Data Protection Statement for Johannes Gutenberg University Mainz (JGU) Personnel

As required according to the 2016 EU regulation 679 (General Data Protection Regulation, GDPR) and the Landesdatenschutzgesetz des Landes Rheinland-Pfalz (LDSG), JGU provides its personnel with service and employment contracts, as well as all fee-based employees, freelance staff, and adjunct lecturers, with the following information:

1. Controller’s name and address
Responsible within the meaning of the GDPR
Johannes Gutenberg University Mainz
The President
Univ.-Prof. Dr. Georg Krausch
Saarstr. 21
55122 Mainz
Phone: +49 6131 39-22301
Fax: +49 6131 39-26611
praesident@uni-mainz.de

2. Data protection officer's name and address
The controller’s data protection officer is:
Claus-Toni Bertram
Abteilung Zentrale Dienste
Forum 3, EG, Raum 00-346
Phone: +49 6131 39-25382
Fax: +49 6131 39-20709
claus-toni.bertram@uni-mainz.de

3. Processing Purposes and Legal Basis
JGU processes its personnel’s personal data (in the following: subjects) in order to carry out or terminate service or employment contracts, as well as for the purpose of carrying out and terminating work contracts.
This applies particularly to the processing of personal data for personnel management and personnel planning purposes, as well as for the carrying out of in-house, personnel-related, budgeting, and accounting purposes. Processing data for these purposes is legal according to article 6 section 1 b and c GDPR and § 20 LDSG.

Additionally, JGU processes personal data when IT-services are used (for setting up official phone numbers and e-mail accounts, for example); this processing of data when IT-services are used occurs mainly to secure the established JGU authorization concept (signing up/logging in, access and usage restrictions) and to guarantee system security.

The keeping and use of civil servants’ personnel files takes place according to §§ 87 ff. Landesbeamten gesetz Rheinland-Pfalz (LBG) in connection with § 50 Beamtenstatusgesetz (BeamStG).

1 State Data Protection Act of Rhineland-Palatinate
2 State Civil Servant Act of Rhineland-Palatinate
3 Civil Servant Status Act
In all other cases, the personal data processing of JGU employees is based on § 3 paragraph 6 of the Tarifvertrag für den öffentlichen Dienst der Länder (TV-L), 4 § 20 LDSG in connection with article 88 GDPR.

4. Categories of Personal Data
When processing personal data, the following categories may be affected: personal information (first name, last name, title, birth date, marital status, religious affiliation), as well as pictures (personnel file), contact information (private address, private e-mail address, private phone numbers), social security and financial data (social security and tax information, as well as bank account information), health insurance data, qualifications (diplomas, admission documents, certificates, etc.) as well as information on your health within the framework of the university’s integration management.

5. Data Sources and Data Transfers
As a rule, JGU only processes information received directly from the subjects (such as receiving and using application documents, etc.). In some cases, JGU also receives data from third parties, particularly from the Landesamt für Finanzen (LfF).

A transfer of personal data occurs within the framework of legal requirements, such as civil service, social security, or financial/tax laws. JGU transfers personal data to the LfF most notably to make payments for wages, remuneration, bonuses, child benefits (if applicable), and also makes anonymized transfers to the Statistische Landesamt Rheinland-Pfalz for personnel statistics.

Furthermore, JGU reserves the right to transfer personal data to third parties in cases of cooperative and third-party funding projects, inasmuch as it is necessary for proof of usage. The transfer of data for wages and remuneration with the LfF, the Landeshochschulkasse and bank and credit institutes is necessary, since wages and remuneration are paid solely through bank transfers with the SEPA-procedure.

A transfer of personal data to a so-called third country (non-EU member states or members of the European Economic Area) or international organizations is not foreseen.

6. Duration of Storage and Erasure of Data
JGU only processes and stores personal data for the period of time in which the reason for storage is to be achieved, if so required by the laws or regulations to which JGU is subject. Data is stored in MACH-systems; data which is to be collected according to the Hochschulstatistikgesetz (HochStatG) 5 will be stored in a specifically developed ZDV application. Furthermore, data is collected in personnel files and contract documents.

If the reason for storage ceases to exist or if a legally mandated storage deadline for the processing of the relevant data is reached, the personal data is – routinely and in accord with legal regulations – erased or limited in how it can be processed.

Once a service, employment, or work contract has come to an end, JGU erases the subjects' personal data if the data is not needed any further, unless the erasure is legally prohibited. § 96 LBG is applicable for civil servants’ personnel files.

7. Rights
The GDPR reserves various rights for “subjects”. Accordingly, you have the following rights regarding your personal data:

- Right of Access (art. 15 sect. 1, 2 GDPR)
- Right to rectification (art. 16 GDPR) and to erasure (art. 17 GDPR)
- Right to restriction of processing (art. 18 GDPR)

4 German Public Servant Remuneration Grade Table
5 Higher Education Institution Statistics Act
- Right to data portability (art. 20 GDPR)
- Right to withdraw consent (art. 7 Sect. 3 GDPR)
- Right to object to processing (art. 21 GDPR)
  Please note: You have no right to object to the data collection and processing necessary for your employment (no. 3-6)
- Right to lodge a complaint with a supervisory authority (art. 77 GDPR)

The following supervisory authority for data protection is responsible for JGU:
The Landesbeauftragte für den Datenschutz und die Informationsfreiheit Rheinland-Pfalz (LfDI)\(^6\)
Hintere Bleiche 34
55116 Mainz
Phone: +49 6131 208-2449
Fax: +49 6131 208-2497
poststelle@datenschutz.rlp.de
www.datenschutz.rlp.de

8. Keeping a Staff Directory
Apart from the mandatory data collection and processing described in no. 3-6, employees are listed in a JGU staff directory in order to allow others to take up contact. The directory can be accessed here: https://personen.uni-mainz.de/pue/. Only persons with a Uni Mainz account can access the directory.

Johannes Gutenberg University Mainz, 23 October, 2019

\(^6\) State Commissioner for Data Protection and Freedom of Information Rhineland-Palatinate