

## Request for

New Account	Contract Duration from	until
Extension Account	Extension until:	
Premature Termination	Date of Termination:	
Change of Name	New Name:	

Type of Contract

### Data of Contracted Person

Company/Contracting Partner Title of Contract\*

Gender\*

Birthday\*

Last Name\*

First Name\*

GID\*, Email\*

Place of Birth\*

Residence Permission until: \*  
(please add copy of permission to this request)

Location\*

### Data of Sponsor (CC)

Last Name\*

First Name\*

GID\*

Department\*

Cost Center\*

### Data of Requester

Last Name\*

First Name\*

Access / Badge for Erlangen needed?

(only if person is in Erlangen regularly)

**If badge needed only:**

picture for the badge is attached to this request

Data protection agreement (page 3) signed  
by External please add to this request

Requester \_\_\_\_\_  
Datum, Unterschrift

Sponsor \_\_\_\_\_  
Datum, Unterschrift

SiM \_\_\_\_\_  
Datum, Unterschrift

Only to be signed if badge for Erlangen is needed:

**Data Protection Agreement - to be signed by External Company if a employee-badge for Erlangen is needed:**

All personal data (name, GID, Contract Duration and photo) is stored and used for the purpose of creating the employee ID card, which also serves as an access control to the premises of Sivantos GmbH. Therefor the data is transfered to the company which manages and creates the badges for Sivantos (Framatome GmbH).

The processing of personal data is based on Article 6(1) of the lit. b) GDPR (fulfilment of a contract). With respect to the data we use, you have the following rights:

- 1) Rights of access, Art. 13 - 15 GDPR
- 2) Right to rectification, Article 16 GDPR Right to erasure, Art. 17 GDPR, please note in this regard that this only applies for the period after the return of the ID card, otherwise access to the buildings and premises is no longer possible.
- 3) Right to restriction of processing, Art. 18 GDPR The data will be retained for the duration of the external employee's activities and for 6 additional months and will then be deleted.

Responsible for compliance with labour law regulations and laws, and for the return of the ID card is the person entitled to sign/ entrepreneur (here: Requester). The collection of the GP card must be done in person and upon presentation of a valid passport or identity card. Employees from non-EU countries must present their residence permit and a valid work permit.

The GP card may not exceed the validity period of the work permit. (Please note when submitting an application). The GP card allows the owner access to the building or the location.

Name in clear script



Date

Date, Signature of External Company  
(only if badge is needed)