Instructions for using the forms “Data collection” according to § 6 CoronaVO

Note: Please read the following information carefully.

1. Basic information

According to the Ordinance of the State Government on infection protection measures against the spread of the SARS-CoV-2 virus (Corona Ordinance - CoronaVO), the University of Freiburg is obligated to gather and store certain contact details from attendees, in particular visitors, users and participants.

As a matter of principle, separate data processing must be carried out for each individual event taking place in a present form, in particular for each individual teaching, examination and admissions event taking place in a present form.

Specific regulations for data processing in areas where studies are conducted can be found in § 4 para. 1 of the Ordinance of the Ministry of Science on infection protection measures against the spread of the SARS-CoV-2 virus in the area of responsibility of the Ministry of Science (Corona Ordinance study operations and the arts - CoronaVO study operations and the arts).

According to § 6 Section 1 of the CoronaVO, the following contact data is required:

- First and last name,
- Address,
- Date,
- duration of presence,
- Phone number, if available

The telephone number has proved to be important contact information.

In order to ensure the tracking of possible infection chains, the data collected is retained for four weeks, unless the information required for tracking is already reliably available. This means that only as much or as little data as necessary to identify those present is to be collected.

Persons who refuse, in whole or in part, to have their data collected are excluded from visiting or using the facility or from participating in the event. If data is to be collected from attendees, they are obliged to provide truthful information.

Upon request, the university must forward the data to the responsible authority, in this case the public health department, so that the latter can trace possible infection paths in case of need. Any other use of the data is not permitted.

The data processing serves to protect all members and relatives of the University as well as the wider population. Please help us to collect the necessary data and to process it securely.
2. **Implementation of data collection**

At a large, decentralized university such as the University of Freiburg, a centralized collection and further processing of contact data is not possible. Therefore, the processing of the required data is decentralized and carried out by the responsible departments. Depending on the occasion and/or type of event, the heads of the respective institutions, event managers and/or the responsible teacher (organizer) are responsible for the data processing. They have to ensure that the required data is collected, stored and destroyed in accordance with data protection regulations.

All events in attendance at which the data required for contact tracking is not otherwise available are affected. This requirement can be fulfilled, for example, if a protocol is kept of the event with details of the location, date, time period and those present. In this case it may also be necessary to collect the current availability data of the applicants (address or telephone number).

The collection of University employee contact data can be waived, insofar as it is already available. **Employees are responsible for ensuring that the university has up-to-date contact data and that their presence can be tracked in terms of time and location if necessary.** The explicit collection of employee attendance may be necessary for the participation in events or other appointments outside the usual premises, for courses and examinations.

In the case of event series, e.g. as part of a course or module, the obligation to process data exists for each individual event. Here, too, it is not necessary to collect contact data from attendees a second time if it is already available. This is especially the case if the persons concerned have already stored their data (first and last name, address, telephone number) in the **student administration program HISinOne** for the purpose of tracing possible infection chains (description – in German). If the data has not been stored for this purpose, it should be noted that HISinOne does not require the storage of telephone numbers of students, doctoral candidates and guest students and therefore cannot be accessed reliably.

If contact details have been submitted to HISinOne in accordance with § 6 CoronaVO, the affected parties should be advised at the beginning of the event series to indicate any changes to the data immediately. Irrespective of this, the first and last names of those present, as well as the date and duration of attendance, are to be recorded for each event date.

Collecting contact data is generally required for:

- Events with external visitors and participants,
- the use of operating facilities such as libraries, computer center, FRAUW (Freiburg Academy of Continuing Education): User data,
- for written and oral examinations: Data of the candidates, other attendees, especially listeners, assessors, if necessary - external examiners
- Courses, especially practical training courses, excursions: Data of the participating students, if necessary from other attendees,
- Inspection of examination documents, inspection of examinations: Data of the participating students, if necessary from other attendees,
- independent student work on the premises of the University, especially in the use of practice, learning and work rooms which are intended to be used by students outside of courses for the purposes of their studies and for which advance registration is required,
in student secretary offices and other counselling and administrative institutions with visitor traffic,

- at committee meetings, if persons participate whose contact details are not reliably available, in particular contact information of guests,

- at meetings of appointment commissions, if persons participate whose contact details are not reliably available, in particular data from external parties

- in catering or supply facilities and similar facilities with visitor traffic, with the exception of serving drinks and food exclusively for take-away,

- at other events and occasions where no current contact details of those present are available.

3. Use, storage and destruction of the form

The form “Data collection in accordance with § 6 CoronaVO” will be made available to the organizers to collect the necessary data. This form consists of two parts.

The data collection form on page 1 is to be filled in by visitors, users or participants per person before the respective event and handed over to the person responsible. Page 2 contains information on data protection. This information is basically intended for the persons concerned and does not have to be kept by the organizers.

The form is available on the “Corona page” of the University under “Studies and Teaching.”

In the case of regular events and events with advance registration, the organizers must ensure that visitors, users or participants print out the form in advance, fill it in and bring it to the event.

In all other cases, the forms must be printed out by the organizers, handed over to the persons concerned before the start of the event and the completed data entry forms collected again.

The organizers must ensure that each person concerned completes the data entry form and returns it to him or her. There is no obligation to check the correctness of the data. Nor is there any obligation for the persons concerned to identify themselves. Since those present must provide accurate information, the data can be checked for plausibility.

For reasons of practicality and proportionality, it is not necessary to specify the exact time of the beginning and end of the presence, but rather the approximate time period is sufficient.

The completed data collection forms are to be kept for a period of four weeks. It must be ensured that unauthorized third parties do not gain knowledge of the data. In this respect, the data collection forms are to be stored separately for each event in a lockable container (e.g. filing cabinet) in a lockable room. The storage must be organized in such a way that the forms/data are available at any time for a possibly required transmission to the competent authority.

After the four-week retention period has passed, the data collection forms must be destroyed in accordance with data protection regulations (“shredded”).

The organization of the data protection compliant storage and destruction of the forms is the responsibility of the respective organizers.
If you have any questions regarding data processing, please contact Datenschutz@uni-freiburg.de or the University’s data protection officer.

Thank you for your continued support!

Instructions for using the forms are updated as required. The current version can be found on the “Corona page” of the University under “Official Announcements” under “Studies and Teaching.”