

«Address of person entitled to BEM»

TUD Dresden University of Technology  
Unit 9.4 Occupational Health Services  
Occupational Integration Management  
Ms. Annegret Augustyniak  
**- private - confidential -**  
01062 Dresden

**Response to invitation to participate in Occupational Integration Management (BEM)**

Letter of invitation from «Date»

Dear Ms. Augustyniak,

I would like to be invited to a non-binding information session or Occupational Integration Management (BEM) meeting.

In addition to the BEM representative and myself, the following person(s) should also be present:

- Representative of the Personnel Representation Council (PR)<sup>1</sup>     Yes     No
- Representative of Employees with Disabilities (SBV)<sup>1</sup>                       Yes     No
- Other person(s), specifically: \_\_\_\_\_

Please use the following contact information to arrange an appointment with me:

	Telephone	Email
Private		
Work		

I do not wish to attend a BEM meeting at this time. I will contact you as needed.

I hereby wish to decline the BEM.<sup>2</sup>

If the meeting should take place: I have read and understood the data protection declaration / declaration of consent on the overleaf and I voluntarily consent to the processing of my personal data for this purpose.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of person entitled to BEM

<sup>1</sup> To find out more about the current PR and SBV representatives, please visit [www.tud.de/bem](http://www.tud.de/bem). You can also indicate if you would like to select a specific person.

<sup>2</sup> Seek advice in advance, e.g. from the Personnel Representation Council.

## **Data protection declaration / Declaration of consent for implementing the BEM procedure**

### ***Clarification***

I have been fully informed of BEM objectives and procedures. I have been informed that participation in BEM is voluntary. I have been informed that all persons involved in my BEM process are obliged to maintain data secrecy.

### ***Responsibility***

The responsible party for data processing is Directorate 9, Unit 9.4 – Occupational Health Services of TU Dresden. Please contact Ms. Maxi Paulus and Ms. Annett Schneider with any inquiries. Telephone: +49 351 463 36199 (central telephone number), email: [gesundheitsdienst@tu-dresden.de](mailto:gesundheitsdienst@tu-dresden.de).

### ***Type and purpose of the collection and processing of personal data***

Personal data is collected and processed for the purpose of assisting you with BEM and communicating with you. For this purpose, we process address data, BEM-related data on sick leave, and data on measures that have been identified and implemented.

### ***Disclosure of data, data storage and erasure***

Directorate Personnel is provided with the following information: Date of the initial letter, date of the reply with consent or refusal of BEM, and start and end dates of BEM, if applicable. All other documents and records that may arise in connection with BEM, such as notes on agreed measures or minutes of progress and results, are kept in a BEM file. The BEM file is created by the BEM representative, kept in a locked file and destroyed with all information contained therein no later than three years after completion of the BEM. The BEM representative, their deputy, and the BEM assistant have access to the BEM file. Your data will only be transferred to third parties with your explicit consent (consent for the release of confidential information). All personal data collected will be used exclusively for the purpose of BEM.

### ***Your rights***

You have the right to access personal data concerning your person. You can also demand the correction of inaccurate data concerning your person. Moreover, under certain conditions, you have the right to demand the erasure of your personal data, the right to restrict the processing of your personal data, and the right to data portability. However, withdrawal of consent or failure to provide the required data will usually result in the failure to fulfill the purpose for which the data was or should have been collected. You also have the right to appeal to the Data Protection Officer of TU Dresden (<https://tu-dresden.de/datenschutz>) or the responsible supervisory authority for data protection (<https://www.saechsdsb>) if you are concerned that the processing of your personal data on your person does not comply with the law.

### ***Consent***

I have been informed about the collection, storage and processing of my personal data for the purposes of BEM and consent to the corresponding collection, use and processing of my personal data. I have been informed that I have the right to access all records and documents relating to my person. I have also been informed that I can revoke my consent to the conducting of BEM at any time.