Five things to know if you're transferring from an external to an internal Deutsche Bank employee

1. Your Human Resources ID should not change. Everybody at Deutsche Bank has a life-long-ID. Your HR recruiter and Deutsche Bank sponsor/manager should know this when they start the process on Workday. For more information please refer to this [Workday training](#).

2. You will keep all of your DeuBa/DBE/DBG account data, mails, tools, and applications if your change between external and internal employment is immediate (i.e. less than 30 days) and your email address stays the same. Please note: if for some reason or another your email address does need to be changed, data can be retrieved with a "data transfer request" via your line manager and [dbsupport+](#).

3. Should you plan to take a longer break, your Deutsche Bank sponsor/new manager can ammend the date via the dbAccessGate portal with an approval of the [Chief BISO](#) of your department. For more information please refer to this [Workday training](#). In case of issues: Please open a ticket in [dbsupport+](#) and ask for help from the "IAM_dbAccessGate_Ops"-team. For more help from dbAccessGate please visit their [myDB page](#).

4. Please note that under your employment contract it is not permissible for you to upload <u>any</u> non-public Deutsche Bank data to any personal or non-Deutsche-Bank-compliant sites or databases. Non-compliance with this is a serious breach and may lead to consequences up to the termination of your contract as well as a claim of compensation by Deutsche Bank.

5. Should you need to share information prior to leaving Deutsche Bank as an external, please follow the standard hand over process of saving business sensitive data or messages. Forward any important emails to your Deutsche Bank sponsor/manager, save important messages or documents to your team-SharePoint or to the department file share/network-drive. Please contact [dbsupport+](#) should you be in doubt.