

Data protection information for Helaba employees

<p>Pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR), we hereby provide you with information on how we process your personal data and on your claims and rights under the data protection legislation.</p> <p>Which data specifically are processed and the way they are used is guided primarily by the agreements we have reached with you.</p>	
<p>Who is responsible for data processing and who can I contact?</p>	<p>Name and contact details of the controller:</p> <p>Landesbank Hessen-Thüringen Girozentrale Public-Law Institution (Anstalt des Öffentlichen Rechts) Neue Mainzer Strasse 52-58 60311 Frankfurt am Main Phone: +49-69-9132-01</p>
	<p>You can contact our bank Data Protection Officer at:</p> <p>Landesbank Hessen-Thüringen Girozentrale Public-Law Institution (Anstalt des Öffentlichen Rechts) Data protection officer Kaiserleistrasse 29 - 35 63067 Offenbach Phone: +49-69-9132-01 Email: datenschutz@helaba.de</p>
<p>Purposes for which the personal data are processed and the legal basis for this:</p>	<p>We process your personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG), the Thuringian Data Protection Act (ThürDSG) and the Hesse Data Protection and Freedom of Information Act (HDSIG).</p>
<p>a. in order to fulfil contractual obligations (Art. 6(1)(b) GDPR in conjunction with Section 26 (1) BDSG; Art. 88(1) GDPR in conjunction with Section 26 (4) BDSG and/or the relevant state law provisions</p>	<p>We process personal data required for the establishment, implementation and termination of the employment relationship.</p> <p>Examples:</p> <ul style="list-style-type: none"> • To record attendance and periods of absence (e.g. training), • For payroll and the reimbursement of travel expenses, • For human resource purposes (e.g. company car, insurance, occupational pension scheme), • For maintaining the personnel file, • For exit management (e.g. preparation of reference)
<p>b. for compliance with a legal obligation (Art. 6(1)(c) GDPR in conjunction with Section 26 BDSG) and/or the relevant state law provisions</p>	<p>Furthermore, as a bank we are subject to various statutory obligations, that is, statutory requirements (e.g. German Anti-Money Laundering Act, tax laws). They are aimed at preventing fraud and money laundering, at the fulfilment of reporting obligations under tax law and at the management of risks within the Helaba Bank.</p>
<p>c. to weigh up interests (Art. 6(1)(f) GDPR) and/or the relevant state law provisions</p>	<p>Where necessary, we will process your data beyond the actual fulfilment of the contract in order to protect our legitimate interests or those of third parties.</p> <p>Examples:</p> <ul style="list-style-type: none"> • For implementing and documenting legal, technical or economic audits required by law or for operational reasons (e.g. external auditors, internal auditing, reliability check pursuant to the German Anti-Money Laundering Act, Internal Control System), • To ensure due and proper data processing in line with IT security-related and data protection legislation requirements (e.g. log files), • Ensuring the IT security and maintaining and developing the Bank's IT operations,

	<ul style="list-style-type: none"> • Preventing and detecting criminal offences, • Building and plant security measures (e.g. physical access control), • For data protection control/for data protection and data security purposes, • Assertion of legal claims and defence in legal disputes, • For human resources planning and human resources controlling; • For human resources reporting; • Telephone numbers/email addresses for activating/executing Cirix access.
<p>d. on account of your consent (Art. 6(1)(a) GDPR) and/or the relevant state law provisions</p>	<p>If you have granted your consent to the processing of personal data for specific purposes (e.g. to implement company integration management; to carry out employee surveys on a voluntary basis; use of your photo on the intranet), the lawfulness of such processing is given on the basis of your consent.</p>
<p>e. processing of special categories of personal data in order to fulfil rights provided by law/ in pay scale agreements / obligations in the areas of employment and social security and social protection law (Art. 9(2)(b) GDPR in conjunction with Section 26 (3) BDSG, Art. 9(2)(h) GDPR in conjunction with Section 22 (1) (b) BDSG)</p>	<p>If we process special categories of personal data, this is done in the exercise of rights or the fulfilment of legal obligations from employment, social security and social protection law within the context of the employment relationship (e.g. passing on of data concerning health to the health insurance company, recording of severe disability with a view to additional leave and calculation of the severely disabled levy) and/or to assess the capacity to work.</p>
<p>Categories of personal data being processed and sources from which these data originate:</p>	<p>We process personal data which we receive from you in the context of the selection and recruitment process or in the course of employment. Moreover, provided that it is required for the employment relationship, we process personal data we collect on a statutory basis from other entities (e.g. ad hoc request of tax-relevant data from the relevant tax office, information on periods of incapacity to work from the health insurance company). Furthermore we process personal data we have reliably received from third parties (e.g. recruitment agencies).</p> <p>Relevant personal data include, in particular, your master data (first name, surname, personnel number, address and other contact details), the log data produced when using the IT systems and other data from the employment relationship (e.g. employee history, time registration data, holiday periods, periods of incapacity to work, assessments, training, social data, bank details, social insurance number, salary data and the tax ID number; evidence and documents that become part of the personnel file) and other data similar to the said categories. This may also include special categories of personal data pursuant to Art. 9(1) GDPR and/or the relevant state law provisions (e.g. data concerning health).</p> <p>Moreover, personal data (e.g. name and other contact details, if applicable security account numbers) of spouses and life partners; partners and children are collected to comply with the statutory obligations from social insurance, company provisions, in particular service agreements on pension provisions and the requirements of Art. 2 (1) and Art. 29 of Commission Delegated Regulation (EU) 2017/565.</p>

