

# Guideline of Studentenwerk Leipzig's Student Job Office

## 1. General information

1.1. The Student Job Office is a service provided by Studentenwerk Leipzig, an institution under public law – hereinafter referred to as “Studentenwerk”.

1.2. The function of the Studentenwerk Student Job Office is limited to placing students in jobs who study at colleges and universities Studentenwerk is responsible for by law or contract.

1.3. The masculine terms used in the following apply similarly to male and female persons.

## 2. Requirements of participation

2.1. In general, every student enrolled at Leipzig University, Leipzig University of Technology, Economics and Culture (HTWK), the University of Music and Theatre "Felix Mendelssohn Bartholdy" Leipzig, the Academy of Fine Arts Leipzig (HGB), the Leipzig Graduate School of Management, the University of Applied Telecommunication Sciences Leipzig, and the Berufsakademie Sachsen can use the Student Job Office.

In exceptional cases, e.g. when too many jobs are on offer, jobs may be negotiated to students from other universities (from the fields of responsibility of other student service organisations under the umbrella of the German National Association for Student Affairs (DSW)).

2.2. Employment contracts will be concluded exclusively between the students (employees) and the employers. These two parties shall be responsible for mutually fulfilling the contractual obligations. Studentenwerk shall not be liable for damages caused by students.

2.3. Studentenwerk shall not be entitled to claim specific payment rates for assigned jobs from the employers. In general, employers are advised though to observe the legal regulations on minimum wages. Studentenwerk strongly advises employers to comply with the legal regulations of the German General Equality Act (AGG) and not to discriminate any student, e.g. because of his nationality.

2.4. Every student who wants to participate in the Student Job Office or wants to get a certain job has to attend the Studentenwerk Student Job Office personally during the office hours.

2.5. The following documents are required for the registration:

- ✓ Valid certificate of enrolment (student ID card alone is insufficient)
- ✓ Identity card or passport
  
- Foreign students need in addition:
  - ✓ work permit

- ✓ residence permit
- ✓ proof of health insurance cover
- ✓ social security number

Registration is possible only when all the necessary documents are submitted.

2.6. In the beginning of every semester, the student has to prove that he still meets the requirements by presenting the valid certificate of enrolment and the student ID card (once). Any changes in personal data must be communicated promptly. The participation in the Student Job Office shall be limited to 16 semesters. If important reasons are available, e.g. upcoming graduation expected, the membership could be extended.

### **3. Job placement**

3.1. Every placed student will be given an assignment slip, which contains the name, address, and other contact details (phone number and/or e-mail address) of the employer as well as the scope of the assignment and the name of the respective student.

3.2. After handing out the assignment slip, Studentenwerk will inform the employer thereof and communicate the student's contact details.

3.3. The student must accept the assignment promptly at the employer's.

3.4. If a student is not able to perform an assumed assignment due to special circumstances, he shall notify the Studentenwerk or the employer promptly in this regard. If the due notification regarding the nonattendance is not submitted, the student may be excluded from the Student Job Office in the future and additional legal consequences may follow.

3.5. Jobs are placed considering the student's fitness for the job and personal circumstances. However, Studentenwerk does not assume any responsibility for the student being fit and qualified for the assignment or job. If the lack of required expert knowledge is obvious, Studentenwerk may refuse to place the student in the job.

### **4. Taxes/insurance**

4.1. Students and employers are obligated to pay taxes and social insurance contributions as stipulated by law.

4.2. In case of jobs with industrial businesses and for self-employed persons, the student shall be insured by the employer against work accidents with the professional association responsible for the respective trade.

Therefore, the employer is exclusively responsible to report accidents to the competent professional association.

### **5. Work rules and exclusion from the Student Job Office**

5.1. Every student shall be committed to perform the work assumed to the best of his knowledge and ability and to follow the instructions given by superiors. The employer shall settle disagreements disturbing the employer's workflow or working atmosphere directly with the student.

5.2. Studentenwerk is entitled to exclude students from participating in the Student Job Office, if

- they offended the obligations stipulated in the guidelines,
- they violated the ban on passing on assignment slips at their own discretion,
- employers complained about the student for reasons,
- the student did not accept the assigned jobs promptly,
- the requested application was not submitted,
- the assigned job was not done or the assignment slip was not returned to Studentenwerk immediately in order to facilitate the timely re-placement.

