

2. Processing of personal employee data

Type of data?	Information voluntary/ compulsory?	Group of employees/applicants concerned?	Is data collected from third parties? If yes, to whom?	Is data passed on? If yes, to whom?	Purpose of processing?	Legal basis?
Employee master data						
Address data	compulsory	<ul style="list-style-type: none"> All employees All applicants 	-	Tax consultant	Implementation of the employment relationship	BDSG nF (German Federal Data Protection Act, new version), §26
Private telecommunication data (e-mail address, phone number)	compulsory	<ul style="list-style-type: none"> All employees All applicants 	-	-	Implementation of the employment relationship (contacting in operational emergencies; access to these data is essentially limited to employees who provide coordination in such an emergency).	BDSG nF §26
Operational telecommunication data (e-mail address, phone number)	compulsory	<ul style="list-style-type: none"> Employees with customer/supplier contact 	-	Customers/suppliers/producer groups/laboratories	Contract performance vis-à-vis the customer	BDSG nF §26
Nationality	compulsory	<ul style="list-style-type: none"> All employees All applicants 	-	Tax consultant	Implementation of the employment relationship	SGB (German Social Security Code) IV § 28a "Registration/Reporting Obligation"
Date and place of birth	compulsory	<ul style="list-style-type: none"> All employees All applicants 	-	Tax consultant	Implementation of the employment relationship	BDSG nF §26
Work permit	compulsory	<ul style="list-style-type: none"> All employees and applicants from abroad 	-	Tax consultant	Implementation of the employment relationship	BDSG nF §26

Health insurance fund	compulsory	<ul style="list-style-type: none"> All employees 	-	Tax consultant	Payment of contributions	SGB IV § 28a "Registration/Reporting Obligation" SGB V § 5 "Insurance Obligation"
Date of joining the health insurance fund	compulsory	<ul style="list-style-type: none"> All employees 	Health insurance fund	Tax consultant	Payment of contributions	SGB IV § 28a "Registration/Reporting Obligation" SGB V § 5 "Insurance Obligation"
Most recent health insurance fund	compulsory	<ul style="list-style-type: none"> All employees 	-	Tax consultant	Payment of contributions (e.g. for the transfer of statutory health insurance contributions if an employee switches from a statutory to a private health insurance fund)	SGB IV § 28a "Registration/Reporting Obligation" SGB V § 5 "Insurance Obligation"
Social insurance number	compulsory	<ul style="list-style-type: none"> All employees 	-	Tax consultant	Transfer of social security contributions	SGB IV §§ 28a to 28r
Civil status	compulsory	<ul style="list-style-type: none"> All employees 	-	Tax consultant	Indication of the tax classification/Transfer of taxes and social insurance contributions	EStG (German Income Tax Act) §39e SGB XI § 55 Subsection 3
Children	compulsory	<ul style="list-style-type: none"> All employees 	-	Tax consultant	Indication of the tax classification/Transfer of taxes and social insurance contributions	EStG §39e SGB XI § 55 Subsection 3
Tax identification number	compulsory	<ul style="list-style-type: none"> All employees 	ELStAM	Tax consultant	Indication of the tax classification/Transfer of taxes and social insurance contributions	EStG §39e
Tax classification	compulsory	<ul style="list-style-type: none"> All employees 	ELStAM	Tax consultant	Indication of the tax classification/Transfer of taxes and social insurance contributions	EStG §39e
Number of children's allowances	compulsory	<ul style="list-style-type: none"> All employees 	ELStAM	Tax consultant	Indication of the tax classification/Transfer of taxes and social insurance contributions	EStG §39e

