

Privacy policy for the processing of personal data as part of recruitment, appointment and employment

This document provides information on the collection of personal data in recruitment procedures and employment at Universität Regensburg, in accordance with Art. 14 General Data Protection Regulation (GDPR).

1. The entity responsible for the processing of this data is Universität Regensburg

Contact data:	Telephone: 0941 943-2311
Universität Regensburg	Fax: 0941 943 1536
93040 Regensburg	Email: personalabteilung@ur.de

2. Use the following information to contact our data protection officer:

Universität Regensburg Data Protection Officer
 Postal address:
 Office building "Altes Finanzamt"
 Landshuter Straße 4, 93047 Regensburg
 Telephone: 0941 943-5376
 Fax: 0941 943-5369
 Email: dsb@ur.de

3. The aim of the data processing is to be able to verify the fulfillment of the preconditions for appointment in public service. To this end, you are asked to submit the following declarations or fill in the following forms insofar as they are relevant:

- Questionnaire to verify loyalty to the constitution, Declaration on loyalty to the constitution and permission to retrieve the necessary information from the Bavarian Office for the Protection of the Constitution (Landesamt für Verfassungsschutz) and the Federal Commissioner for the Files of the State Security Service of the former German Democratic Republic (Bundesbeauftragte für die Unterlagen des Staatssicherheitsdienstes der ehemaligen Deutschen Demokratischen Republik).
- Questionnaire on Affiliation to the Scientology Organization
- Official certificate of good conduct
- Personnel questionnaire
- Resume
- Details of your professional career, and application to count previous periods of employment and while having a stipend (including references or other documentation)
- Documentation of qualifications (e.g. examination certificates, degree certificates)
- Application for exemption from the obligation to make statutory pension insurance contributions
- Form granting consent to request existing personnel files from another state or municipal employee
- Declaration on health and safety at Universität Regensburg
- Declaration of secondary employment
- Documentation in accordance with the measles protection law and the law on the prevention and control of infectious diseases
- Residence permit and work permit
- Certificate of enrollment
- Declaration of payment method
- Details for determining the obligation to contribute to social insurance

- Birth certificate (for yourself and your children) / marriage certificate
- Health insurance certificate
- Taking Children into account in Long-Term Care Insurance
- Application for capital accumulation schemes
- Documentation of citizenship
- Declaration on verification of family-related benefits

If the position has the status "Beamte" or has special health requirements, it is necessary to have a medical check up to clarify whether you are in suitable health. We assign the public health officer or university doctor to carry out this checkup. The doctor assigned creates a certificate on whether you are in suitable health for the area of activity envisaged. The doctor assigned asks you separately for consent to forward the certificate they create on the basis of the checkup.

We check, on the basis of the data forwarded, whether the conditions for employment at Universität Regensburg are fulfilled. If an appointment is made, further personal data will be processed within the framework of the employment relationship, insofar as this is necessary for the contractual and statutory obligations of the employer, and for carrying out organizational, personal and social measures, in particular personnel management and human resources management. To this end, a personnel file is created.

The legal basis for the collection and processing of data as part of the appointment an employment is Art. 6 Para. 1 Clause 1 Letters b, c and e GDPR; Art. 9 Para. 2 b and h GDPR; Art. 88 Para. 1 GDPR; Art. 8 Para. 1 Clause 1 No. 2 and 3 BayDSG (Bavarian data protection act); § 611 BGB (German civil code); §§ 9 and 50 BeamtStG (civil servant status act) and Art. 103 to Art. 111 in conjunction with Att. 145 BayBG (Bavarian public service code), § 3 Para. 5 TV-L (labor agreement for public service in the federal states), § 3 Para. 5 TV-Ärzte (labor agreement for doctors at university hospitals), § 4 TVA-L BBiG (labor agreement for trainees in the federal states).

4. Universität Regensburg will forward your personal data to the following external bodies, insofar as this is necessary in the relevant cases:

- Public health officer for the medical check up
- Previous places of employment to request and view any existing personnel files
- A competent public prosecutor or criminal court in the case of criminal proceedings
- State office of for the protection of the constitution (Landesamt für Verfassungsschutz) and the Federal Commissioner for the Files of the State Security Service of the former German Democratic Republic (Bundesbeauftragten für die Unterlagen des Staatssicherheitsdienstes der ehemaligen Deutschen Demokratischen Republik) insofar as this is necessary as part of the determining loyalty to the constitution in public service
- Bishop of Regensburg (for Catholic-theological subjects) and state church councils (for protestant-theological subjects) to obtain the "Nihil obstat" (for professors via the Bavarian Ministry of Science and Art as the highest administrative authorities)

- For tenure-track professorships of the Federal/Länder program for the promotion of young scientists, personal data is forwarded to "VDI/VE Innovation + Technik" for processing under No. 6 of the support regulations of the program in accordance with the basic data protection regulation. It is needed for substantiation, carrying out and handling.

