

Dear Doctoral,

The following translation of the “*Verpflichtungserklärung*” serves as information only and is by not legally binding.

By virtue of your employment at Jena University Hospital, you are required to maintain the confidentiality of personal data as well as confidential company and business information

The relevant legal data protection regulations require that personal data be processed in such a way that the rights of the persons affected by the processing of their data are guaranteed. Therefore, you are also only permitted to process personal data to the extent and in the manner necessary to perform the tasks assigned to you.

According to these regulations, it is prohibited to process personal data without authorization or unlawfully, or to intentionally or unintentionally breach the security in a way that leads to destruction, loss, alteration, unauthorized disclosure or unauthorized access. At the same time the Thuringian Hospital Act shall be observed when handling patient data.

Violations of these data protection regulations may be punished by fines, penalties, imprisonment or other legal action.

You are expressly advised that Section 203 (4) of the German Criminal Code applies to you. With your signature, you declare that you are now aware of the content of the aforementioned provision.

The obligation to maintain secrecy with regard to personal data as well as confidential company and business information shall continue to apply even after the termination of your employment.

Furthermore, with your signature you acknowledge receipt of a copy of these minutes together with attachments.

Attachment

Data protection information sheet

The aim of data protection is to protect individuals from having their personal rights infringed by the handling of their personal data. In the hospital sector, this applies in particular to patient data. In this context, we would like to provide you with some essential information on handling personal data. For further information on data protection issues, please contact the data protection officer of Jena University Hospital.

What is personal data?

Personal data is individual information about personal or factual circumstances of a specific or identifiable natural person (e.g. employees of Jena University Hospital, patient data).

What is patient data?

Patient data are all individual details about personal or factual circumstances of specific or identifiable patients of Jena University Hospital. This includes all data recorded in a medical record or stored in the hospital information systems. Knowledge of a patient's personal or factual circumstances obtained verbally and not recorded is also patient data.

Patient data also includes the personal data of relatives and other caregivers of the patient as well as other third parties that become known to Jena University Hospital in connection with the treatment.

The fact that the patient is at Jena University Hospital is itself information that must be treated confidentially.

Data protection extends not only to the area of personal data (patient and employee data), but also applies to company data.

What are trade and business secrets?

Company and trade secrets are all facts, circumstances and processes relating to a company which are not public knowledge but are only accessible to a limited group of people and which the company has a legitimate interest in not disclosing.

Practical hints

Workstation

- Lock your PC workstation when you leave it.
- Do not pass on your access data.
- Do not integrate any private hardware, software or data carriers into the network of the University Hospital Jena.

Retention of patient data

- Do not keep patient documentation unattended in generally accessible areas.
- Dispose of patient data that is no longer needed (e.g. printouts) in provided document shredders or data protection garbage cans.
- Patient data is to be used exclusively on the premises of Jena University Hospital.

Transmission of patient data

- Avoid confidential conversations in the presence of other patients or third parties in waiting areas or other public areas.
- Do not provide detailed information about a patient over the telephone. Do not send patient data by fax unless it is urgent.

Patient data for research purposes

- You must have patient consent to use patient data for research purposes.

Social media

- You may not post patient-related content on social media.
- You are only permitted to make photo, sound and video recordings of patients, employees, official facilities and equipment of Jena University Hospital with the expressed consent of the person concerned or the permission of the hospital management or its authorized representative.