

KIM of the University of Hohenheim

Application | **Registration in Campus Management System (HohCampus-Portal) at the University of Hohenheim**

[April 19, 2021]

1. Please **fill out** the PDF file digitally, **print and sign** it, have it **stamped** by your department.
2. If possible, please send as a photo/scan by email to hohcampus-support@uni-hohenheim.de.
3. Alternatively, send it by internal mail to **KIM (630), Abteilung IS**.

With this form, you can consent to your personal data being saved and published for the purpose of publication on the University's websites.

If you work as a lecturer or an examiner at the University of Hohenheim, we will create a basic dataset on you in HohCampus so we can enter courses and exams in the system and announce them. A user account is also required to use the platforms to accompany courses (e.g. ILIAS). According to Sec. 12(1) of the State Higher Education Act (LHG), you are therefore required to enter your personal data. Using this form, you can include additional personal data on a voluntary basis for your profile on the University's website. The legal basis for processing the basic dataset is Sec. 4 of the State Data Protection Act (LDSG) in conjunction with Sec. 2 LHG, in all other cases it is based on your consent.

If you work in research or in another function, it is possible to be registered in HohCampus on a voluntary basis for the purpose of publication on the University's website. The legal basis for processing this data is your consent.

In all cases (with no transition period!), all data will be automatically deleted from HohCampus at the end of your course, when your work as an examiner is over, or when the fixed term of your employment contract ends.

Regardless of the type of work you do, with this form you can request an optional HohCampus account for the campus management system. This account enables you to edit your personal data yourself. If you choose not to have this account, we are happy to make changes to your data for you when necessary.

Your consent is voluntary and may be revoked in whole or in part at any time for the future.

Not entering personal data means that this data cannot be processed. If data required for courses and exams is missing, then you will not be permitted to carry out the courses or exams. Not entering voluntary data has no consequences other than it not being possible to publish this data. If you work in research or another function (besides teaching and examining) and do not want the data published, you do not have to do anything.

You have the right to receive information about the processing of your personal data, to correct or delete the data, or to restrict the processing or transferring of the data. You have the right to object to your personal data being processed. You have the right to submit a complaint to the State Data Protection Officer for data protection in Baden-Württemberg.

The legal responsibility is carried by the Universität Hohenheim, Schloss Hohenheim 1, 70599 Stuttgart, represented by the President, Prof. Stefan Dabbert. Within the University, the Kommunikations-, Informations- und Medienzentrum, D-70593 Stuttgart, phone number: +49 711/459-23500 is **responsible**. You can find the name and contact information for the Data Protection Officer at <https://www.uni-hohenheim.de/en/data-protection>.

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Setting visibility

In the form on the next page, you can specify in the "**Visibility**" section whether you want to be found via the people search in HohCampus and displayed in the university structure. You can specify this information both for the Hohenheim institution that signs the form for you and (if applicable) for the University of Stuttgart, which is listed as a cooperating institution in our university structure. The following screenshot shows an example of how your data is displayed in HohCampus if you have not selected the visibility level "**hidden**."

The screenshot displays the user profile page for Maria Musterfrau in HohCampus. The page is titled "Organisation" and includes navigation links for "Benutzer-Informationen" and "Lesezeichen". The breadcrumb trail indicates the user is in "Organisation > Personen suchen".

The main content is divided into two columns. The left column, titled "Hochschulstruktur anzeigen", shows a tree view of the university structure. The right column, titled "Maria Musterfrau", displays the user's details.

Hochschulstruktur:

- Universität Hohenheim
 - Universitätsleitung
 - Fakultäten
 - Universität nahestehende Einrichtungen
 - Fördervereine
 - Verfasste Studierendenschaft (805)
 - Studentenverbindungen
 - Sonstige Einrichtungen
 - Kooperierende Hochschulen und Universitäten
 - Universität Stuttgart
 - Mitarbeiter/-in Forschung und Lehre
 - Maria Musterfrau

Profile Details:

Maria Musterfrau	
Name	Maria Musterfrau
Funktion	Mitarbeiter/-in Forschung und Lehre
Organisationseinheit	Universität Stuttgart
Anschrift/Kontaktdaten	
Festnetz	0000 0000000
E-Mail	pseudonym@domain.de
Weitere Funktionen	
Mitarbeiter/-in Forschung und Lehre (Fakultät Agrarwissenschaften)	

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Consent to Processing of Personal Data

To: Universität Hohenheim, KIM (630), Abteilung IS, D-70593 Stuttgart

I consent to the University processing the following data for the purposes stated above.

(* required field)

Applicant

Form of address *

Academic degree *

Surname *

First name(s) *

Date of birth *

Function(s) *:

teaching

examiner

research

Substitute for grade entry /
participant lists

Others:

Valid email address *

Telephone number

Room

Institution and department *

Visibility (Functions / Institution / department, Contact information) *:

For Hohenheim institution (see below)

hidden

visible for University members who
are logged in

visible publicly

For "University of Stuttgart" (if applicable)

hidden

visible for University members who are
logged in

visible publicly

HohCampus-Account (see above)

create

do not create

Place, Date _____

Applicant's signature

To be filled out by your department*

End date for the function stated above (Date) _____

Institution and department _____

I hereby request that the applicant be registered in the campus management system.

Stuttgart, (Date) _____

Department Director's signature

department's stamp