



Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

Erklärung zur Auszahlung der Bezüge - Declaration for the Payment of Remuneration

Please note:

The following information is necessary for the payment of your remuneration. Please visit <https://lbv.landbw.de/das-lbv/kontakt/datenschutz> for information on data protection and the relevant legal provisions on the basis of which your data are collected. All questions must be answered, unless marked (optional).

1. Personal data

Please check or fill in as appropriate

Last name		First name	Personnel number / area of work
Name at birth, if different from above		Date of birth	Phone number (optional)
Address (street, zip code, city)			Nationality
Place of birth	Country of birth	Sex	Academic degrees
Name of employer and place of work			
Marital status Fill in this section only if you are entitled to receive family-related benefits. Otherwise, this information is optional. <input type="checkbox"/> Not married <input type="checkbox"/> Married <input type="checkbox"/> Registered partnership <input type="checkbox"/> Divorced / marriage annulled or declared null and void <input type="checkbox"/> Widowed			
Bank: _____		BIC: _____	
IBAN: _____		<input checked="" type="checkbox"/> The German IBAN ends here!	
Have you received any remuneration from the Land of Baden-Württemberg in the past? <input type="checkbox"/> No <input type="checkbox"/> Yes, under personnel no.: _____ Paying office: _____			

2. Tax details

Tax identification number:	_____
This employment is my	
<input type="checkbox"/> main employment (employer is my "main employer"). Taxes will be calculated based on your individual tax criteria.	
<input type="checkbox"/> secondary employment (employer is my "secondary employer"). Taxes will be calculated based on tax bracket 6.	
Tax criteria:	
Tax bracket: _____	Religious denomination (my own / my spouse's) _____ / _____

LBV 42101 – 10/18

Please note:

Your income tax will be **provisionally** calculated based on your tax criteria.

As soon as possible, the Landesamt will obtain your tax criteria from the Federal Central Tax Office via your tax identification number. This data will then be used to calculate your income tax retroactively.

3. Details regarding family-related benefits

3.1 Only for trainee lawyers (Rechtsreferendar):

If you are

- married
- divorced and obliged to pay alimony
- not married or divorced and you accommodate another person (e. g. a child) in your household and support this person; or
- widowed,

please

- fill in the declaration regarding family benefit ("Erklärung zum Familienzuschlag", form LBV 538b1).

Please attach appropriate proof of your marital status, e. g. marriage certificate or the operative part of the divorce decree including a notice that the decision has become final.

3.2 If you have one or more children, have been employed for more than six months and wish to apply for child allowance for the first time or if you already receive child benefits from a different family benefits office:

Please fill in the application for child benefit ("Antrag auf Kindergeld", form LBV KG1) and the enclosure "Anlage Kind" (LBV KG1 ANLAGE).

Declaration

I am aware that the details I have provided in this form may influence the amount I am paid. I confirm that the above information is both accurate and complete. I am aware that I am obliged to immediately notify the Landesamt in writing of any changes regarding this declaration and that I will have to repay any excess amounts that I receive due to inaccurate information or failure to communicate changes.

I am also aware that claims arising from my employment will lapse if I fail to assert them in writing within the definitive deadline of six months of such claims becoming due.

Date, Signature

**Landesamt für Besoldung und
Versorgung Baden-Württemberg
70730 Fellbach**



Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

Information on Data Protection According to Articles 13 and 14 of the General Data Protection Regulation (GDPR) for Employees and Trainees

1 Contact for matters regarding data protection

1.1 Controller

Address: Landesamt für Besoldung und Versorgung Baden-Württemberg
70730 Fellbach
Phone number: 0711 3426-0
E-mail: poststelle@lbv.bwl.de

1.2 Data protection officer at the Landesamt für Besoldung und Versorgung

Address: Landesamt für Besoldung und Versorgung Baden-Württemberg
Datenschutzbeauftragte/r
70730 Fellbach
Phone number: 0711 3426-0
E-mail: datenschutz@lbv.bwl.de

2 Purposes of processing your personal data (Art. 4 (2) GDPR)

From the first day of your employment or vocational training, we are in charge of determining and paying your remuneration and other benefits, such as child benefit, capital-forming payments as well as Beihilfe*). In order to do this, we require your personal data. We collect such data through forms which you receive either from us or from your human resources department. Alternatively, you can download the forms at <https://lbv.landbw.de> (German forms only). Data that we do not necessarily need to collect in order to fulfill our tasks but that facilitate our work significantly, for example your phone number, are marked "(optional)" in the forms. We only collect personal data from third parties if they are required or entitled to provide their data.

