

**Please note: This English version of the original German document is for information purposes only! It is not a legally binding document.**

**Declaration of the employee:**

**Instructions on Duties in Accordance with the Public Service Wage Agreement of the Federal States (TV-L)**

**Instructions on § 6 of the Personal Data Protection Act**

**Instructions concerning the EU General Data Protection Regulation**

**Instructions Relating to the Transmission of Personal Data to Third Parties  
for \_\_\_\_\_ (employee)**

- The employee has been orally instructed to diligently fulfill of her/his responsibilities, and the legal consequences of a breach of duty have been pointed out to her/him. (§ 1 of the Public Service Act of March 2, 1974).
- The employee declares that she/he does not have a criminal record and that there are no criminal court or criminal investigation proceedings by a public prosecutor pending against her/him.  
The employee has been informed that employment is conditional on the presentation of a Certificate of Good Conduct. If she/he has not already applied for the Certificate, then she/he undertakes to apply for it without delay at the relevant Registry Office in order to be able to present it to the public authorities.  
Furthermore, she/he undertakes in the future to inform the HR Department promptly about any relevant indictments and penalties issued against her/him by the courts or the Customs Office.
- The employee declares that she/he agrees to her/his personal data being stored by the HR Department, provided that this is necessary for the fulfilment of her/his responsibilities at RWTH Aachen. The employee has been informed that she/he may view her/his personal data as stored in the HR Department, both at the time it is first stored and at any time in the future. The employee was provided with information in accordance with Articles 13 and 14 of the EU's General Data Protection Regulation (GDPR).
- The employee has been instructed that personal data must be kept confidential, as stipulated by § 6 of the Protection of Data Act of North Rhine-Westphalia (NRW). She/he has been informed that it is prohibited to process or reveal any personal data without authorization for any other reason than that pertaining to the relevant legitimate performance of the employee's duties and that these obligations also remain in force after the period of employment has ended. She/he has been informed that breaches of data confidentiality, particularly those listed in §33 and §34 of the Protection of Data Act of NRW, may be punished by imprisonment or a fine and that a breach of data confidentiality will simultaneously have labor law implications in the majority of cases.
- The employee has been informed that in case of externally funded projects, personal data pertaining to personnel costs of participating employees may be transferred to third parties, in accordance with §71 University Act, if RWTH Aachen University is asked to do so. Furthermore, the employee has been informed that these personal data may be verified on site and that RWTH is obligated to enable such data verification. Such review of personnel files exclusively serves to verify the employment relationship, qualification, or times of absence of employees (periods of leave, illness, or business travel). RWTH makes sure that during a review session, a member of staff of the RWTH HR Department is present. Furthermore, the employee was informed that she/he may receive information on the recipient, purpose, and scope of the data transfer.
- The employee has been informed that the General Equal Treatment Act (AGG), which also applies to RWTH Aachen University, is published on the RWTH Aachen website.

The employee has been expressly informed of the following official duties:

- The duties to be performed in accordance with the employment contract must be carried out diligently and properly in keeping with the institution's objectives, particularly the specific tasks in research, teaching and continuing education.
- To observe The Principles of Safeguarding Good Scientific Practice at RWTH Aachen University.
- Employees must show through their entire conduct that they agree with the free democratic constitutional structure as laid down in the German Constitution. Participation in endeavors opposed to the free democratic constitutional structure is not compatible with the duties of the University's employees.
- Employees must maintain secrecy on matters whose secrecy is provided for by statutory provisions or ordered by the employer; this also applies beyond the termination of the employment relationship. The specific matter subject to secrecy shall be determined and ordered in the higher education institutions or

departments. In case of doubt, the confidentiality requirement must be clarified with the management or the representative in the office of the institution.

- Employees are obliged to cooperate to preventive fire protection at the whole university as well at their workstation /job. You can find the fire safety regulations, part B relevant for the employees at <http://www.rwth-aachen.de/Brandschutz> .
- Employees may not accept rewards, gifts, commissions or other benefits from third parties relating to their work. For further information, please refer to the attached leaflet "Corruption - Prevention and Protection of Employees".

Employees must notify their employer in writing and with sufficient notice about secondary employment.

• Claims arising from the employment relationship lapse if they are not asserted in writing by the employees or the employer within a limitation period of six months after the due date. In these same matters, a single raising of a claim to entitlement is sufficient for entitlements that are due at a later date.

- The employee has the effect that the recovery leave is requested and taken if possible, during the current holiday year. He / she has been informed that the holiday must be taken no later than 15 months after the end of the holiday year. He /she is aware that the holiday not taken by 31.03. of the year after next, which follows the holiday year, expires without replacement.
- The employee is obliged to make all relevant changes to his / her personal data, such as for example, the birth of children, change of name, change of address or change of bank account. Details should be reported immediately to the Human resources department. (This obligation exists independently of the obligation to inform the NRW Salaries and Pensions Office (LBV) about any changes in personal circumstances — please refer to the information sheet issued by the LBV.)
- The employee is obliged to notify the employer of the incapacity for work and its probable duration without delay. If the incapacity to work lasts for more than three calendar days, the employee must provide a medical certificate of incapacity for work and its probable duration no later than the following working day. The employer is entitled to demand the submission of the medical certificate earlier. If the incapacity to work lasts longer than indicated in the certificate, the employee is obliged to submit a new medical certificate and inform the employer in a timely manner about the extension of the incapacity to work. If the employee resides abroad at the beginning of the incapacity for work, he is obliged to notify the employer of the incapacity for work, its probable duration and the address at the place of residence in the fastest possible manner of transmission. A medical certificate of incapacity to work based solely on remote treatment carried out online (so-called online AUB) is not accepted as proper proof of incapacity to work due to illness.
- Discrimination against other employees on grounds of race or ethnic origin, gender, religion or belief, disability, age or sexual identity is prohibited and must be avoided.

### **Job ticket and parking pass**

Employees of RWTH Aachen University can, upon request, receive a job ticket (parking permit at the same time) or only a parking permit for their own parking lots. Details can be obtained from the Department of Infrastructural Facility Management - Division 10.5 - or from the address <http://www.rwth-aachen.de/mobility>.

### **Supplementary pension ("Zusatzversorgung")**

The Federal and Länder Provincial Pension Fund (VBL) is responsible for the provision of supplementary pension for RWTH Aachen University employees. Basically, the employees are insured in the supplementary pension. Temporary scientific employees can be exempted from compulsory insurance. It is possible to take out other forms of pensions at VBL (e.g. Riester pension, salary conversion).

For more information about the options for VBLklassik and VBLextra, please visit: <http://nrw.vblportal.de/> .

### **The undersigned confirms that she/he has received the following information leaflets:**

- Information and explanations on the exemption from compulsory insurance in supplementary public sector insurance
- Obligation to declare oneself as a job-seeker in case of unemployment
- Corruption - Prevention and Protection of Employees
- Guideline for Protection against Discrimination according to the General Equal Treatment Act (AGG) of the RWTH Aachen University
- Official announcement of The Principles for Safeguarding Good Scientific Practice at RWTH Aachen University

The employee received a copy of these declarations and instructions and was advised that a breach of official duties may result in labor sanctions (warnings, warnings, dismissal).

Aachen, \_\_\_\_\_  
(Date)

p.p.

\_\_\_\_\_  
(Signature of the Employee)

\_\_\_\_\_  
(Signature of the Employer)