

## Information sheet on the UniCard for employees of the University of Freiburg

The service agreement on the introduction and use of a UniCard system based on Mifare DESFire EV2 chip technology dated 4 September 2019 forms the basis. Accordingly, the university issues a UniCard as an employee ID card for each employee at its own expense. The UniCard may not be passed on to third parties.

### I. Areas of application of the UniCard

1. **Cafeterias**
  - Cashless payment
2. **University Library**
  - Borrowing media
  - Cashless payment of small fees
3. **Access authorization**
  - Access to buildings, rooms and parking lots, if applicable

### II. Instructions for using the UniCard

#### 1. What should I bear in mind when topping up my electronic UniCard wallet?

You can top up your electronic UniCard wallet either with your EC card or with cash. For security reasons, the maximum amount on the card is limited to 75 euros. The minimum amount via EC card at the top-up machines or when paying in cash at the service points in the cafeterias is 10 euros. Topping up your electronic wallet is free of charge.

Locations of the top-up machines: In the entrance area of the cafeterias and in the large student cafés. You can also top up your wallet at the cash desks in the cafeterias and students cafés.

Topping up with cash: Kiosks or service points in the entrance area of the cafeterias.

#### 2. What can I do if my UniCard Freiburg malfunctions or is lost?

The loss of the UniCard must be reported immediately after the employee becomes aware of it to the responsible staff member of the Human Resources Department. Immediate notification excludes the liability of the employee for damages caused by misuse of the lost UniCard.

If the card is defective or the chip card terminals malfunction, please contact the staff member of the Human Resources Department responsible for you, if the card was issued by Department 3. If the top-up machines malfunction, please contact the Studierendenwerk. Careful handling of the card goes without saying.

#### 3. What do I have to do when leaving the University of Freiburg?

After leaving the University of Freiburg, you must return the UniCard to the issuing office.

#### 4. Validity of the UniCard

The UniCard is valid until the expiry date printed on the card (maximum five years). If a fixed-term employment relationship is extended, the validity of the card is automatically extended accordingly, up to a maximum of the expiry date printed on the card (five years). In the case of permanent employment relationships or fixed-term employment relationships with a total duration of more than five years, the card is renewed after the expiry date.

### III. Information on the processing of personal data in the UniCard system

The University of Freiburg attaches great importance to the protection of your personal data and we want you to be as well informed as possible about the use of your personal data. If you have any questions about data processing by the university, please contact the data protection officer of the University of Freiburg.

#### 1. Controller within the meaning of data protection law:

Albert-Ludwigs-Universität Freiburg,  
legally represented by the Rector, Prof. Dr. Kerstin Krieglstein  
Friedrichstraße 39  
79098 Freiburg  
[datenschutz@uni-freiburg.de](mailto:datenschutz@uni-freiburg.de)

## 2. Contact details of the data protection officer:

The data protection officer  
of the University of Freiburg  
Friedrichstraße 39  
79098 Freiburg  
[datenschutzbeauftragter@uni-freiburg.de](mailto:datenschutzbeauftragter@uni-freiburg.de)

## 3. Data concerned and purposes of the processing

The following personal data of employees is processed in the UniCard system:

- Last name(s), first name(s)
- Academic degree
- bwCard number
- Expiry date (max. validity of the card)
- Card type (employees)
- Mifare chip serial number (UID)
- Institution identifier (always University of Freiburg)
- Wallet status
- bwCard EPPN EduPersonPrincipleName
- valid until date
- Block indicator

This data is processed for the following purposes:

- (Electronic) Identification for access authorization
- Self-checkout system at the University Library and other services from internal and external bodies
- Provision of the wallet function for the Studierendenwerk Freiburg (SWFR) A.d.ö.R. (public law institution)
- Copying
- Payment functions of the University Library

## 4. Legal basis for data processing

The legal basis for data processing is art. 6 subsection 1 letter e, subsection 3 of the General Data Protection Regulation (GDPR) in conjunction with section 83 subsection 1 sentence 1 of the Civil Service Act of the Land of Baden-Württemberg (LBG), art. 6 subsection 1 letter b GDPR in conjunction with section 15 subsection 1 sentence 1 of the Data Protection Act of the Land of Baden-Württemberg (LDSG) in conjunction with the service agreement on the introduction and use of a UniCard system based on the Mifare DESFire EV2 chip technology.

## 5. Recipients of your data

Some of your data will be forwarded to the Karlsruhe Institute of Technology (KIT, processor) as part of the processing. When using the wallet function, the SWFR gains access to the data required for processing payment transactions and administration.

## 6. Storage duration

Personal data of employees will be deleted immediately if their processing is no longer required for the purposes for which they were collected. As far as personnel file data is concerned, it must be deleted in accordance with section 15 subsection 4 LDSG and section 86 LBG, if it is no longer required for the fulfilment of the university's tasks, but at the latest after a retention period of five years. Exceptions may result from other provisions of public law, in particular from section 3 and section 8 subsection 2 of the Archives Act of the Land of Baden-Württemberg (LArchG).

## 7. Your rights pursuant to the General Data Protection Regulation (GDPR)

- a) You have the right to receive information from the University of Freiburg about the data stored about you and/or to have incorrectly stored data corrected.
- b) You also have the right to cancellation or restriction of processing.
- c) You have the right to lodge a complaint with a supervisory authority if you are of the opinion that the processing of your personal data infringes data protection regulations. For example, the Commissioner for Data Protection and Freedom of Information of Baden-Württemberg is a supervisory authority of this kind.
- d) If you wish to assert data subject rights against the University of Freiburg, please contact [datenschutz@uni-freiburg.de](mailto:datenschutz@uni-freiburg.de).
- e) **Information about your right to object pursuant to art. 21 subsection 1 GDPR**  
You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you, which is based on art. 6 subsection 1 letters e and f GDPR (data processing in the public or legitimate interest). Please send your objection to [datenschutz@uni-freiburg.de](mailto:datenschutz@uni-freiburg.de).

## Note for employees of the Faculty of Medicine of the University of Freiburg

The University of Freiburg does not yet have an electronic means of checking the status of employees of the Faculty of Medicine of the University of Freiburg. Therefore, a current written confirmation from the Dean's Office of the Faculty of Medicine of the University of Freiburg, stating that and for how long you are employed at this faculty is required so that an employee ID card can be issued. You can apply for a UniCard guest card without submitting such confirmation by sending an email to [gaeste@unicard.uni-freiburg.de](mailto:gaeste@unicard.uni-freiburg.de). Here you can find more information on guest cards: <https://www.rz.uni-freiburg.de/services/unicard-gaeste/Antrag/MitarbeiterInnenmedizinischenFakultaet>

You can find much more information on the UniCard homepage: <http://www.unicard.uni-freiburg.de>