

Information about Data Processing and Data Transfer

A.

The entity responsible for the described data processing is:

University of St.Gallen
Dufourstrasse 50
CH-9000 St.Gallen
+41 71 224 21 11
info@unisg.ch

in connection with the mandatory data processing in the electronic entities of the Human Resources Department of the University of St.Gallen (HSG).

B.

The information of natural persons is mandatory under the Data Protection Act of St. Gallen and is based on the mandatory processing of personal data by the HSG in HRM systems and the transfer of data to third parties. Data processing and data transfer result from the HSG's duty to ensure the fulfilment of the University's legally defined mission. The justification for this form of data processing is your voluntary signing of an employment contract and the associated implied consent. This information comprises five [5] pages.

C.1. DPO Contact Information / Data Protection Information Office

Switzerland: datenschutz@unisg.ch
EU: RA Frank Diem fdiem@diempartner.de

C.2. Legal Basis for Data Processing

Personnel Act (PersG), [sGS 143.1](#)
Federal Law on Old-Age and Survivors' Insurance (AHVG), [831.10](#)
University Act (UG), [sGS 217.1](#)

C.3. Type of Collection and Data

Data is processed in the following HRM systems on the corresponding legal basis:

a.) SAP HCM

SAP HCM is a product of the company 'SAP'. The HSG uses the instance and client of the Canton of St. Gallen. Personal data is therefore passed on to the Human Resources Office of the Canton of St. Gallen. A service provider is used under the responsibility of this office:

*Abraxas Informatik AG
St. Leonhard-Strasse 80
9001 St. Gallen*

Personal data is entered manually, the sources of information are:

- Documents submitted as part of the application
- Documents submitted as part of the employment process

All documents are filed in the personnel file. Specifically:

- Surname, first name
- Date of birth, nationality, marital status, religious denomination, place of origin
- "social security number- number" (AHV -number)
- Address-/ communication data

- Bank details
- Date of entry/ exit
- Employment with degree of employment and salary data
- Information on relatives (spouse, children)

b.) eDossier (digital personnel file)

The eDossier is a product from the company 'Aconso'. Personal master data is transferred from SAP HCM and documents are entered manually. Data from the HR ticket system is also entered manually. Specifically:

- Application dossier with enclosures
- Official documents (e.g. security checks and certificates of good conduct)
- ID cards/ permits (for B- permit, registration of denomination according to ArG, DBG, QStV)
- Address-/ communication data
- Contract of employment
- Job description
- Notification of secondary employment
- Bank details
- Wage calculations, wage increases, individual allowances, fees, hourly reports, advance payment
- Wage garnishments and claims
- Allowances für Children, education and birth (family allowance, children's passport, paternity leave)
- AHV/ IV/ EO/ ALV (unemployment confirmation, IV questionnaire, maternity/ paternity, interim earnings)
- UVG / KTG (accident registration forms, daily sickness benefit statements)
- Medical reports and certificates
- Proof of qualifications, assessments and certificates (highest level of further training)
- Training and further education
- Resignation formalities, cancellation
- In the case of employment in academia: documents relating to the appointment process and re-elections (election records)

c.) TimeTool

TimeTool is a product of the company 'TimeTool AG'. Personal data is entered manually, reported by you and the product receives data from SAP HCM via an interface. Specifically:

- Attendances, absences
- Services for projects
- Possible movement profiles and preferences in the context of expenses
- Fees
- Identification data (master data)

d.) HR- ticket system (ky2help)

ky2help is a product of the company 'Kybema', which is operated by the HSG. Personal data is reported by you and processed by the HRM staff. Specifically:

- Enquiries to HR with or without sensitive data

e.) HSGacademy (Avendoo)

HSGacademy is the HSG's Learning Management System (LMS). It uses the product 'Avendoo' from the company 'Magh und Boppert', which HSG uses as a SaaS solution. The product receives data from SAP HCM via an interface and through your involvement in it. Specifically:

- Master data from SAP HCM (surname, first name, gender)
- Education and training

f.) Swissplus

Swissplus is a product of the company 'IWP', which is operated by the HSG. Only supervisors and HRM have access to process data, specifically:

- Employment references and interim references
- Master data from SAP HCM (surname, first name, date of birth, place of birth, gender)

g.) Cegid Talentsoft

Cegid Talentsoft is a product from the company 'Cegid', which HSG uses as a SaaS solution. The product receives data from SAP HCM via an interface and through your involvement in it, specifically:

- performance and appraisal interviews (staff appraisals)
- Master data from SAP HCM (surname, first name)
- Profile photo from the HSG Profile Manager

Please also note the information and your options in accordance with point C.11.

h.) Sunetplus

Sunetplus is a product of the company 'BBT Software AG', which is operated by HSG. It is (only) used by HRM in the event of personal injury to process and transmit data to the insurance company, specifically:

- Health information or information about illnesses and accidents
- personal injury report
- Master data from SAP HCM (surname, first name, gender, private address, AHV- number)

C.4. Purpose of Processing Personal Data

Purpose of data processing of the data listed under C.3. according to a individual HRM system:

a.) SAP HCM

Securing payments to employees and to mandatory social insurance schemes, specifically:

Payment transactions

- Wages/ salary
- Performance bonus
- Expenses/ fees

Pillar I and social benefits

- Affiliation, administration and payment AHV/IV/EO
- Affiliation, administration and payment ALV
- Connection, administration and payment UVG and UVG supplements
- Connection, administration and payment KTG
- Connection, administration and payment of FamZ

Personal data is also passed on to legally defined public bodies.

