

**Employment and Insurance Against Unemployment Act (hereinafter: ZZZPB)**

**Rules on the Conditions for Performing the Activities of Employment Agencies (hereinafter: the Rules)**

**Tax Procedure Act (ZDav-2)**

### **First name**

- **Purpose:** identification of the student; mandatory data on the issued referral
- **Legal basis:** statutory
- **Regulations:** Article 19(1) of the Rules (in conjunction with Article 6b of ZZZPB)
- **Retention period:** until the purpose/status is fulfilled; for tax purposes and court proceedings, an additional 10 years

### **Last name**

- **Purpose:** identification of the student; mandatory data on the issued referral
- **Legal basis:** statutory
- **Regulations:** Article 19(1) of the Rules (in conjunction with Article 6b of ZZZPB)
- **Retention period:** until the purpose/status is fulfilled; for tax purposes and court proceedings, an additional 10 years

### **Date of birth**

- **Purpose:** verification of eligibility for work; age
- **Legal basis:** statutory obligation
- **Regulations:** Article 19(1) of the Rules (in conjunction with Article 6b of ZZZPB)
- **Retention period:** until the purpose/status is fulfilled; for tax purposes and court proceedings, an additional 10 years

### Permanent address

- **Purpose:** administrative management; tax reporting
- **Legal basis:** personal consent
- **Retention period:** until the purpose/status is fulfilled; for tax purposes and court proceedings, an additional 10 years

### Identity document number

- **Purpose:** identification of the student; mandatory data on the issued referral
- **Legal basis:** statutory
- **Regulations:** Article 19(1) of the Rules (in conjunction with Article 6b of ZZZPB)
- **Retention period:** until the purpose/status is fulfilled; for tax purposes and court proceedings, an additional 10 years

### Tax number

- **Purpose:** tax calculations; mandatory data on the referral
- **Legal basis:** statutory obligation
- **Regulations:** Article 19(1) of the Rules (in conjunction with Article 6b of ZZZPB)
- **Retention period:** until the purpose/status is fulfilled; for tax purposes and court proceedings, an additional 10 years

### Telephone number

- **Purpose:** communication
- **Legal basis:** personal consent
- **Retention period:** as long as the purpose of communication exists

### Email address

- **Purpose:** communication

- **Legal basis:** personal consent
- **Retention period:** as long as the purpose of communication exists

### **Bank account number (IBAN)**

- **Purpose:** payment of earnings
- **Legal basis:** personal consent; statutory basis
- **Regulations:** Article 36 of ZDav-2
- **Retention period:** until the purpose/status is fulfilled; for tax purposes and court proceedings, an additional 10 years

### **Certificate of enrolment**

- **Purpose:** proof of status
- **Legal basis:** statutory obligation
- **Regulations:** Article 18(4) of the Rules (in conjunction with Article 6b of ZZZPB)
- **Retention period:** until the purpose/status is fulfilled; for tax purposes and court proceedings, an additional 10 years

### **Type of educational institution**

- **Purpose:** verification of eligibility for work; status
- **Legal basis:** statutory obligation
- **Regulations:** Article 19(1) of the Rules (in conjunction with Article 6b of ZZZPB)
- **Retention period:** until the purpose/status is fulfilled; for tax purposes and court proceedings, an additional 10 years

### **Year of study**

- **Purpose:** verification of eligibility for work; status
- **Legal basis:** statutory obligation

- **Regulations:** Article 19(1) of the Rules (in conjunction with Article 6b of ZZZPB)
- **Retention period:** until the purpose/status is fulfilled; for tax purposes and court proceedings, an additional 10 years

### **Student status (full-time/part-time)**

- **Purpose:** verification of eligibility for work; status
- **Legal basis:** statutory obligation
- **Regulations:** Article 19(1) of the Rules (in conjunction with Article 6b of ZZZPB)
- **Retention period:** until the purpose/status is fulfilled; for tax purposes and court proceedings, an additional 10 years