

## Information Sheet on Data Protection for (future) Employees

Dear (future) employees,

The general data protection regulation came into effect in May 2018. This states extended information obligations. Therefore we inform you about data processing implemented by us. We point out that we have already implemented the data processing in the past and that therefore no modifications will be made to the employment relationship.

In the course of this employment relationship the data provided by you (e.g. master data) as well as data that occurs due to the employment relationship (e.g. salary details, absences, user identifications, business email address) will be processed.

### **General Data Processing in the course of Employment Relationships**

The processing and transmission of data takes place for wage, salary and remuneration settlement and for the compliance of recording, disclosure and reporting obligations, as long as this is required on the basis of laws, norms of collective shaping of law, contractual employment obligations or protection of justified interest of the person responsible or of a third party including automation supported created and archived text documents (e.g. correspondence) on such matters. The same takes place for all voluntary social benefits, as well as for external educational and training offers, borrowing of subject relevant literature, public appearance (Internet and Intranet) of the organization, for the transparency and visualization of scientific activities (research projects, clinical studies, publications) for audits examination and quality assurance/evaluation, statistical analysis or reporting, object and personal protection and mobility. Without this data processing we are not able to enter or implement a contract with you.

A transmission of the respective relevant data only takes place on the basis of the adequate legal requirements, of a judicial/official order or contractual agreements or protection of justified interests of the person responsible or of a third party to the following authorities:

- Tax consultants and accountants (personnel accounting/accounting);
- Social insurance agencies (including Gebietskrankenkassen);
- Federal office for social affairs and disabled persons (ministry for social affairs service) e.g. in accordance with §16 BEinstG;
- Tax office;
- Owner of the „Steiermärkische Krankenanstaltengesellschaft m.b.H“;
- Operational provident funds (BV-Kassen) in accordance with § 11 Abs 2 Z5 and § 13 BMSVG
- Apprenticeship office in accordance with §§ 12 and 19 BAG and vocational schools;
- Employment market service;
- Work inspectorate, in particular in accordance with § 8 ArbIG;
- Municipal authority and district administration authority in administrative police agendas (trade authority, jurisdiction after ASchG);
- Legal and operational advocacy groups;
- Occupational physician, security officer (preventive service);
- Contract partners and potential contract partners;
- Funding authorities;
- Ethics committee;
- Educational and training providers;
- Election committee for works council elections;
- Legal representatives;
- Courts;

- Creditor of the person affected as well as other participants involved in the prosecution, even at voluntary salary assignments for outstanding debts;
- Banks involved in the payment of the person affected or of third parties;
- Audit office;
- Trade union indicated by the employee, with permission;
- Co-insured persons;
- Pension funds;
- Insurance companies in the course of a consisting group or individual insurance;
- IT service providers as contract processors;
- Federal computing centre;
- Academy of physicians;
- Central Dose Registry Land Steiermark/Abt. Strahlenschutz;
- Radiation legal granting authority;
- General accident insurance company (AUVA)

### **Data Processing for Administrative Purposes and Security of the System**

Due to the current legal data protection regulations, a series of your data will be processed for the administration and the security of the system, such as administration of user identifications, allocation of hard and software to system users as well as security of the system. This includes automatically processed created and archived text documents (e.g. correspondence) in this matter. Without this data processing a safe operation of the system is not possible.

### **Publication of professional Contact Data in the Address Book of the Email System, Process Management, Telephone Software and on the University Website**

By contacting colleagues professional contact data is published in address books of the email system and in the telephone software. By contacting contract partner professional contact data of employees is published on the internet and the intranet. This takes place due to our justified interest in a smooth business and work process.

### **Personal Data processed in the course of a Time Registration**

Registration and application of the time data of employees for the purpose of determining coming and going times, which are necessary for calculating the working hours, the attendance and absence as well as the overtime hours (in particular coming time, going time, time booking, doctor, holiday, report of time balance, holiday balance).