We only process your data to fulfill the tasks assigned to us by legislation and/or according to the regulations established by the state government and the Ministry of Finance regarding the areas of responsibility of the Landesamt für Besoldung und Versorgung Baden-Württemberg (LBVZuVO). We do not disclose or otherwise transmit your personal data unless we are obliged to do so by law.

3 Legal basis for the collection of data

- General Data Protection Regulation (GDPR), in particular articles 6 and 9
- Data Protection Act of the Land of Baden-Württemberg (Landesdatenschutzgesetz, LDSG), in particular sections 4, 5 and 15
- Act on Civil Servants of the Land of Baden-Württemberg (Landesbeamtengesetz, LGB), sections 83 to 88 in conjunction with section 15 subsection 4 LDSG
- Act on Beihilfe (Beihilfeverordnung, BVO), in particular sections 1 and 18
- Act on the Foundation of the LBV (LBV-Gesetz, LBVG), in particular section 2
- Act on the Areas of Responsibility of the LBV (LBVZuVO)
- Tax regulations, in particular the Income Tax Act (Einkommensteuergesetz, EStG) and the Fiscal Code of Germany (Abgabenverordnung, AO)
- Social Codes, in particular section 28(o) of the Fourth Social Code (Viertes Sozialgesetzbuch, SGB IV)
- Regulations on court proceedings, in particular the German Code of Civil Procedure (Zivilprozessordnung, ZPO)
- In case of the family benefits office according to section 72 EStG, in particular sections 62 ff. and 68 EStG apply.

This translation is provided by the University of Mannheim and serves informational purposes only. English forms are not legally binding and will not be accepted by the LBV, please fill in the German forms. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

4 Processing and storage of personal data

Your remuneration and other payments can only be determined and paid with the support of electronic data processing. Any incoming mail is recorded electronically. We use a document management system (DMS) and calculation programs to record your mail and to store your data. We employ technical and organizational security measures in order to protect your personal data against accidental or unlawful destruction, loss or alteration and unauthorized disclosure or access.

The following types of data are processed:

- Personal data (e. g. name, first name, title, date of birth, place of birth, sex, nationality, address, professional career)
- In case of a different addressee: name, first name, title, address
- Bank details
- Tax criteria (e. g. tax bracket, religion, tax exemptions)
- Marital status and, if required, personal data of (former) spouse, the other parent (of your child/ren), and your child/ren
- Data regarding the application for and grant of child benefit
- Authorizations
- Remuneration criteria (e. g. remuneration bracket)
- Details on contributions to capital formation, if relevant
- Details regarding occupational pension (supplementary pension)
- Details regarding social security
- Details regarding conversion of earnings into pension contributions (Entgeldumwandlung), if relevant
- Employer
- Scope and duration of employment
- Basic data for Beihilfe (e. g. insurance policies)*
- Medical data relevant for Beihilfe payments (e. g. data on long-term care insurance (classification and duration), implants (number and location), visual aids (diopter, type, date of last frame)). Diagnostic data are not stored.

