

**Information on the Collection of Personal Data  
pursuant to Articles 13 and 14 of the General Data Protection Regulation (GDPR)  
(EU Regulation 2016/679 dated April 27, 2016)**

**Specific Information for Employees**

Name and contact information of the person responsible for the processing of personal data for this specific process:	For Department 8.0: personal@zhv.rwth-aachen.de Phone: +49 241 80-94012
Purpose and legal basis for the processing of personal data:	<p>Your personal data will be processed for the purpose of entering into, implementing, terminating or processing the employment relationship as well as for the implementation of organizational, personnel and social measures, in particular for the purposes of personnel planning and deployment.</p> <p>Your data will also be processed if required by law, collective agreement or service agreement or if you have consented thereto.</p> <p>The legal basis for the processing of your personal data is Art. 6 para. 1 lit. a GDPR in conjunction with Art. 6 para. 3 GDPR and Section 18 para. 1 NRW Data Protection Act</p>
Criteria for determining the duration of the retention of personal data	Your data will be kept for as long as it is necessary for the aforementioned processing purposes or as required by law. As soon as the data is no longer required for the aforementioned processing purposes or after the statutory retention periods have expired, it will be deleted immediately or made anonymous (anonymous data can no longer be assigned to a person).
Recipients of personal data	<p>Personal data may be passed on to other persons or bodies if you have consented to this or if it is permitted / prescribed by law. These individuals or bodies may include:</p> <ul style="list-style-type: none"> <li>- University staff responsible for processing personnel data – within the framework of their assignment of duties – e.g. personnel administrators, disciplinary superiors, or hierarchical superiors</li> <li>- The University Medical Center</li> <li>- The NRW State Office for Salary and Benefits (LBV)</li> <li>- Financial authorities</li> <li>- Members of employee representative bodies</li> <li>- Equal Opportunities Officer</li> <li>- Chamber of Commerce and Industry</li> <li>- Chamber of Trades and Crafts</li> <li>- Members of the Youths and Apprentice Representation</li> <li>- Representative Council for Staff with Disabilities</li> <li>- Bundesagentur für Arbeit (Federal Employment Agency)</li> <li>- Landschaftsverband Rheinland</li> <li>- Superior and supervisory bodies</li> <li>- Social insurance carriers</li> <li>- Accident insurance carriers</li> <li>- Pension insurance institutions</li> <li>- Project management agencies for employees in externally funded projects</li> <li>- Insurance providers involved in third-party debtor proceedings</li> <li>- Local authorities</li> <li>- Judicial and law enforcement authorities</li> </ul>
Necessity of personal data processing for the employment relationship	<p>Pursuant to Art. 6 para. 1 GDPR, the processing of your personal data is required for:</p> <ul style="list-style-type: none"> <li>- The fulfillment of a contract</li> <li>- Fulfilment of legal obligations to which RWTH is subject</li> <li>- Performance of tasks which are in the public interest.</li> </ul>

	<p>The necessity to process personal data arises from a broad range of laws, ordinances and other regulations, such as the</p> <ul style="list-style-type: none"> <li>- Civil Code</li> <li>- NRW Data Protection Act</li> <li>- Collective Agreement for the Public Service of the German Federal States</li> <li>- Civil Service Status Act (Beamtenstatusgesetz)</li> <li>- Working Hours Act</li> <li>- Social Code</li> <li>- Maternity Protection Act</li> <li>- RWTH Service Agreements</li> <li>- etc.</li> </ul> <p>If the required personal data are not provided and their purpose thus cannot be achieved, the employment relationship cannot be entered into. In case of an existing employment relationship, the employment relationship may not be continued.</p>
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