Religion	compulsory	<ul style="list-style-type: none"> All employees 	ELStAM	Tax consultant	Indication of the tax classification/Transfer of taxes and social insurance contributions	EStG §39e
Bank account/IBAN	compulsory	<ul style="list-style-type: none"> All employees 	-	Tax consultant	Wage and salary payments	BDSG nF §26
Severe disability, equal treatment	voluntary	<ul style="list-style-type: none"> Indication of disabled employees 	-	Tax consultant	Voluntary information, protection of rights under German Social Security Code IX	SGB IX
Reduced earning capacity pension	voluntary	<ul style="list-style-type: none"> Indication of disabled employees 	-	Tax consultant	Voluntary information, social insurance registration	SGB IV § 28a "Registration/Reporting Obligation"
Medical examination of minors	compulsory	<ul style="list-style-type: none"> All underage employees and applicants 	Company medical officer	-	Implementation of the employment relationship	JArbSchG (German Juvenile Labour Protection Act) §32
School education / highest graduation / final examination	compulsory	<ul style="list-style-type: none"> All employees All applicants 	-	Tax consultant	Creation of the vocational activity code Implementation of the employment relationship	BDSG nF §26
Advanced trainings and foreign language skills	voluntary	<ul style="list-style-type: none"> All employees All applicants 	-	-	Voluntary information; planning of advanced training and human resources development	BDSG nF §26, Balancing of interests under EU GDPR (General Data Protection Regulation) Art. 6 Sentence 1 Letter f
Earliest possible time of work commencement	compulsory	<ul style="list-style-type: none"> All employees All applicants 	-	Tax consultant	Implementation of the employment relationship	BDSG nF §26
Vehicle fleet						
Existence of a valid driving licence	compulsory	<ul style="list-style-type: none"> Employees with access to a company vehicle 	-	-	Review of the driving licence	StVG (German Road Traffic Act) §21 StGB (German Criminal Code) §44

Health-related data						
Sick days	compulsory	<ul style="list-style-type: none"> All employees 	-	-	Implementation of the employment relationship: Continued remuneration in the event of illness and, where applicable, planning/scheduling of a substitute	BDSG nF §26
Certificates of incapacity for work	compulsory	<ul style="list-style-type: none"> All employees 	-	-	Implementation of the employment relationship: Where applicable, planning/scheduling of a substitute	BDSG nF §26
Access control/identification						
Hash value of a fingerprint / encrypted fingerprint (not ascribable to a fingerprint)	compulsory	<ul style="list-style-type: none"> Employees with access to production Employees with access to administration 	IT service providers (see Annex Data Processors)	-	Implementation of the employment relationship: Access control	Balancing of interests under EU GDPR Art. 6 Sentence 1 Letter f
Specimen signature	compulsory	<ul style="list-style-type: none"> Employees with authority to sign 	-	Banks	Implementation of the employment relationship: Authentication in dealings with banks	BDSG nF §26
Other items						
Log files for the supervision of e-mails	compulsory	<ul style="list-style-type: none"> Employees with a PC workplace 	IT service providers (see Annex Data Processors)	-	Implementation of the employment relationship: Securing IT systems	EU GDPR Art. 32 and Balancing of interests under EU GDPR Art. 6 Sentence 1 Letter f

Log files for the supervision of PC usage	compulsory	<ul style="list-style-type: none"> Employees with a PC workplace 	IT service providers (see Annex Data Processors)	-	Implementation of the employment relationship: Securing IT systems	EU GDPR Art. 25 and Balancing of interests under EU GDPR Art. 6 Sentence 1 Letter f
Log files for the supervision of Internet usage	compulsory	<ul style="list-style-type: none"> Employees with a PC workplace 	IT service providers (see Annex Data Processors)	-	Implementation of the employment relationship: Securing IT systems	EU GDPR Art. 25 and Balancing of interests under EU GDPR Art. 6 Sentence 1 Letter f
Performance data	compulsory	<ul style="list-style-type: none"> Employees with performance-based wages 	-	Tax consultant	Implementation of the employment relationship: Payment of piece-work wages/granting of performance-based bonuses	BDSG nF §26
Video surveillance	compulsory	<ul style="list-style-type: none"> Employees with access to production Employees with access to administration 	-	-	Securing traceability/burden of proof of the product Securing animal welfare	Balancing of interests under EU GDPR Art. 6 Sentence 1 Letter f BDSG nF §4