

# Form for the Documentation of Contact Chains for On-Site Courses and Events

- to be filled in and handed in by the participant, if so desired by him/her -

In accordance with the current hygiene concept of Chemnitz University of Technology, the unit heads (faculties, central institutions, departments), line managers, and responsible persons (lecturers in lecture halls and seminar rooms, laboratory managers in laboratories, managers in offices) are responsible for monitoring compliance with the specific hygiene measures formulated in the hygiene concept in their respective area. As a participant in an on-site course or event, you are hereby explicitly informed that the measures of the hygiene concept are to be observed.

Personal contact data of the participant		
Full name	E-Mail and phone	in case of participation in an on-site course, indication of the group number for split courses

## Declaration of Consent

I expressly and voluntarily, i.e. free from any coercion or pressure, agree that my personal data may be processed to the extent and for the purposes described in the data protection declaration: Documentation of contact chains for on-site courses and events. This consent may be revoked at any time, either in whole or in part, without giving reasons, and without unreasonable disadvantages with effect for the future. Withdrawal of consent is as simple as granting consent.

## Supplementary Data Protection Policy (copy for the participant)

In addition to the general information on data processing by the TUC ([www.tu-chemnitz.de/tu/datenschutz.html](http://www.tu-chemnitz.de/tu/datenschutz.html)), which must also be observed in this respect, this data protection declaration clarifies the nature, scope, and purpose of the processing of personal data in connection with the documentation of contact chains for exams held in attendance. Grammatically masculine personal designations apply equally to persons of female, male, and neuter sex.

### I. Name and Contact Data of the Responsible Person

Chemnitz University of Technology (represented by the President: Prof. Dr. Gerd Strohmeier), Straße der Nationen 62, 09111 Chemnitz, Germany, E-Mail: [rektor@tu-chemnitz.de](mailto:rektor@tu-chemnitz.de), Phone: +49 371 531-10000, Fax: +49 371 531-10009, Web: [www.tu-chemnitz.de](http://www.tu-chemnitz.de). If you have any questions regarding this data protection declaration or the associated data processing procedures, or if you wish to make use of the rights granted to you, please contact us at any time: Diana Schreiterer, Assistant to the Rector (focus on university communication, marketing and science management), Phone: +49 371 531-35267, Fax: +49 371 531-835267, E-mail: [diana.schreiterer@verwaltung.tu-chemnitz.de](mailto:diana.schreiterer@verwaltung.tu-chemnitz.de), Straße der Nationen 62, 09111 Chemnitz University of Technology, Room: 1/184B (new: A10.184.2).

### II. Contact Data of the Data Protection Officer

Gernot Kirchner, Data Protection Officer at Chemnitz University of Technology, Straße der Nationen 62, 09111 Chemnitz, Germany, e-mail: [datenschutzbeauftragter@tu-chemnitz.de](mailto:datenschutzbeauftragter@tu-chemnitz.de), phone: +49 371 531-12030, fax: +49 371 531-12039, web: [www.tu-chemnitz.de/rektorat/dsb/](http://www.tu-chemnitz.de/rektorat/dsb/).

### III. General Information on Data Processing

#### 1. Extent and Purpose of the Processing of Personal Data

In case of an infection of an affected person with the coronavirus, this form has been developed in order to be able to trace his or her contacts at Chemnitz University of Technology without loss of information. As a participant, you can, in your own interest and on a voluntary basis, enter your contact details (surname, first name, (TUC) e-mail address and/or telephone number) in this form and hand it in. Information about the on-site course or event at Chemnitz University of Technology has already been completed on a separate form by the respective unit heads (faculties, central facilities, departments), line managers and responsible persons (lecturers in lecture halls and seminar rooms, laboratory managers in laboratories, managers in offices). The completed forms will be treated as strictly confidential. Until then, the data will be stored protected from access by third parties or possible disclosure. Access or insight is only permitted in the case of a (possible) infection with the corona virus and only by explicitly authorised persons of the University Management. The data may only be passed on to the responsible public health department upon their request for the purpose of tracing chains of infection. In summary, the purpose of collecting, storing and, possibly transmitting the data to the competent authorities (usually the local public health department) is to enable the traceability of infections with the coronavirus SARS-CoV-2 and the disease COVID-19.

