

Employee details form for lecturers

1. Personal details:

Surname: -
Maiden name: -
First name: _____
Date of birth: _____
Place of birth: _____
Nationality: -
Town/City: _____
Street/house no.: -
Phone: - Fax: -
E-mail: _____
Position: _____
Employer/department: -
IBAN: - BIC: -
Bank: -
Local tax office: -

2. Information about your university degree (please enclose copies of your university degree certificate, PhD certificate, and habilitation certificate, if applicable)

Highest university degree: -
University/University of Applied Sciences: _____
Country: _____
Year of graduation: -
Major subject
in first degree programme: -
Habilitation specialisation: -

Date

Signature

Information pursuant to Art. 13 of the General Data Protection Regulation (GDPR); collection and processing of personal data within the context of a teaching contract

In the context of a teaching contract, for personnel administration, planning and payroll activities, we collect and process the data that you provide as well as data arising from your teaching contract on the basis of statutory regulations.

The duration of this storage depends on the relevant legal retention periods and on the necessity of data collection/storage and processing for the fulfilment of the tasks of the University of Oldenburg.

The legal basis for data collection and processing/storage within the context of a teaching contract is governed by, for example, the Lower Saxony Higher Education Act (NHG), the Lower Saxony Data Protection Act (NDSG) and the Higher Education Statistics Act (HStatG). All of these regulations contain provisions for data processing as well as storage periods for personal data processed in the context of a teaching contract.

The University of Oldenburg does not use any procedures in its personnel administration that lead to automated decision-making. Nor are there any procedures in the area of personnel management that enable the profiling of employees.

The University of Oldenburg is required by law to disclose the personal data of its employees or public servants to other authorities and institutions upon request. These include, among others, higher authorities such as the Ministry of Science and Culture, the State Office for Statistics and Courts or auditing authorities such as the State Court of Audit.

As a contract teacher, you have the right to access the personal data concerning you which have been collected (Art. 15 GDPR), a right to the rectification of incorrectly recorded data (Art. 16 GDPR) and a right to the erasure of personal data or restriction of processing, unless the University of Oldenburg is required by law to store and process your personal data (Art. 17, Art. 18 GDPR). With the entry into force of the GDPR, you also have the right to data portability (Art. 20 GDPR). You also have the right to object to data processing under certain conditions (Art. 21 GDPR).

Within the University of Oldenburg, the management of Department 1 – Personal/Organization, which can be reached at the following address, is responsible for the lawfulness of data processing in the context of a teaching contract:

*Carl von Ossietzky University of Oldenburg
Leitung Dezernat 1 – Personal/Organisation
Ammerländer Heerstraße 114-118
26129 Oldenburg*

*Phone: +49 441 798 5448
Fax: +49 441 798 2547*

You can reach the data protection officer of the Carl von Ossietzky University of Oldenburg under the following contact details:

*Carl von Ossietzky University of Oldenburg
Der Datenschutzbeauftragte
26111 Oldenburg*

*Phone: +49 441 798 -4196
Email: dsuni@uol.de*

The data processing described above is subject to the supervision of the state data protection commissioner, to whom you can register a complaint at the following address:

Der/Die Landesbeauftragte für Datenschutz
Prinzenstraße 5
30519 Hannover
poststelle@lfd.niedersachsen.de.

Further information on data protection is also available at:

www.uni-oldenburg.de/datenschutz

Below you will find a list of the categories of data concerning you which are stored:

Personal details

- Surname, first name, title, date and place of birth, nationality
- Marital status
- Addresses
- Bank details
- Degrees attained and periods of education

Organizational data

- Organizational entity
- Employee group
- Cost centre and employment type

Other data

- Teaching obligation
- Remuneration for teaching contract