

**Disclaimer: This text is the result of a machine translation and is intended only as a working aid. No responsibility is taken for any inaccuracies or translation errors. The German version is legally binding in all cases**

**Commitment to confidentiality and compliance with data protection requirements under the General Data Protection Regulation (DS-GVO) and the Hessian Data Protection and Freedom of Information Act (HDSIG).**

Employees have been instructed that it is prohibited to process personal data without authorization. Personal data may therefore only be processed if consent or a legal regulation permits the processing or if processing of this data is mandatory.

The principles of the GDPR for the processing of personal data are set out in Article 5 (1) of the GDPR and essentially include the following obligations:

Personal data must:

- a) processed in a lawful and fair manner and in a way that is comprehensible to the data subject ("lawfulness, fairness, transparency");
- b) be collected for specified, explicit and legitimate purposes and may not be further processed in a manner incompatible with those purposes ("purpose limitation");
- c) adequate and relevant to the purpose and limited to what is necessary for the purposes of the processing ("data minimization");
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data which is inaccurate having regard to the purposes of its processing is erased or rectified without delay ("accuracy");
- e) stored in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data were processed ("storage limitation");
- f) processed in a manner that ensures appropriate security of personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage by appropriate technical and organizational measures ("integrity and confidentiality").

Personal data may therefore only be processed in accordance with the instructions of the person responsible. In addition to individual instructions from superiors, the following also count as instructions: process descriptions, flow charts, service agreements, general service instructions and university documentation and manuals.

The provisions of the HDSIG regulating the principles of processing personal data are in particular:

- § 3 HDSIG Processing of personal data, commissioned processing
- § Section 22 HDSIG Data transmission by public bodies
- § Section 23 HDSIG Data processing for purposes of the employment relationship
- § Section 24 HDSIG Data Processing for Scientific or Historical Research Purposes and for Statistical Purposes
- § Section 25 HDSIG Data processing for archiving purposes in the public interest

These must be complied with.

Violations of this obligation may be punished by a fine and/or imprisonment. A violation may at the same time constitute a breach of employment contract obligations or special confidentiality obligations. Claims for damages (under civil law) may also arise from culpable breaches of this obligation. Your obligations arising from the employment or

This declaration shall not affect any confidentiality obligation resulting from the service contract or separate agreements.

The obligation shall continue to apply after the termination of the activity and/or the employment relationship.

**I confirm this commitment. I have received a copy of the commitment.**