

Privacy Policy of Karlsruhe Institute of Technology Relating to the Personal Information Form

Dear Madam,
dear Sir,

The information given below is to provide an overview of how your personal data given in the personal information form are processed by Karlsruhe Institute of Technology (KIT) (hereinafter referred to as KIT) and of your rights according to data protection legislation.

1. Personal Data

To enter and implement your employment relationship, KIT needs to process your personal data. According to Article 4, No. 1 of the Regulation (EU) 2016/679 of the European Parliament and the Council of the European Union of April 27, 2016, on the Protection of Natural Persons with Regard to the Processing of Personal Data and on the Free Movement of such Data, and Repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as GDPR), personal data means “any information relating to an identified or identifiable natural person.”

In case you voluntarily enter in the personal information form data on a severe disability or an equivalent status or attach the corresponding evidence, these data represent a special category of personal data in the form of health data. According to Article 4, No. 15, GDPR, data concerning health are “personal data related to the physical and mental health of a natural person, including the provision of health care services, which reveal information about his or her health status.”

As soon as your personal information form is included into your personal file by KIT, the corresponding data are personal file data in the sense of Article 15, par. 4, State Data Protection Act (Landesdatenschutzgesetz, LDSG), Article 50, cl. 2 Civil Servant Status Act (Beamtenstatusgesetz, BeamtStG), and Arts. 83 ff, State Civil Servants Act (Landesbeamtengesetz, LBG). According to Article 50, cl. 2, BeamtStG, “the personal file includes all documents directly connected to the civil servant relationship.”

2. Controller

The controller of data processing in the sense of the GDPR and other data protection regulations is:

Karlsruhe Institute of Technology (KIT)
Kaiserstraße 12
76131 Karlsruhe,
Germany
Phone: +49 (0) 721/608-0
Fax: +49 (0) 721/608-44290
Email: info@kit.edu

Karlsruhe Institute of Technology (KIT) is a corporation governed by public law. It is represented by its President, Professor Dr.-Ing. Holger Hanselka.

The Data Protection Commissioner of KIT can be contacted by email at datenschutzbeauftragter@kit.edu or by ordinary mail to the above address with “Die Datenschutzbeauftragte” (the data protection commissioner) being indicated on the envelope as well as by phone at +49 (0)721 608 41075.

3. Purpose of Data Processing

The purpose of data processing is the entry in and implementation of your service or employment relationship.

In case you voluntarily enter in the personal information form, within the first six months of your employment relationship, data on a severe disability or equivalent status or attach the corresponding evidence or certificate, your personal data will be processed by KIT to comply with the corresponding legal obligations as an employer in this case exclusively. These obligations of KIT include, among others, compliance with the regulations for the protection of severely disabled employees and persons with an equivalent status and proper integration of the representatives of disabled employees to represent your interests.

4. Legislation Underlying Data Processing

The legal basis underlying the processing of your personal data, except for data or certificates of severe disability or an equivalent status, is Article 15, par. 1, cl. 1 of the Baden-Württemberg State Data Protection Act (LDSG).

If you voluntarily give in the personal information form data on a severe disability or an equivalent status within the first six months of your employment relationship or attach the corresponding evidence or certificate, the legal basis of processing of your data is Article 15, par. 2, LDSG.

5. Recipients

Your personal data will not be transmitted to third parties in principle. Your data will be transmitted to third parties only in cases in which KIT is legally obliged to transmit these data.

The personal data contained in the personal information form will only be transmitted to KIT offices, if this is required to achieve the above purposes.

The data will be processed by the DE PSE (Human Resources Business Unit) generally. The data can be accessed by the responsible personnel officers and the officers in the personnel accounting and time management group. The data on your disability will additionally be processed by the inclusion commissioner.

Moreover, personal data relating to a disability or an equivalent status in the personal information form are transmitted with the name to the representatives of disabled employees to the extent required for the execution of their tasks.

On request, data will also be transmitted to the Internal Auditing Staff Unit (REV) to the extent required for the execution of their tasks.

6. Duration of Storage

The personal data collected will be stored as long as this is required for fulfilling the above purposes. As soon as the above purposes are fulfilled or cease to exist, the corresponding personal data will be deleted immediately.

7. Rights

You have the following rights in your personal data:

- Right to obtaining confirmation as to whether personal data about you are processed and the right to request information about the personal data stored about you, about further information on data processing, and to obtaining copies of the data (Article 15, GDPR),
- right to rectification or completion of incorrect or incomplete data (Article 16, GDPR),
- right to immediate erasure of your personal data (Article 17, GDPR),
- right to restriction of processing (Article 18, GDPR),
- right to obtain your personal data and the data provided by you as well as to transmission of these data to other controllers (Article 20, GDPR),
- right to object to future processing of your personal data, if the data are processed according to Article 6, par. 1, e or f, GDPR (Article 21, GDPR).

In addition, you have the right to complain with the supervisory authority about the processing of your personal data by KIT (Article 77, GDPR).

The supervisory authority according to Article 51, par. 1, GDPR of the KIT is specified in Article 25, par. 1, LDSG. It is the

Landesbeauftragter für den Datenschutz und die Informationsfreiheit Baden-Württemberg
(Baden-Württemberg State Commissioner for Data Protection and Freedom of Information)

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70173 Stuttgart, Germany

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