#### 2. Legal basis for the processing of personal data

The legal basis for voluntary registration is Art. 6 para. 1 sentence 1 lit. a) DSGVO and Art. 6 para. 1 sentence 1 lit. c) DSGVO in conjunction with § Article 4 para. 1 Regulation of the Saxon State Ministry of Social Affairs and Social Cohesion for protection against the corona virus SARS-CoV-2 and COVID-19 (Saxon Corona Protection Regulation - SächsCoronaSchVO) of 25 June 2020 in conjunction with General Ruling of the Saxon State Ministry for Social Affairs and Social Cohesion of 25 June 2020 (Ref.: 15-5422/22) ordering hygiene requirements to prevent the spread of the corona virus. The SächsCoronaSchVO of 25 June 2020 will expire on 17 July 2020 for the greatest part. This means that from 17 July 2020, the person responsible may no longer collect your data on this basis. The Saxon State Ministry for Social Affairs and Social Cohesion decides on a possible extension of the SächsCoronaSchVO.

#### 3. Storage duration (deleting data - limited retention)

The personal data processed by us are stored in a form which permits identification of the affected persons only for as long as is necessary for the purposes for which they are processed. The data collected will therefore be stored for a period of three weeks after the exam and must then be deleted or destroyed by the person responsible without requiring a separate request on your part (e.g. by means of a shredder at least security level P-4).

#### 4. Recipient of the Personal Data

Personal data will only be processed by the following natural/legal persons: the respective unit heads (faculties, central institutions, departments), line managers and responsible persons (lecturers in lecture halls and seminar rooms, laboratory managers in laboratories, managers in offices) as well as explicitly authorized persons of the University Management of Chemnitz University of Technology (Diana Schreiterer). The data collected may only be passed on to the responsible health authorities at their request for the purpose of tracing possible infection paths. Personal data will not be passed on to third parties not named here, nor will it be transferred to another EU country or to a third country or international organization.

#### 5. Legal/contractual regulations on the provision of personal data and consequences of nonprovision

We also hereby inform you that the provision of the personal data for the above-mentioned purpose is not required by law or contract or necessary for the conclusion of a contract and that you are not obliged to provide the personal data. Not providing your personal data for the above-mentioned purpose does not have any consequences for you.

### IV. Rights of Affected Persons

If personal data are processed by you, you are an affected person in the sense of the DSGVO, so that you are entitled to the following rights against Chemnitz University of Technology (responsible party): right of information, right of correction, right of deletion, right of limitation of processing, right of information in case of disclosure, right of data transferability, right of objection, right of non-exclusively automated decision. To assert your rights towards Chemnitz University of Technology or in case of further questions regarding data protection, you can contact us at any time.

#### 1. Right of Withdrawal

**You have the right to revoke your declaration of consent under data protection law at any time and without giving reasons. The revocation of consent does not affect the legality of the processing that has taken place on the basis of the consent until the revocation. The revocation has to be submitted in writing to Diana Schreiterer, Assistant to the Rector (focus on university communication, marketing and science management), phone: +49 371 531-35267, fax: +49 371 531-835267, e-mail: [diana.schreiterer@verwaltung.tu-chemnitz.de](mailto:diana.schreiterer@verwaltung.tu-chemnitz.de), Straße der Nationen 62, 09111 Chemnitz, room: 1/184B (new: A10.184.2). Withdrawal of consent is as simple as giving consent. In the event of withdrawal, your stored data will be deleted immediately in accordance with data protection regulations.**

#### 2. Right of Appeal to a Supervisory Authority

Without prejudice to any other legal remedy, you have the right to complain to a supervisory authority if you believe that the processing of personal data concerning you is in breach of applicable data protection legislation. The competent supervisory authority in the Free State of Saxony is, according to Art. 51 DSGVO in conjunction with §§ 14 ff. SächsDSDG: Saxon Data Protection Officer, Andreas Schurig, Devrientstraße 5, 01067 Dresden, Internet: [www.saechdsdb.de](http://www.saechdsdb.de), e-mail: [saechdsdb@slt.sachsen.de](mailto:saechdsdb@slt.sachsen.de), telephone: 0351/85471-101, fax: 0351/85471-109.

#### 4. Further Information on Your Rights

Further information about your rights as an affected person can be found at the following link: [www.tu-chemnitz.de/tu/datenschutz.html](http://www.tu-chemnitz.de/tu/datenschutz.html).

### V. Currency of this Data Protection Policy

This privacy policy is currently valid and has the status of July 2020.

## Form for the Documentation of Contact Chains for On-Site Courses and Events

- to be filled in by the unit heads, line managers, and responsible persons -

Information on the on-site event	
Name and contact data of the responsible person	
Date of the event	
Start time	
End time	
Location/room	
Have participants been instructed in the hygiene concept?	

or

Information on the on-site course	
Title	
Number according to lecture catalog	
Date of the event	
Start time	
End time	
Location/room	
Name and contact data of the lecturer	
Have participants been instructed in the hygiene concept?	