview of the types of data stored about you:

Personal Data

- Last name, first name, title, date and place of birth, nationality
- If applicable, data on degree of disability
- Addresses
- Bank details (including for capital-forming benefits and/or occupational pension schemes)
- Names and dates of birth of children and, if applicable, spouses
- Duration of maternity leave, parental leave, leave of absence, other absences
- Prior service periods in the public sector
- Data on attained university degrees and qualification phases
- Data on acquired qualifications (e.g., specialist physician, knowledge/expertise in radiation protection, etc.)
- If applicable, data on foreign residence status

Organizational Data

- Organizational unit
- Employee group and circle
- Cost center/finance department and job type
- Special company functions (e.g., safety officers)
- Loans and issuance of work materials (e.g., keys, chips, etc.)
- Authorization to participate in elections within Clausthal University of Technology and its faculties

Contract Components

- Type and duration of the employment contract, classification, if applicable agreed remuneration
- Type and scope of contractual working time regulations (including on-call duties, etc.)
- Anniversary dates and length of service/employment
- Vacation entitlements
- Entitlements to continued salary payment in case of illness
- Entitlements to holiday and annual special payments

Tax and Social Security Data

- Data for the calculation of wage tax, church tax, and solidarity surcharge
- Social security data (health, nursing care, pension, unemployment insurance, professional pension schemes)
- Additional pension scheme data (VBL)

Salary Payment Data

- Type and amount of salary/pay scale group, if applicable family-related payment components
- Duration and amount of child benefit payments
- Collective agreement bonuses/additional payments, one-off payments, etc.
- Garnishment data
- Payment-relevant absences
- Data on private pension provision