



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

## Information on Staff Data Processing for Employees

1. The collection and processing of personal data during the recruitment and selection process, for the accomplishment, termination or settlement of the employment relationship or for the implementation of organisational, staff or social measures, in particular for reasons of staff planning and staff deployment, generally conforms to § 35 of the law protecting citizens on the processing of their data (State Data Protection Act - *Landesdatenschutzgesetz* - DSG M-V) from 28/03/2002 (GVOBL. M-V S. 154), as long as there is no deviation to specialised legal regulations, collective agreements or service agreements.
2. According to § 35 DSG M-V, a file for staff records will be created for each employee by the HR department responsible and continued progressively. In this case, this is the

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3. Employees have a right to sight their complete staff records (§ 3 Sub-Section 6 TV-L). The employee's data can only be passed on to persons and institutions outside of the public sector, if the employee has agreed to this, it is allowed by legal regulations, it is needed for the type or purpose of the employee's function or for the course of his/her duties, or the recipient can provide plausible evidence of legal interest and the employee was informed prior to the handing over of the data and had made no contradiction. The transmission of data to a future employer is only allowed after this has been agreed to by the employee (§ 35 DSG M-V). If personal data has been collected or processed incorrectly, the person affected is entitled to closure or rectification.
4. The state representative for data protection monitors the compliance to all significant data protection regulations (§ 24 Sub-Section 2, Sub-Section 6 BDSG combined with §30 DSG M-V). In able to fulfil this role, he is also allowed to sight staff records. The same applies for the official data protection officer of the University.

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

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

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Employee