

After completion please send to

**Universitätsverwaltung
- Personaldezernat -
Subject:.....or
Mr./Ms.....
H a u s p o s t**

Please complete:

Last name:
(please also specify acad. title)

First name:

Job title:

Employing institution:

Telephone number (official):

E-mail address (official):

**A. Declaration of consent
as to the electronic transfer of your private address data
- also in case of changes of address -
to the Landesamt für Besoldung und Versorgung
Baden-Württemberg (LBV) (Salaries and pensions office Baden-
Württemberg)**

Your wage or salary will be paid centrally by the LBV in Fellbach. The LBV needs a postal address to contact you. Up to now, private address data have been transferred to the LBV on paper, in the future this will take place electronically. For the electronic transfer of your address data as well as possible changes of address, we need your written consent (§ 85 par. 1 no. 11 Landesbeamtengesetz (LBG) (Civil service law for the Land Baden-Württemberg) and §§ 4 par. 2 and 14 Landesdatenschutzgesetz (LDStG) (Data Protection Act of the Land Baden-Württemberg)). If you cannot consent, you will have to transmit these data to the LBV personally.

Your consent is voluntary. You will have no disadvantages because of your refusal or revocation.

I agree with the electronic transfer of my private address data also in case of changes of address to the Landesamt für Besoldung und Versorgung Baden-Württemberg:

yes no; I will personally transmit my private postal address data and possible changes of address to the LBV.

B. (Declaration of consent with the) Entry in the electronic telephone and e-mail directory by the Albert Ludwig University of Freiburg

The University of Freiburg plans to make personal data of its employees publicly available in the internet (above all in its information service, to be found under www.uni-freiburg.de/personensuche) and to publish them in printed media (e.g. course catalog) to facilitate contact for interested persons. For this purpose, the University plans to publish your contact data entered above, i.e. your first and last name, your academic title, your job title, your official telephone number as well as your official e-mail address.

Note:

We would like to inform you that if personal data are published in the internet, these personal data can be accessed worldwide by anybody - also with the help of "search engines" (e.g. Google). In this manner, personality profiles can be created, by connecting these data with other data available on you in the internet. In the same manner, these data can be used for other purposes. Archive functions of the search engines (see for example www.archive.org) may make these data available even after they have been modified or removed from the above-mentioned websites of the University.

I hereby declare until cancelled, that I agree to the publication of my above-mentioned data in the internet presence and printed media (e.g. course catalog) of the University of Freiburg. No consent is required from **employees of the research service (wissenschaftlicher Dienst) as well as other executives or those with special functions** acc. to § 12 paragraph 5 Landeshochschulgesetz (LHG) (Law on higher education of the Land), since publication of the contact data are considered necessary for the function of the University and the purpose of the publication.

- | | | |
|---|---|--|
| <input type="checkbox"/> I agree | } | To be completed only by employees who do not belong to the research service and are not executives! |
| <input type="checkbox"/> I do not agree | | |

Consent to the publication of personal data can be withdrawn at any time.

Employees of the research service as well as other executives or those with special functions have the right to object if the interest of the employee meriting protection due to her/his personal situation predominates the interest of the University in the publication. For handling your objection it is necessary that you justify your interest meriting protection with your particular personal situation.

In case of objection, the corresponding data must not be used for the above-mentioned purposes in the future and have to be removed from the corresponding websites. As far as the consent is not withdrawn, it is considered valid for an unlimited period of time, but at the longest until the end of your employment at the University. In case of the publication of personal data in the course catalog of the University of Freiburg, an objection can only be taken into account for the coming catalog version.

Your consent is voluntary. You will have no disadvantages because of your refusal or revocation.

.....
Date

.....
Signature of the employee

Please transmit this declaration of consent to the staff department of the University of Freiburg. Please send possible withdrawals of the consent or a possible notice of objection (only for employees of the research service, other executives or employees with special functions) to the same address. The same applies to changes of your official telephone number or your official e-mail address.