To obtain the information named above from third parties, the relevant body will be given your personal contact data and informed that it is intended that you be appointed to Universität Regensburg.

If an appointment is made, personal data will be forwarded within the framework of the employment relationship to the following external bodies, insofar as this is necessary in the relevant cases:

- State Financial Authorities (Landesamt für Finanzen) as the competent authority for calculating and paying salary and, for those with status Beamte, for maintenance and supplementary insurance.
- Bavarian State Exchequer (Staatsoberkasse Bayern) to carry out payments
- Bavarian Ministry of Science and Art and the Bavarian Ministry of Finance (Bayerisches Staatsministerium der Finanzen, für Landesentwicklung und Heimat) as the highest administrative authorities or within the framework of technical or legal supervision.
- Public bodies which receive your information due to legal obligations to supply information (e.g. the Bavarian state accident insurance (Bayerische Landesunfallkasse), municipalities, as part of the carrying out of elections)
- University doctor for carrying out occupational health physicals
- University Hospital Regensburg, insofar as you are involved in its operations
- State attorneys in case of disciplinary measures
- Directorate of customs (Generalzolldirektion) in case of prior employment in EU / EFTA / EWR states, as the competent authority to determine the entitlement to pension in the relevant state
- Trade supervisory board as the regulating authority for pregnancies
- If severe disability or entitlement to be treated as a severely disabled person is demonstrated, your personal data will also be sent to the highest administrative authorities in the area
The body managing personnel forwards personal data annually to the competent highest administrative authorities in the form of a directory of the employees with severe disability or entitlement to be treated as a severely disabled person. These are responsible for fulfilling the statutory obligations of § 163 Para. 2 SGB IX (including forwarding the directory to the Federal Employment Agency (Bundesagentur für Arbeit)), in accordance with § 154 Para. 2 SGB IX.
- Integration Office (Inklusionsamt) of the Zentrum Bayern Familie und Soziales (ZBFS) to set up a workspace suitable for a person with disability and for protection against dismissal in accordance with SGB IX
- Bavarian general accounting office (Bayerischer Oberster Rechnungshof) and the subordinate state audit offices in accordance with the requirements of the auditing offices for statutory auditing.

- Internal auditing
- Project auditors if there is an external inspection when employment is financed with third-party funds
- Health authority if documentation is not presented in accordance with the law on the prevention and control of infectious diseases (Infektionsschutzgesetz)

Insofar as your personal data is processed and saved electronically, state computer centers and the state financial authorities (Landesamt für Finanzen) undertake the technical operation of our data processing systems.

5. The processing of your personal data (saving, deleting or erasing) as part of the employment or public service relationship is based on § 611 BGB and in relevant use cases Art. 103 ff. BayBG (in particular Art. 110 BayBG) and in accordance with Art. 145 BayBG in conjunction with Art. 103 to Art. 111 BayBG (in particular Art. 110 BayBG).

6. Furthermore, we want to inform you of your rights under the GDPR:

- When your personal data is processed, you have the right to information on the personal data we have stored about you (Art. 15 GDPR, Art. 107 BayBG, Art. 145 Para. 2 BayBG in conjunction with Art. 107 BayBG), § 3 Para. 6 TV-L, § 3 Para. 6 TV-Ärzte, § 6 Para. 1 TVA-L BBiG)
- Should inaccurate personal data be processed, you have the right to rectification (Art. 16 DSGVO).
- If the statutory conditions are fulfilled, you can demand the erasure or limitation of the processing or object to the processing (Art. 17, 18 and 21 Para. 1 GDPR).
- You can withdraw your consent to the processing at any time. The withdrawal does not, however, affect the lawfulness of the processing of your data that occurred prior to it.
- Additionally, you have the right to lodge a complaint with the Bavarian State Representative for Data Protection. You can reach them with the following contact data:

Der Bayerische Landesbeauftragte
für den Datenschutz (BayLfD)
Wagmüllerstraße 18
80538 München

Postal address: Postfach 22 12 19, 80502 München
Telephone: 089 / 212672 - 0
Fax: 089 / 212672 - 50
Email: poststelle@datenschutz-bayern.de
Internet www.datenschutz-bayern.de

Should you make use of the rights mentioned above, Universität Regensburg tests whether the legal requirements for this are fulfilled.

I have taken note of the information given above.

I give my consent to the collection and processing of personal data, and forwarding to the external bodies named in the information sheet, insofar as this is necessary.

Surname, first name:

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Place, date

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Signature