

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>Categories of personal data that are processed and sources from which they originate:</p>	<p>We process personal data that we receive from you as part of the selection and recruitment process or during the employment relationship. In addition, we process - to the extent necessary for the employment relationship - personal data that we collect from other bodies on a legal basis (e.g. event-related queries of tax-relevant data from the responsible tax office, information on periods of incapacity for work from the health insurance company). On the other hand, we process personal data that we have legitimately received from third parties (e.g. recruitment agencies).</p> <p>Relevant personal data is primarily your master data (first name, surname, address and other contact details, personnel number, date and place of birth and nationality, status as a risk taker, relevant persons according to MaComp, WpHG-MaAnzV), the log data generated when using the IT systems and other data from the employment relationship (e.g. employment history, time recording data, vacation periods, working hours, assessments, training, social data, bank details, social security number, salary data and tax identification number). B. employment history, time recording data, vacation periods, periods of incapacity for work, assessments, training, social data, bank details, social security number, salary data and tax identification number; evidence and documents that become part of the personnel file) as well as other data comparable with the categories mentioned. This may also include special categories of personal data in accordance with Art. 9 para. 1 GDPR or the respective national regulations (e.g. health data (if relevant to the employment relationship, e.g. in the case of a severe disability)).</p> <p>In addition, personal data (e.g. names and other contact details, securities account numbers if applicable) of spouses or life partners, life partners and children are collected in order to comply with the legal obligations arising from social insurance, company regulations, in particular the service agreements on retirement provision and the requirements</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>of Art. 2 para. 1 and Art. 29 Delegated Regulation (EU) 2017/565.</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. from the Social Security Act, Occupational Safety Act, Working Hours Act, Part-Time and Fixed-Term Employment Act, Banking Act, Money Laundering Act, Securities Trading Act, Tax Laws). The purposes include identity checks, employee reliability checks, fraud and money laundering prevention, the Fulfilment of social security and tax control, reporting and documentation obligations and the management of risks at Bank Helaba.</p>
<p>c. in order to protect our legitimate interests or those of third parties (Article 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, • Preventing and detecting criminal offences or serious breaches of duty • 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 Cirtx access. • Internal communication and other administrative purposes.
<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 a given based on 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)</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>BDSG, Art. 9(2)(h) GDPR in conjunction with Section 22 (1) (b) BDSG)</p>	<p>In addition, the processing of special categories of personal data may be based on consent in accordance with Art. 9 para. 2 a GDPR in conjunction with Section 26 para. 2 BDSG (e.g. company health management).</p>
<p>Recipients or categories of recipients of the personal data:</p>	<p>Within the Bank, the entities (e.g. managers, human resources, compliance, specialist departments, staff council, councils for employees with disabilities, equal opportunities officer) will receive your data which they need to fulfil our contractual and statutory obligations.</p> <p>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 data is transferred to entities whose registered office or place of data processing is not located in a member state of the European Union, another state party to the Agreement on the European Economic Area or a state for which an adequate level of data protection has been established by a decision of the European Commission, we will ensure before the transfer that, in addition to a legal permission, there are also guarantees for an adequate level of data protection in relation to the data transfer (e.g. by agreeing EU standard contractual clauses) or that you have given your consent to the data transfer. e.g. through the agreement of EU standard contractual clauses) or that you have given your consent to the data transfer.</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 considering the fact that the employment relationship is a continuing obligation extending over a long term.</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 are up to ten years.</p>

	<p>Finally, the storage period is also determined by the statutory limitation periods, which, for example, according to §§ 195 ff. of the German Civil Code (BGB), are generally three years, but in certain cases can be up to thirty years.</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 data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 BDSG).</p> <p>The competent supervisory authority for Helaba since 1st of January 2024 is as follows:</p> <p>The Hessen Commissioner for Data Protection and Information Security 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>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>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 such 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>In some situations, you may be at a disadvantage if you do not provide certain personal data, e.g. lack of facilitating work equipment for severely disabled persons, additional contribution to long-term care insurance if you are childless.</p>
<p>To what extent does automated decision-making (including profiling) take place in individual cases?</p>	<p>We do not use any fully automated decision-making pursuant to Article 22 GDPR in order to establish and implement the employment relationship in principle.</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.

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