5 Disclosure/transfer of data

Any personal data obtained during one of our processes will only be transferred to third persons or authorities (e. g. other agencies in charge of granting payments or determining Beihilfe) if you have given us the authorization to do so or if it is permitted by law. We will disclose some of your data to the following agencies that need the information to fulfill their tasks:

- Tax administration
- Banks
- Providers of social security
- Providers of occupational pension schemes
- Versorgungsanstalt des Bundes und der Länder (VBL, Supplementary Pensions Agency for Federal and Länder Employees), if relevant
- Bayerische Versorgungskammer (Bavarian Pension Fund) for the Versorgungsanstalten der deutschen Bühnen und Kulturorchester (pension scheme providers for German stage companies and orchestras), if relevant
- Versorgungsverband bundes- und landesgeförderter Unternehmen e.V., (VBLU, Pension Association of Companies supported by the Federal Republic and the Länder), if relevant
- Agencies arranging conversion of earnings into pension contributions (Entgeltumwandlung), if relevant
- Agencies to which capital-forming payments are made, if relevant
- Family benefits office, if relevant
- Employer of your spouse (if employed in the public service or equivalent), if relevant
- Landtag and the Ministries of the Land, if relevant
- Rechnungshof Baden-Württemberg (regional audit institution), if relevant
- Courts, if relevant

The data required to transfer your remuneration or other payments will be disclosed to your bank.

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Data on Beihilfe or Beihilfe documents will only be disclosed to entities outside the administration (e. g. health authorities, evaluators) in exceptional cases and only with your consent.

Your data are only transferred to third countries (countries outside the EU/the EEA) in exceptional cases, for instance if you are subject to social security legislation in a third country due to personal circumstances. In these cases, personal data are transferred to the relevant social security provider in the third country to the extent necessary (article 45 ff. GDPR).

6 Storage period

Any personal data we process during one of the procedures stated above are only stored for as long as we need them in order to fulfill our tasks. Basis for this are the law on personal files (section 86 LBG in conjunction with section 1 LDSG) and the regulations of tax law and social security legislation (e. g. regulations of the Fiscal Code of Germany)

7 Rights (right of access, right to object, etc.)

In order to ensure transparency and accuracy and to make sure that your interests are protected, the GDPR includes a number of rights you can make use of. For example, you can have data corrected or lodge a complaint. We have provided a short overview of these rights below. All details can be found in articles 15 to 18, 21 and 77 GDPR.

Right of access (article 15 GDPR)

You have the right to obtain access to any personal data that are processed. When requesting access you should specify the information you wish to receive in order to facilitate the compilation of the relevant data.

Right to rectification (article 16 GDPR)

Should any data concerning you be inaccurate, you can demand to have them rectified immediately. You can also demand to have any incomplete data completed.

Right to erasure ('right to be forgotten') (article 17 GDPR)

Under certain circumstances you can demand to have personal data deleted immediately. The obligation of the entity processing your data to delete the data immediately depends on whether the data in question are still needed by the relevant authority responsible for payments in order to fulfill their tasks as required by law.

Right to restriction of processing (article 18 GDPR)

Under certain circumstances you have the right to demand that the processing of the data concerning you be restricted.

Right to object (article 21 GDPR)

On grounds relating to your particular situation, you have the right to object to the processing of personal data concerning you at any time. However, the controller does not have to comply if he/she demonstrates legitimate grounds for the processing which override your interests, rights and freedoms or if the processing serves the establishment, exercise or defense of legal claims.

Right to lodge a complaint (article 77 GDPR)

If you suspect that the processing of personal data concerning you infringes the GDPR, you can lodge a complaint with the data protection supervisory authority. The supervisory authority responsible is the commissioner for data protection and freedom of information of Baden-Württemberg (contact information below).

Contact information commissioner for data protection and freedom of information Baden-Württemberg:
Landesbeauftragte/r für den Datenschutz
und die Informationsfreiheit Baden-Württemberg
Postfach 10 29 32
70025 Stuttgart
Phone number: 0711 615541-0
Fax: 0711 615541-15
E-mail: poststelle@lfdi.bwl.de

Please note:

In certain cases we cannot comply with your request. If this is due to legal reasons, we will inform you of the reason for refusing your request.

*) This applies in case you are entitled to Beihilfe as an employee under the collective agreement according to the former regulation. According to the former regulation, employees are only entitled to Beihilfe if their employment relationship with the Land began before 1 October 1997 and has continued without interruption to this day.

Your
Landesamt für Besoldung und
Versorgung Baden-Württemberg