Pillar II

- Connection, administration and payment of contributions to the "St.Galler Pensionskasse"

Personal data is also passed on to the "St.Galler Pensionskasse"

In addition to the transfer of data to other HRM systems, which are described in this Information, data is also made available to other systems at the HSG, namely:

System	Purpose
IAM	HR master data to ensure identity access management
AD	HR master data for management in Microsoft Active Directory
M365	HR master data for the use of Microsoft M365 applications
IDB	Personnel master data for: <ul style="list-style-type: none"> - the personnel directory on the HSG intranet - the display on the HSG website (persons of public interest) - the display on the HSG website with voluntary consent

Information on the individual data records is provided in the data protection information for the respective systems.

b.) eDossier (digital personnel file)

Keeping the personnel file with all labour law documents in accordance with Art. 73 ArGV 1

c.) TimeTool

To be able to fulfil legal requirements (working hours, rest breaks, expenses, etc.)

d.) HR- ticket system (ky2help)

Enabling the provision of services by the HSG Human Resources department

e.) HSGacademy (Avendoo)

Enabling training and further education

Data will be passed on to the supplier:

Magh und Boppert
Schulze-Delitzsch-Straße 8
D-33100 Paderborn

The Supplier acts as a data processor and is contractually bound by a data processing agreement (DPA). All personal data is accessible to HSG and the data processor. The data will not be passed on to other third parties.

f.) Swissplus

To be able to fulfil legal requirements (job reference)

g.) Cegid Talentsoft

Documentation of the conduct of staff appraisals

Data will be passed on to the supplier:

Cegid
52 Quai Paul Sédallian
F-69279 Lyon Cedex 9 - Société par Action Simplifiée - RCS Lyon 410 218 010

The Supplier acts as a data processor and is contractually bound by a data processing agreement (DPA). All personal data is accessible to HSG and the data processor. The data will not be passed on to other third parties.

h.) Sunetplus

Use in the event of personal injury to pass on data to the insurer Axa.

C.5. Countries and Locations Where Data is Stored

a.) SAP HCM	Switzerland, Canton of St. Gallen
b.) eDossier (digital personnel file)	Switzerland, in the infrastructure of the University of St. Gallen
c.) TimeTool	Switzerland, in the infrastructure of the University of St. Gallen
d.) HR-Ticketsystem (ky2help)	Switzerland, in the infrastructure of the University of St. Gallen
e.) HSGacademy (Avendoo)	EU (Germany)
f.) Swissplus	Switzerland, in the infrastructure of the University of St. Gallen
g.) Cegid Talentsoft	EU (Germany, Ireland)
h.) Sunetplus	Switzerland, in the infrastructure of the University of St. Gallen

C.6. Duration of Storage

a.) SAP HCM	Definition of the canton of St. Gallen
b.) eDossier (digital personnel file)	Max. 10 years
c.) TimeTool	Max. 10 years

d.) HR-Ticketsystem (ky2help)	For the duration of the processing of the enquiry
e.) HSGacademy (Avendoo)	Max. 10 years
f.) Swissplus	Max. 10 years
g.) Cegid Talentsoft	Max. 10 years
h.) Sunetplus	Max. 10 years

HRM will provide information on specific retention periods for individual personal data within the specified periods on request: hrrservices@unisg.ch

C.7. Information on the Rights of Affected Persons

You can only assert the following rights:

- Right to information
- Right to rectification or correction
- Right to data portability (data portability)
- Objection to the office specified under point C.8.

In the case of the intended exercise of rights with regard to 'erasure' and 'restriction of processing', there is an obstacle to execution.

C.8. Right to Complain to Authorities

Fachstelle Datenschutz Kanton St.Gallen
Regierungsgebäude
9001 St.Gallen
+41 58 229 14 14
datenschutz@sg.ch

(Data Protection Authority Canton St.Gallen)
(Government Building)

C.9. Automated Decision Making and Profiling

No personal data is collected or centrally merged in order to operate a profile with evaluable data for the purpose of behaviour prediction or behavioural behaviour control. Automated decision-making does not take place.

C.10. Cookies and Web Tracking

Cookies and web tracking are not used on systems operated by HSG itself.

In connection with the use of electronic entities of third parties referred to in point C.3., this may take place for security reasons and for traceability purposes.

C.11. Additional Information

You can make use of an alternative procedure for documenting staff appraisals if you notify your line manager. You will not suffer any disadvantages as a result.

This is a translation of document HRM-ANL-100001, version 1.0. Only the German version is legally binding; Art. 147 of the University Statutes applies (US; [sGS 217.15](#)).