



Instructions for the use of the data collection form pursuant to § 6 CoronaVO

Note: Please read the following information carefully.

1. General information

According to the Ordinance of the State Government on infection-protective measures against the spread of the SARS-CoV-2 virus (Corona Ordinance - CoronaVO) dated June 23, 2020 (in the version valid as of August 6, 2020), the University of Freiburg is obliged to collect and store contact data from everyone present, in particular visitors, users and participants.

Pursuant to § 6 Section 1 of the CoronaVO, contact information is defined as:

- First and last name,
- Address,
- Date,
- Duration of attendance/presence,
- Telephone number, if available

In order to be able to ensure the tracking of possible transmission pathways, the above-mentioned data must always be collected and stored, unless the information required for tracking is already reliably available.

Upon request, the data must be submitted by the University to the competent authority so that the latter can trace possible transmission pathways if necessary. Any other use of the data is not permitted.

The data processing serves to protect all members and affiliates of the University and the wider population. Please help us to collect the necessary data and to process it securely.

2. Implementing data collection

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

This applies to all events in attendance where the data required for contact tracing is not otherwise available. This requirement can be fulfilled, for example, if a protocol is kept of the event with information on the location, date, time period and the people present. But even in this case, it may be necessary to collect the current availability data of those present (address, telephone number, if available).

The collection of the contact data of University employees can be dispensed with if they are already available. **Employees have to ensure on their own that the University has current availability data and that their presence can be tracked locally/temporarily if necessary.** The collection of the contact data from employees may be necessary when participating in events or other appointments outside the usual premises and courses and examinations.

In the case of an event series, e.g. as part of a course or module, the obligation to process data exists for each individual event. However, data of the attendees, as far as they are already available, are not to be collected again (§ 6 para. 1 clause 2 CoronaVO). This means that only so much or so little data is to be collected that the participants of an event can be identified. With regard to the data stored in the student administration program HISinOne, it should be noted that no telephone numbers of students, doctoral candidates and guest students have been stored and that the address data may not be up-to-date. However, the Ministry of Science points out that the telephone number has proven to be an important parameter in the determination of contacts. In this respect, it must be ensured that the current address and, in particular, a current telephone number, if available, is collected from all those present. As far as this data is available, the persons concerned are to be advised to report any changes to the data immediately. Irrespective of this, the date and period of attendance must be recorded for each event date.

A collection of contact data is required in particular

- at events with external visitors* and participants
- when using facilities such as libraries, IT services, FRAUW as well as other scientific facilities or facilities of the universities where studies are conducted: data of users, other attendees
- for written and oral examinations: Data of the candidates, other persons present, especially listeners, assessors, if applicable external examiners,
- for courses, especially practical courses, excursions: Data of the participating students, other attendees,
- during the inspection of examination documents, examination inspections: Data of the participating students, other attendees,
- at admission events: Data of the participating applicants, other attendees,

- for free student work on the premises of the university, in particular 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 pre-registration is required
- in student secretariats and other counselling and administrative institutions with visitor traffic
- at committee meetings, if persons participate whose contact details are not reliably available, in particular data of guests,
- for appointment committees, if persons participate whose contact data is not reliably available, especially data from external parties,
- in catering or supply facilities and similar facilities with visitor traffic, with the exception of the serving of drinks and food exclusively for take-away,
- at other events and occasions where no current contact details of visitors, users and/or participants are reliably available.

3. Using, storing and destroying the form

For the collection of the necessary data, the form "Data collection pursuant to § 6 CoronaVO" will be made available to the organizers. This form consists of two parts.

The data collection form on page 1 is to be filled in by the persons present 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 have made every effort to 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 and handed over to the persons present before the start of the event. The completed data collection must be collected.

The organizers must ensure that all those present complete the data entry form and return 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. For reasons of practicability and proportionality, it is not necessary to indicate the exact time of the beginning and end of the attendance, but rather the approximate time period is sufficient. According to § 6 Section 4 of the CoronaVO, the University must exclude persons who refuse to provide their contact details from visiting or using the facility or from participating in the event.

The completed data entry 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 entry forms must 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 expiry of the four-week retention period, the data must be deleted or the data entry forms destroyed in accordance with data protection regulations.

The organization of the storage and destruction of the forms in accordance with data protection regulations is also 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 support!

These notes are updated as required. The current version can be found on the "Corona page" of the University under "Studies and Teaching".