

## Form for the Documentation of Contact Chains for Working on Site (I)

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

In accordance with the current hygiene concept of Chemnitz University of Technology, for working on site on the premises of Chemnitz University of Technology, the management of the faculties/central institutions are responsible for monitoring compliance with the specific hygiene measures formulated in the hygiene concept. As the person on site, you are explicitly advised to observe the measures of the hygiene concept.

Personal Contact Data of the TU Employee	
Full name	E-Mail and phone
	Address

### 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 working on site. 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.

Date	Signature

## Supplementary Data Protection Policy (copy for the TU employee)

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 on-site events.

### 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 in the President's bureau (focus on university communication, marketing and science management), Phone: +49 371 531-35267, Fax: +49 371 531-835267, E-mail: [kontakt-corona@verwaltung.tu-chemnitz.de](mailto:kontakt-corona@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 Following Data Processing

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

The purpose of the collection, storage, and eventual transmission of the data to the competent authorities (usually the local health authority) is to enable the traceability of infections with the coronavirus SARS-CoV-2 and the disease COVID-19. The completed forms/shift or occupancy plans are kept strictly confidential. Until then, the data will be stored protected against access by third parties or possible disclosure. Access or inspection is only permitted in the event of a (possible) infection with the corona virus and only by explicitly authorised persons of the university management (Diana Schreiterer), they may expressly not be used for other purposes (e.g. presence or behavioural control), unless otherwise regulated by federal law. The data may only be passed on to the responsible public health department at its request for the purpose of tracing chains of infection.

#### 2. 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.

### IV. General Information on Data Processing "Shift and Occupancy Plans"

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

In order to be able to trace the contacts of an employee or student with the corona virus at Chemnitz University of Technology without loss of information in the event of an infection with the corona virus, corresponding shift and occupancy plans have been developed starting on 1 June 2020. In this form, the responsible persons (faculty management, management of the central institution) are requested to provide information on the day, time, room, the maximum number of persons, the percentage reference value and the respective employees (name, postal code) in addition to information on the structural unit itself.

#### 2. Legal Basis for the Processing of Personal Data

The legal basis for the processing of the above-mentioned personal (business) data in the shift or occupancy plans is Art. 88 DSGVO in conjunction with § 11 SächsDSGD and for the mandatory query of contact data Art. 6 para. 1 sentence 1 lit. c) DSGVO in conjunction with § 5 (6, 7) of the Saxon Corona Protection Ordinance (SächsCoronaSchVO) of January 8, 2021. The Saxon CoronaSchVO of January 8, 2021, will expire at the end of February 7, 2021. This means that from February 8, 2021, the person responsible may no longer collect your data on this basis. The Saxon State Ministry for Social Affairs and Social Cohesion will decide on a possible extension of the SächsCoronaSchVO.

#### 3. Storage Duration (Deleting Data - Limited Retention)

The personal data processed by us and protected from access through third parties 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 four weeks after the working week and must then immediately 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), see § 5 (6), sentence 4 SächsCoronaSchVO.

#### 4. 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 mandated by law and through your employment contract with Chemnitz University of Technology and that you are obliged to provide the personal data. Not providing your personal data for the above-mentioned purpose may therefore have consequences for you concerning labour-law as well as your employment at Chemnitz University of Technology.

### V. General Information on Data Processing "Contact Data of TUC Employees"

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

In the event of an infection of an employee or student with the corona virus, the contact details of the employee or student at Chemnitz University of Technology can be traced without loss of information and you can be informed at short notice about suspected cases or infections at the workplace and to ensure rapid communication, the form for recording contact details for TUC employees was developed (risk prevention in the sense of the duty of care of the Chemnitz University of Technology). As an affected employee, you can enter your private contact details (surname, first name, e-mail address, telephone number and address) in this form in your own interest and on a voluntary basis and submit it. Information on the structural unit itself has already been completed on a separate form by the respective heads of the structural units (faculties, central institutions, departments), line managers and responsible persons (lecturers in lecture halls and seminar rooms, laboratory managers in laboratories, structural managers in offices).

#### 2. Legal Basis for the Processing of Personal Data

The legal basis in the case of voluntary provision of private contact data is Art. 6 para. 1 sentence 1 lit. a) DSGVO (declaration of consent).

#### 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—as long as no prior revocation is made on your part—be stored for the duration of the corona pandemic (the WHO's assessment and definition is decisive) 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. 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. However, this may mean that you may not be able to be informed promptly and without loss of information about suspected cases or infections at the workplace or about measures ordered by the authorities.

### VI. 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 in the President's bureau (focus on university communication, marketing and science management), phone: +49 371 531-35267, fax: +49 371 531-835267, e-mail: [kontakt-corona@verwaltung.tu-chemnitz.de](mailto:kontakt-corona@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.saechsdsb.de](http://www.saechsdsb.de), e-mail: [saechsdsb@slt.sachsen.de](mailto:saechsdsb@slt.sachsen.de), telephone: 0351/85471-101, fax: 0351/85471-109.

## **3. 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 January 11, 2021.

## Form for the Documentation of Contact Chains for Working (II)

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

<b>Information on the Unit</b>	
<b>Unit</b> (faculty/chair/central institution/...)	
<b>Name and contact data of the responsible person</b>	
<b>Have the persons on site been instructed in the hygiene concept?</b>	
<b>Is there an additional supplementary hygiene concept?</b>	