

\_\_\_\_\_  
Surname, First Name(s)

UNIVERSITÄT GREIFSWALD  
Wissen lockt. Seit 1456



## **Additional Information Regarding Staff Data Processing for Employees in Areas of Third-Party Funding**

The employee is aware that his/her employment contract is part of a third-party funded project and his/her working hours have to be accounted for on request by the third-party funder. In this respect, the employee is informed that the University of Greifswald collects, uses, saves, processes and passes on his or her personal data (e.g. names, maiden name, nationality, residential address, academic or vocational qualifications, pay group, rate of pay, job function, working hours, periods of absence due to holiday, sickness, maternity protection or parental leave), if this is necessary when doing the project accounts for the funder and if the funder and his/her authorised auditing institution is reviewing the project. Personal data is only passed on to such persons and institutions who need this information for doing the accounts and reviewing the project (in particular, the third-party funder and his/her project managing body, the project manager in charge and the employees of the academic chair in charge of the project's accounting, as well as the auditing institutions as named in the respective conditions for funding - e.g. the *Bundesrechnungshof* (Federal Court of Auditors), the *Landesrechnungshof* (State Court of Auditors), the audit office, the price control board, first-level controllers, second-level controllers and auditors).

Greifswald, on the \_\_\_\_\_

\_\_\_\_\_  
HR Department

\_\_\_\_\_  
Employee