

Dok. Nr	Bereich	Dok. Typ	Dokumententitel
2025_0412	tk_A	FO	Datenschutz und Verpflichtungserklärung (englisch)
Geltungsbereich:			Alle Häuser/Bereiche der tirol kliniken (Tirol Kliniken GmbH)
Zielgruppe:			Alle Mitarbeiter:innen der tirol kliniken (Tirol Kliniken GmbH)
Zweck / Ziel:			Informations- und Verpflichtungserklärung über die Verarbeitung personenbezogener Daten gemäß Artikel 13 und 14 der EU-Datenschutzgrundverordnung (DSGVO) in den tirol kliniken .

DATA PROTECTION AND DECLARATION OF CONSENT

Dear employee!

We are very pleased to welcome you as a new member of **tirol kliniken**!

1. Purpose of data processing

As part of your employment relationship, **tirol kliniken** processes personal data as a controller within the meaning of the EU General Data Protection Regulation (GDPR). The protection of your data is a central concern for us.

This is done for personnel administration (service contract, payroll accounting, time recording), for the organization of internal processes and other administrative tasks (parking lot, company apartment, etc.).

This data processing is carried out either based on legal obligations (e.g. employment, tax or social security requirements) or for the fulfilment of contractual or official obligations.

2. Types of data processed

- Master data: name, address, contact details
- Work-related certificates: qualifications, certificates
- Time- and pay-related data
- Other data related to your employment relationship

We either receive this data directly from you or it is generated in the course of your employment.

3. Data access and sharing

Access to your data is strictly regulated: only those employees who need this data to perform their tasks (e.g. in payroll accounting or administration) receive the appropriate authorizations.

In addition, we only pass on your data if this is required by law – for example to social security institutions or tax authorities.

4. Storage period

Your data will be stored in accordance with the statutory deadlines or if it is operationally necessary.

5. Learn more

Detailed information on the types of data processed, the respective purposes, legal bases and possible recipients can be found in our "Directory of Processing Activities" on our website: www.tirol-kliniken.at under the heading "Data Protection".

Your rights in connection with data protection

As an employee of tirol kliniken, you have the following rights within the framework of the General Data Protection Regulation (GDPR):

- Information about your stored personal data
- Correction of inaccurate or incomplete data
- Deletion of your data, provided that there are no statutory retention obligations to the contrary
- Restriction of processing
- Objection to certain processing
- Data portability of your electronically processed data

Please note: In certain cases, the exercise of these rights may be restricted by legal regulations or official necessities.

In addition, you have the right to lodge a complaint with the Austrian Data Protection Authority if you believe that the processing of your data violates applicable data protection law. Please address complaints to the Austrian Data Protection Authority, Barichgasse 40-42 in 1030 Vienna. For more information on the Data Protection Authority, see <https://dsb.gv.at>

For further information or specific inquiries regarding the processing of your personal data, please contact our data protection officer at any time by e-mail at: datenschutzbeauftragte@tirol-kliniken.at

Confidentiality obligations and data protection obligations

In accordance with § 14 (1) Tiroler Krankenanstaltengesetz (TirKAG) and our institutional regulations, you as an employee of tirol kliniken are obliged to treat the following contents as strictly confidential:

- the **patient's state of health**
- their **personal, economic or other circumstances**

This duty of confidentiality applies without restriction - even beyond the employment relationship (e.g. for interns, trainees, etc.).

Special secrecy also applies to transplants: When removing organs or organ parts from the deceased for the purpose of transplantation, absolute confidentiality must be maintained about the identity of the donor and the recipient.

In addition, you undertake to comply with all relevant data protection regulations (GDPR, Austrian Data Protection Act) as well as the professional confidentiality obligations applicable to you in accordance with the ÄrzteG, GuKG, MTDG, etc.

Exceptions to the duty of confidentiality are only permissible if this is expressly provided for by civil service or professional law regulations or if there is an overriding public interest (e.g. in health care or the administration of justice pursuant to § 14 (2) TirKAG).

Responsible use of IT systems

Various IT systems (e.g. the Clinical Information System – KIS, SAP or other systems) are available to you as part of your official work. Please note the following binding requirements:

Use exclusively for official purposes. The systems provided may only be used in the context of your official duties. Private use – in particular of the e-mail account and the Internet – is only permitted within the framework of the applicable works agreement.

Access permissions and password protection. Your access rights are set up by the IT or HR department. You will receive personal access data (user name and password), which must be changed when you access it for the first time and then treated as strictly confidential. The disclosure of passwords or the use of third-party access authorizations is expressly prohibited.

Data protection in the event of information transfer. A disclosure of data is only permissible within the scope of your official duties. A transfer to external bodies may only take place with the express consent of the employer. You are obliged to protect all data from unauthorized access in the best possible way.

Logging of accesses

Every access to sensitive IT systems (e.g. KIS, SAP) is electronically logged and clearly assigned to the responsible person. This ensures traceability and serves to protect confidential data.

Indication of consequences under civil service law

This declaration of commitment becomes part of your personnel file.

Please note that violations of the duty of confidentiality or of the data protection and IT security-related requirements described herein may result in consequences under service law – such as warnings, transfers, dismissals or, in serious cases, dismissal.

A particularly serious violation occurs if you work with someone else's access authorization. Pursuant to § 75 (2) (b) LBedG, this can be regarded as dismissal on the grounds of unworthiness of trust and result in dismissal without notice.

ELGA Information

tirol kliniken is connected to the Electronic Health Record (ELGA) system. If you are an employee of a facility of the **tirol kliniken** and are yourself receiving medical treatment or care and have not expressly objected to participation in ELGA (so-called opt-out), access to your ELGA health data is permitted in accordance with Section § 14 (3a) Gesundheitstelematikgesetz (GTelG).

Such access is only granted by those staff who are specifically involved in your treatment or care.

Further information on ELGA and the right to object (opt-out) can be found at:

<https://www.elga.gv.at>

Declaration of consent

With my signature I confirm,

- that I have read and understood the above information in full, in particular on my rights under the General Data Protection Regulation (GDPR) and the electronic health record (ELGA),
- that I am aware that the obligations and guidelines described, in particular with regard to the duty of confidentiality, the responsible handling of IT systems and the processing of personal data, apply to me and must be complied with by me,
- that I have received and taken note of the information pursuant to Art. 13 and 14 GDPR on the processing of my personal data by **tirol kliniken**.

I am aware that a breach of these obligations can lead to consequences under civil service law.

Name of employee

Employment as

Personnel number

place, date

signature employee

Änderungsverzeichnis (Dokumenthistorie)

Aktuelle Version	Änderung	Erstellt von	Inhaltlich geprüft von	Formal geprüft von	Freigabe am	Freigabe von
2.0	<u>Formal:</u> Konformität tk Dok-Stand. <u>Inhalt:</u> Vollständige Überarbeitung und Aktualisierung	tk_PDZ (Widmer T., Schindelwig K.)	tk_PDZ (Widmer T., Schindelwig K.)	tk_SOQE (Decrist.P.)	12.9.2025	tk-Datenschutz-kommission
Vor-versionen	Änderung	Erstellt von	Inhaltlich geprüft von	Formal geprüft von	Freigabe am	Freigabe von
Keine Nr.	Erstversion (aus 2017)	tk_PDZ (Schindelwig)	tk_PDZ (Schindelwig K.)	Keine Info vorliegend	Keine Info vorliegend	Keine Info vorliegend

Druckversion! Es gilt ausschließlich das elektronische Dokument!