



Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

Erklärung zur Auszahlung der Besoldung – *Declaration for the Payment of Remuneration for Civil Servants*

Please note:

We require the following information 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 as optional.

Please check or fill in as appropriate

1 Personal data

Last name	First name	Personnel number/area of work
Last name at birth, if different from above	Date of birth	Place of birth
Address		Phone number (optional)
Position/title	Nationality	Academic degrees
Start of employment relationship	Place of work	

Marital status

not married

If you are not married and a child (no. 4) or another person you sustain lives in your household, please submit the declaration regarding family benefit ("Erklärung zum Familienzuschlag", form LBV 538b1), and the supplementary sheet on family benefit ("Ergänzungsblatt zum Familienzuschlag", form LBV 540b1).

married

Please attach the declaration regarding family benefit ("Erklärung zum Familienzuschlag", form LBV 538b1) as well as the marriage certificate.

registered partnership

Please attach the declaration regarding family benefit ("Erklärung zum Familienzuschlag", form LBV 538b1) as well as the registered partnership certificate.

divorced / marriage annulled or declared null and void

Please attach the declaration regarding family benefit ("Erklärung zum Familienzuschlag", form LBV 538b1) as well as the operative provisions of the divorce decree including a statement that the judgment is final.

widowed

2 Bank details

Bank: _____	BIC: _____
IBAN: _____	▼ 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 the personnel no.: _____	
Paying office: _____	

3 Tax details

My tax identification number:

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This employment is my

main employment (employer is my "main employer").
Taxes will be calculated on the basis of your individual tax criteria.

secondary employment (employer is my "secondary employer").
Taxes will be calculated on the basis of tax bracket 6.

My tax criteria:

Tax bracket: _____ Religion (my own/my spouse's): _____ / _____

Please note:

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

4 Details on children

Do you have any children that can be taken into account under the income tax act (*Einkommensteuergesetz, EStG*) or the federal child benefit act (*Bundeskinder geldgesetz, BKGG*)?

(Your own children, your spouse's children living in your household, foster children or grandchildren)

No

Yes, the declaration regarding child-related family benefit ("Erklärung zum kinderbezogenen Familienzuschlag", form LBV 538b2), is attached.

5 Only fill in this section if you receive civil service pension.

I receive civil service pension

according to civil service or military service provisions.

from an international or supranational institution.

Paying office/institution: _____

Reference number/personnel number: _____

6 Are you employed anywhere else in the public service or, in case you are a civil service candidate, outside of the public service?

No

Yes, evidence of the type of job and amount of income are attached.

7 Do you have a private pension plan ("Riesterrente")?

No

Yes, the declaration of consent regarding private pension plans ("Einverständniserklärung private Altersvorsorge", form LBV 510), is attached.

Declaration

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

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 Civil Servants, Judges, Civil Service Candidates, Ministers and Parliamentary State Secretaries

1 Contact for matters regarding data protection

1.1 Controller

Address: Landesamt für Besoldung und Versorgung Baden-Württemberg
70730 Fellbach
Phone: 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
Data protection officer
70730 Fellbach
Phone: 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 service, we are responsible for determining and paying your remuneration and Beihilfe (continued salary payments and assistance in case of illness) or Heilfürsorge (payments for necessary medical treatments). In order to do so, we require your personal data. We collect such data through forms which you receive either from us or from your personnel 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 these parties are required or authorized 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
- civil service act of the Land of Baden-Württemberg (*Landesbeamtengesetz*, LBG) in particular sections 78, 79 and 83 to 88
- act on the remuneration of civil servants of the Land Baden-Württemberg (*Landesbesoldungsgesetz*, LBesGBW) and the accompanying regulations
- act on Beihilfe (*Beihilfeverordnung*, BVO), in particular sections 1 and 18
- act on Heilverfahren (*Heilverfahrensverordnung BW*, LHeilfVOBW), in particular sections 3 and 14
- act on the foundation of the LBV (*LBV-Gesetz*, LBVG), in particular section 2
- act on the areas of responsibility of the LBV (LBVZuVO)

This translation is provided by the University of Mannheim and serves information purposes only. English forms are not legally binding and will not be accepted by the LBV. Please always 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 prevail.

- tax regulations, in particular the income tax act (*Einkommensteuergesetz*, EStG) and the Fiscal Code of Germany (*Abgabenverordnung*, AO)
- books of the German Social Code, in particular section 202 of Book V of the Social Code (*Sozialgesetzbuch – Fünftes Buch*, SGB V) in conjunction with section 67a subsection 1 and 2 SGB X
- regulations on court proceedings, in particular the German Code of Civil Procedure (*Zivilprozeßordnung*, ZPO)
- as family benefits office according to section 72 EStG, in particular sections 62 ff. and 68 EStG
- minister act (*Ministergesetz*) and act on the legal status of parliamentary state secretaries (ParlStG)
- regulations by the Ministry of Finance regarding the transfer of cash transactions to the Landesamt für Besoldung und Versorgung Baden-Württemberg (LBVKGeschÜV BW1)

4 Processing and storage of personal data

We can only determine and pay out your remuneration by using 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.

We process the following types of personal data:

- personal data (e.g., last name, first name, title, date of birth, place of birth, name at birth, gender, nationality, address, professional career)
- in case of a different addressee: last 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
- powers of attorney
- remuneration criteria (e.g., pay grade, beginning of professional experience, periods of service)
- details regarding capital-forming benefits, if relevant
- income from other sources, income replacement benefits or civil service pension, if relevant
- employer
- scope and duration of employment
- previous employer, if relevant
- basic data regarding *Beihilfe* (e.g., insurance plans)
- 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.
- medical data for the determination of accident compensation due to an accident in service, if relevant

5 Disclosure/transfer of data

Any personal data obtained during one of our processes will only be transferred to third parties 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 entities below, who need the information to fulfill their tasks.

This includes, in particular,

- tax administration
- banks
- entities responsible for statutory health insurance, if relevant
- Deutsche Rentenversicherung (German compulsory pension scheme), if relevant

- family benefits office, if relevant
- occupational pension fund, if relevant
- agencies to which capital-forming payments are made, if relevant
- your spouse's employer or pension fund, if relevant
- Landtag and the Ministries of the Land, if relevant
- Rechnungshof Baden-Württemberg (regional audit institution), if relevant
- other offices paying other forms of remuneration, if relevant
- courts, if relevant
- public health officers or other evaluators in the scope of accident insurance, if relevant

The information required to pay your remuneration will be disclosed to your bank.

Data regarding *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 related to remuneration are only stored for as long as we need them in order to fulfill our tasks. Basis for this are the legal provisions regarding personal files (section 86 LBG in conjunction with section 15 LDSG) and the regulations of tax law (e.g., as set out in the Fiscal Code of Germany).

7 Your 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 exercise. For example, you can have data corrected or lodge a complaint. We have provided a short overview of these rights below. For more details, please see 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 we process. 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 your personal data 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 your personal data at any time. However, the controller does not have to comply if they demonstrate 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 are of the opinion that the processing of your personal data is not in compliance with the GDPR, you can lodge a complaint with the competent data protection supervisory authority. The competent supervisory authority is the commissioner for data protection and freedom of information of Baden-Württemberg (*Landesbeauftragte/r für den Datenschutz und die Informationsfreiheit Baden-Württemberg*).

Contact information:

Landesbeauftragte/r für den Datenschutz
und die Informationsfreiheit Baden-Württemberg
Postfach 10 29 32
70025 Stuttgart
Phone: 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.

Sincerely,
Landesamt für Besoldung und
Versorgung Baden-Württemberg