### **Personal Data processed in Human Resources**

Data about the person (title, first name, last name, date of birth, address, phone number, citizenship), mother language, registration form, social insurance contribution group, family/contact person, children, civil status, social insurance number, secondary employment, works council, place of birth, religion (if notified), vaccination status (in the clinical area), business trip times, travel times, sickness rates, (filial) leave, doctor appointments, paid absence according to KollIV, special leave (e.g. relocation/moving leave), emergency contact (if existing), family members (if existing, including verifications such as marriage and birth certificate), if necessary verification of the authority to exercise as a medical profession or health profession, pre-office hours (including verifications such as leaving certificates, recommendations, grid certificates), organizational assignment, occupational accident report, cost distribution, business functions, planned working time,

recurring salaries/deductions (with account assignment), registration certificate, working permission, supplemented payment (with account assignment), travel privileges, cost allocation, tax data, social insurance, social insurance report addition A, loans, memberships, commuter allowance, attachment/assignment (demand, rate information, attachable amount), charges at withdrawal, partial retirement, evidence of employment and remuneration, remuneration statement, development personnel costs, operational employee provision, absences (absence contingent, attendance), remuneration documents, settlement status, exemption, permanent/temporary application, education and training, overseas stay, MUG/branch of science, MUG/habilitation, disability, bank details, external transfers, contract components, qualifications, internal data, date specification (holiday, displacement, jubilee), maternity leave/parental leave, personnel number, license plate, gender, email, address, library borrowing data including ID number, part-time parental leave data, sole custody confirmation data (proof from the authority), proof of the other parent's employment or parental leave (first and last name of the other parent, name of the other parent's employer, information on the other parent's (dormant) employment relationship (including duration)).

### **Data Processing in case of Labor Disputes**

If a legal dispute occurs during an employment relationship or upon completion, necessary data for the adequate prosecution will be transmitted to legal representatives and courts.

### **Processing of Optional Information - Permission**

The information about your union membership takes place on a voluntary basis and with your permission if you pay the union dues via the employer.

The publication of your photo on the internet (or intranet) site of the university takes place on a voluntary basis and with your permission.

The information about your religious confession takes place on a voluntary basis and with your permission.

### **Data Processing in the course of Video Surveillance**

The application of visual monitoring systems solely takes place for the purpose of property and responsibility protection or for the prevention, containment and information of criminally relevant behavior. The video surveillance does not serve for the purpose of employee monitoring.

A transmission of the respectively relevant data solely takes place in occasions and only on the basis of the adequate statutory provisions of a legal/official order or contractual agreements in particular to the following authorities:

- Competent authority or competent court (to ensure arguments in penal law matters);
- Security authorities (for security police purposes);
- Courts (to ensure evidence in civil law matters);
- Insurances (excluding settlement for insurance claims).

## Data Processing through the Electronic Locking System

The electronic locking system serves the property protection, responsibility protection (fulfillment of adopted due diligence) as well as the compliance of rules of conduct, (compliance with) laws and guidelines.

The activation of the locking plan in accordance with the ticket number as well as the registration of the access or the attempted access are captured. As far as outside doors and entrances to the organizational units are concerned, the above-mentioned data is saved on an online reader and transmitted to the central server system. As far as interior doors are concerned, the data on site is saved on the offline door hardware.

### Storage Period

We are saving your data in the course of the following deadlines:

1. Enrichment legal claims in accordance with § 1478 ABGB 30 years
2. Entitlement to exhibition of recommendations in accordance with § 1478 ABGB 30 years
3. Video surveillance: recorded data is, as long as it is not required for a specific occasion for the realization of underlying protection and preservation of evidence matters or for prosecution matters, to be deleted at least after 72 hours (works agreement on the application of visual monitoring system)
4. Electronical locking system: accesses and attempted accesses saved via online and update readers are deleted at the latest after three months. The last 2000 bookings are saved on the fittings of the offline reader, older bookings are automatically overwritten (works agreements to electronical locking systems on the ZMF and Med Campus).

### Your Rights

You are due to the rights of disclosure, rectification, cancellation, restriction of processing, data transfer and contradiction. Contact the data protection officer, who is also available for questions concerning/on the subject data protection.

If you believe that the processing of your data is violating the data protection law or your data protection entitlements are violated otherwise, you can complain to the data protection authority.

Our data protection officer can be reached under: [datenschutz@medunigraz.at](mailto:datenschutz@medunigraz.at)