5.3. If an employer does not or not in due time discharge its payment obligations, violates the applicable law and therefore is regarded as unreliable or the business of which is incompatible with the responsibilities of Studentenwerk, such employer may be excluded from the Studentenwerk Student Job Office.

5.4. Studentenwerk will not place students in jobs that violate the applicable law or appear ethically and/or morally indefensible in view of Studentenwerk's duty of care of the students (e.g. jobs related directly or indirectly to adult services). Furthermore, Studentenwerk reserves the right to exclude job offers that feature low wages, do not promise successful placement due to their nature, and are published repeatedly.

5.5. Studentenwerk must be notified promptly of the removal from the register of students and evidence must be provided. The consequence is that the student shall not be entitled to make use of the service offered by the Student Job Office anymore.

## 6. Data privacy

### Who is controlling the data processing?

Controller in terms of the data privacy law is  
Studentenwerk Leipzig – Anstalt öffentlichen Rechts (institution under public law)  
Goethestr. 6  
D-04109 Leipzig

For further information on our Studentenwerk, details of the representatives, and further contact options, please refer to the imprint on our website at: <https://www.studentenwerk-leipzig.de/en/imprint>

### **What data do we process? And to what purpose?**

We process the personal data you provide us with in the process of the application for a job in order to place you in a job. The job placement is usually effected online via the Student Job Office on the website of Studentenwerk Leipzig. To register, it is sufficient to indicate a user name, your e-mail address, first name, family name, and matriculation number. To effect the job placement, further relevant data are obtained and stored on the server of Studentenwerk Leipzig. This includes in particular the name, date of birth, gender, nationality, university, field of study, matriculation number, address, telephone number, e-mail address, the certificate of enrolment and, for students from non-EU countries, the residence permit, term of work permit and work permit.

### **What is the legal basis for processing your data?**

The legal basis for processing your personal data for job placement activities is article 6, section 1, clause e) GDPR, which permits the processing of personal data, if necessary to perform the task the person in charge is responsible for or to exercise public authority assigned to the person in charge.

### **How long will the data be stored for?**

The data of job applicants will be stored for the time stipulated by law. They will be deleted at the latest by the end of the semester, in which they did not use the account anymore.

### **Which recipients are the data passed onto?**

The data will be passed onto internal recipients at Studentenwerk Leipzig and, if necessary, to processors. We concluded a data processing agreement with the service provider to ensure that the data are being processed in a permissible manner. Furthermore, the data may be passed onto employers. Usually, students are provided with the employers' contact details.

### **Where are the data being processed?**

The data will be processed exclusively in the Federal Republic of Germany.

### **Your rights as the person concerned**

You have the right to be informed about the processed personal data that regard you.

If you request information in a non-written way, please bear in mind that we may ask you to prove that you are the person who you claim to be.

Furthermore, you have the right to rectification or erasure or to restriction of processing to the extent permitted by law.

Furthermore, you have the right to object to the processing pursuant to the statutory provisions. The same applies to the right to data portability.

## **Our data protection officer**

We appointed an external data security officer for Studentenwerk Leipzig. You can reach him through the following contact details:

Kevin Peter  
Corinthstr. 19  
D-04157 Leipzig  
E-mail: [kevin.peter@was-ist-datenschutz.de](mailto:kevin.peter@was-ist-datenschutz.de)  
Phone: 0800 63003061 (free of charge)

## **Right to object**

You have the additional right to contact the controlling authority, if you hold the view that your personal data are not being processed unlawfully. The address of the authority controlling Studentenwerk Leipzig is as follows: Der Sächsische Datenschutzbeauftragte, Bernhard-von-Lindenau-Platz 1, D-01067 Dresden, telephone: 0351 493-5401, fax: 0351 493-5490, e-mail: [saechsdsb@slt-sachsen.de](mailto:saechsdsb@slt-sachsen.de)

## **7. Final clause**

This guideline shall enter into force on October 23, 2018 and replace the guideline of the Student Job Office dated June 1, 2013, which replaced the “Guideline of student service – Student Job Office” dated April 28, 1992.

Leipzig, October 23, 2018