

## COVID-19 Reporting Form – Employees

Please fill in all fields!

### **Suspected case:**

Name	
Date of birth	
Social security number	
Email	
Phone number	
Address	
Degree programme	
Date of symptom onset	
Type of symptoms	
Date and time of call to 1450	
Instructions and measures issued by 1450	
Date of COVID-19 test	

## **Potential contact persons at FH JOANNEUM:**

### **Category I – High-risk exposure**

- Contact: 48 hours before disease onset until last contact, or in asymptomatic cases 10 days after the sample was taken
  - **for 15 minutes or more cumulatively at a distance of less than 2 metres** (WITHOUT appropriate measures in place, e.g. face mask, partition screens etc.)
  - direct physical contact (e.g. shaking hands)

### **Category II – Low-risk exposure**

- Contact: 48 hours before disease onset until last contact, or in asymptomatic cases 10 days after the sample was taken
  - **for 15 minutes or more cumulatively at a distance of less than 2 metres** (WITH appropriate measures in place, e.g. face mask, partition screens etc.)
  - **for less than 15 minutes cumulatively at a distance of less than 2 metres**



## **Information on data processing in connection with the notification of Covid-19 infections and suspected cases according to Arts. 13 and 14 GDPR**

Dear Staff and Students, dear Sir/Madam!

The current epidemic (Coronavirus, COVID-19) requires us to implement special measures to protect health. In the following, FH JOANNEUM Gesellschaft mbH, Alte Poststrasse 149, 8020 Graz, in its capacity as the data controller, provides you with all the information you need to safeguard your data protection rights according to Art. 13 and Art. 14 of the General Data Protection Regulation (GDPR).

Please contact FH JOANNEUM Gesellschaft mbH at [datenschutz@fh-joaanneum.at](mailto:datenschutz@fh-joaanneum.at), or its Data Protection Officer at [dsb@fh-joaanneum.at](mailto:dsb@fh-joaanneum.at) for more information on these matters.

### **1. Purpose of data processing**

FH JOANNEUM processes data for the purpose of controlling the virus and protecting people, especially their health. This makes a contribution to containing the spread of the virus. The data processing also serves the purpose of complying with statutory notification, duty of care, disclosure and due diligence obligations. FH JOANNEUM collects and processes any details you provide in addition to the following data categories, where required:

Name, age, contact persons, whereabouts and time of whereabouts, suspected case details, infection status, organisational unit, degree programme, year group, contact details, type of contact, symptoms, Add DATA CATEGORIES.

We process your data

- for compliance with obligations under employment and social law within the meaning of Art. 9 (2) (b) GDPR in conjunction with duty of care obligations under employment law (including but not limited to the Occupational Health and Safety Act, ASchG),
- on the basis of Art. 9 (2) (i) GDPR in conjunction with Sec. 3 (1) (5) Epidemics Act (duty to report suspected and confirmed cases to the authorities),
- on the basis of Art. 9 (2) (i) GDPR in conjunction with Sec. 5 Epidemics Act (duty of disclosure to authorities),

- on the basis of Art. 9 (2) (i) GDPR in conjunction with Sec. 10 (2) Data Protection Act (DSG) (data transmission to public-sector controllers and relief organisations in case of emergency).

If the processing does not involve data concerning health within the meaning of Art. 9 (1) GDPR:

- on the basis of Art. 6 (1) (f) GDPR, the legitimate interest in reducing your health risks in the workplace or place of study (legitimate interest of employees and students) and generally in containing the spread of the infection (legitimate interest of the general public).

## **2. Obligation to provide data and consequences of not providing data**

All employees and students are required to notify [info\\_covid19@fh-joanneum.at](mailto:info_covid19@fh-joanneum.at) immediately in the event of a suspected or confirmed case of COVID-19. An intentional failure to notify may lead to dismissal or termination of the Student Agreement. The same applies if an untruthful response is given to a specific question following a visit to a risk zone or contact with an infected person.

## **3. Duration of processing**

The data supplied by you will be processed at least for the duration of the measures being in place or until clarification of a suspected case has been received, from the point of collecting your data. The data will be processed no longer than until the end of the epidemic.

## **4. Data recipients**

The data will be transmitted to the following recipients to the necessary extent:

- competent health authorities,
- occupational physicians,
- contact persons: under special circumstances, and only after due consideration and in consultation with the Data Protection Officer.

## 5. Data sources

In addition to the data you provide to us as part of the notification, your data may also be provided to FH JOANNEUM by the health authorities. We may also receive your data from other persons, including but not limited to potential contact persons, when identifying suspected or confirmed cases. You will be notified separately in this case. These data sources are not publicly accessible.

## 6. Other data subject rights

You have

- the right to obtain information about your personal data,
- the right to rectification or deletion or restriction of processing,
- the right to data portability,
- the right to object (under certain circumstances),

which can be asserted against FH JOANNEUM Gesellschaft mbH, Alte Poststrasse 149, 8020 Graz, [datenschutz@fh-joeanneum.at](mailto:datenschutz@fh-joeanneum.at) in its capacity as the data controller, or its Data Protection Officer at [dsb@fh-joeanneum.at](mailto:dsb@fh-joeanneum.at).

You also have

- the right to lodge a complaint

with the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, phone: +43 1 52 152-0, email: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at) as the competent supervisory authority.