<p>Recipients or categories of recipients of the personal data:</p>	<p>Within the Bank, the entities (e.g. managers, specialist departments, staff council, councils for employees with disabilities) will receive your data which they need to fulfil our contractual and statutory obligations. Concerning the transmission of data to recipients outside the Bank it is worth noting, first of all, that, in principle, we as employers only transmit information about our employees if statutory provisions require us to do so, if the employee has granted their consent, if we are otherwise authorised to transmit the information and/or if processors mandated by us guarantee the requirements of the GDPR.</p> <p>Subject to this requirement, additional recipients of personal data may include, for example:</p> <ul style="list-style-type: none"> • Public agencies (e.g. pension insurance providers, occupational pension schemes, social insurance agencies, financial authorities, courts). • Bank of the employee (SEPA payment media), • Health insurance fund acceptance points, • Entities to guarantee claims under occupational pension schemes, • Entities to enable the disbursement of capital-forming benefits, • Third-party debtors in the case of wage and salary attachment, • Insolvency administrators in the case of a private insolvency, • Settling the allowance, • Companies which provide support in the implementation of an employee survey, • Public bodies and institutions (e.g. European Central Bank, European Banking Authority, Deutsche Bundesbank, German Federal Financial Supervisory Authority, financial authorities, criminal prosecution agencies) if a statutory or official obligation exists, auditors and payroll tax auditors.
<p>Data transfer to a third country:</p>	<p>If we transmit personal data to service providers or Group companies outside the European Economic Area (EEA), the transmission will only take place if the EU Commission has confirmed the existence of an appropriate data protection level or other appropriate data protection guarantees (e.g. binding company-internal data protection provisions or EU standard contractual clauses) for the third country.</p>
<p>Period for which the personal data will be stored:</p>	<p>We will process and store your personal data for the duration of your employment, which also includes the initiation and liquidation of the employment contract, for example.</p> <p>It is worth noting that the employment relationship is a continuing obligation extending over a period of years.</p> <p>In addition, we are subject to various retention and evidence obligations which are set out in the German Commercial Code (HGB) and the German Fiscal Code (AO), among others.</p> <p>The storage periods accordingly total up to ten years.</p> <p>Finally, the storage period is also guided by the statutory limitation periods, which e.g. pursuant to Sections 195 ff. of the German Civil Code (BGB) usually total three years but may be up to thirty years in certain cases.</p>
<p>Data subject rights:</p>	<p>You have the right of access pursuant to Article 15 GDPR, the right to rectification pursuant to 16 GDPR, the right to erasure pursuant to Article 17 GDPR, the right to restriction of processing pursuant to Article 18 GDPR, the right to object arising from Article 21 GDPR and the right to data portability arising from Article 20 GDPR. With regard to the right of access and the right to erasure, the restrictions pursuant to Sections 34 and 35 of the German Federal Data Protection Act (BDSG) apply.</p> <p>In addition, you have the right to lodge a complaint with a competent</p>

	<p>data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 BDSG).</p> <p>Since 1 October 2020, the competent supervisory authority for Helaba has been as follows: The State Commissioner for Data Protection and Information Security of the State of Thuringia Hässlerstrasse 8 99096 Erfurt Phone: +49-57-311-2900 Fax: +49-57-311-2904 Email: poststelle@datenschutz.thueringen.de</p> <p>Pursuant to Section 2 (1) of the Treaty on the formation of a Joint Savings Bank Organization Hesse-Thuringia, the responsibility of the supervisory authority shall alternate between Hesse and Thuringia every four years.</p> <p>1 January 2024 onwards: The Hesse Commissioner for Data Protection and Freedom of Information Gustav-Stresemann-Ring 1 65189 Wiesbaden Credit Institutions Department Phone: +49-0611-1408-0 Fax: +49-0611-1408-900-901 Email: poststelle@datenschutz.hessen.de</p> <p>You may withdraw your consent to the processing of your personal data at any time. The same applies to the withdrawal of declarations of consent issued to us before the EU General Data Protection Regulation came into force, i.e. before 25 May 2018. Please note that the withdrawal applies with future effect and does not affect processing undertaken before the withdrawal.</p>
<p>Information on whether a duty exists to make available the personal data:</p>	<p>In the course of your employment you only need to provide the personal data required for the establishment, implementation and termination of the employment relationship and the fulfilment of the associated contractual obligations and the data which we are legally obliged to collect. Without these data we will usually be unable to conclude the employment contract with you.</p>
<p>To what extent does automated decision-making (including profiling) take place in individual cases?</p>	<p>We do not, in principle, use any fully automated decision-making pursuant to Article 22 GDPR in order to establish and implement the employment relationship.</p>

Information on your right to object pursuant to Article 21 GDPR

Right to object in individual cases

You have the right at any time, for reasons resulting from your particular situation, to object to the processing of personal data relating to you on account of Article 6(1)(e) GDPR (data processing in the public interest) and Article 6(1)(f) GDPR (data processing for the purposes of weighing up interests); this also applies to profiling within the meaning of Article 4(4) GDPR that is based on this provision.

If you withdraw your consent, we will no longer process your personal data unless we are able to provide evidence of binding justified reasons for such processing which prevail over your interests, rights and freedoms, or if the processing serves to assert, exercise or defend legal claims.

Right to object to the processing of data for direct marketing purposes

In individual cases we will process your personal data for direct marketing purposes. You have the right to object to the processing of personal data relating to you for such marketing purposes; the same applies to profiling if it is connected with such direct marketing. If you object to processing for direct marketing purposes, we will stop processing your personal data for these purposes.

Recipient of an objection

The objection may be submitted informally, quoting the reference "Objection" and stating your name, address and date of birth. It should be addressed to:

Landesbank Hessen-Thüringen Girozentrale
Public-Law Institution (Anstalt des Öffentlichen Rechts)
Helaba Data Protection Officer
Kaiserleistrasse 29– 35
63067 Offenbach
Email: datenschutz@helaba.de