
Surname, Given name(s)

Additional Information Regarding Staff Data Processing for Members of Staff Employed in Third-Party Funded Areas

The employee is aware that their employment contract is part of a third-party funded project and their working hours have to be accounted for on request from the third-party funder. In this respect, the employee is informed that the University of Greifswald collects, uses, saves, processes and passes on their personal data (e.g. names, date of birth, nationality, residential address, academic or vocational qualifications, pay group, salary, job function, working hours, periods of absence due to holiday, sickness, maternity protection or parental leave) and documents (e.g. employment contract, task description, payslips), if this is necessary when doing the project accounts for the funder and if the funder and their authorised auditing institution is reviewing the project. The employee will help the University of Greifswald meet its accounting obligations to the third-party funder. Personal data and documents are 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 their 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