Privacy statement

Processing personal and non-personal data for the purposes of compiling and managing the CAU Card by Kiel University as the responsible office

The protection of personal data is very important for Kiel University. The Data Protection Act of the Federal State of Schleswig-Holstein (LDSG SH) and the rights resulting from this for those concerned are taken into account and safeguarded to the best of our knowledge and belief.

A procedure index has been produced. You can have a look at this with the data protection officer at Kiel University.

All the data which is processed for the CAU Card is used solely to compile and manage the CAU Card. Data is only passed on to providers of the services indicated on the card if this is absolutely necessary in order to perform duties.

Use of the data for a purpose other than that for which it was collected is ruled out.

The legal basis for issuing student ID cards as a multifunctional chip card and to collect the data necessary for this arises from Section 45 of the Higher Education Act (Hochschulgesetz) in conjunction with Section 6 of the German Landesverordnung zur Erhebung und Verarbeitung personenbezogener Daten der Studienbewerber/innen, Studierenden und Prüfungskandidaten/innen für Verwaltungszwecke der Hochschule (StudDatenVO) and the relevant, currently valid registration regulations.

The CAU Card – data that can be read optically and electronically

The following personal data is printed on the CAU Card so it can be read optically:

- First name
- Surname
- Registration number
- Photo
- Period of validity
- Membership number for the Central Library and the Sports Centre
- Chip ID

The photo on the CAU Card is required to compare the card holder with the card. The CAU Card with a photo can replace the official photo identity card in the university sector (e.g. at written examinations).

All the data stored on the CAU Card – in particular the photo - is strictly for the specific purposes. The photo is used exclusively to produce the CAU Card and is then deleted.
There are two applications currently in use in the chip of the CAU Card. The following data is stored, in addition to the coded chip serial number (UID) provided by the manufacturer, in both these applications:

<table>
<thead>
<tr>
<th>ID card at Kiel University</th>
<th>Registration number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Card status</td>
</tr>
<tr>
<td></td>
<td>Status flag of semester ticket</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Payment function of the Studentenwerk</th>
<th>Costs center (Studentenwerk SH)</th>
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<tbody>
<tr>
<td></td>
<td>Company (CAU)</td>
</tr>
<tr>
<td></td>
<td>User status group (Studierende)</td>
</tr>
<tr>
<td></td>
<td>Balance of credits with check digit</td>
</tr>
<tr>
<td></td>
<td>Validity date</td>
</tr>
</tbody>
</table>

The various applications on the CAU Card ensure that the individual institutions (currently CAU Ausweis/Kiel University ID card and Börse Studentenwerk) each only have access to their own application and the data contained on it. CAU and Studentenwerk are both independent data processing institutions.

Pre-settings have been undertaken for additional applications (entry control) in order to expand the functions of the CAU Card. These do not contain any stored data, however.

Transmission of data to the card management system (CMS)

Campus Management at Student Admission and Registry or the International Center transmit the following data to the card management system at Kiel University in order to manage the CAU Card:

- CAU Card:
- User group (students)
- Registration number
- Surname
- Name prefix
- First name
- Active (registered or withdrawn registration)
- Card validity (semester)
- Photo (optional: only when recording via Campus Management)

Campus Management transfers the future card holder’s postal address to the card management system, where it is temporarily stored, for the option of posting the CAU Card. When a CAU Card is produced, the chip serial number (UID) and the card's production date are recorded by the card management system. The UID is a 17-digit number and is generated by the chip manufacturer. Kiel University uses the UID for the purpose of card management and the Studentwerk uses it to manage the account.
Transmission of data to the Campus Management System

The member numbers that have been generated are transmitted to the Campus Management System.

Transmission of data to the Identity Management System

No data is transmitted to the Identity Management System.

Transmission of data to the Studentenwerk

No data is transmitted to the Studentenwerk.

Transmission of data to external card suppliers

Kiel University uses an external card supplier for the initial mass production of CAU Cards. The card supplier is obliged to process the data in compliance with data protection measures as part of an assignment data processing contract in accordance with Section 17 LDSG (in particular purpose limitation and deletion after the end of the activity).

Deletion deadlines

All data which is not required directly for card management purposes will be deleted from the card management system after successful personalisation.

Photos which have been uploaded onto Kiel University's servers to produce the CAU Card, or produced for issuing at service points, will be deleted no later than four weeks after the production and qualified issue of the CAU Card has been completed.

Changing your data

Stored personal data can be viewed and changed at any time via the online functions of the Campus Management System or Student Admission and Registry service offices.

Individuals with authorised access

Those with authorised access to the Card Management System are the staff at Student Admission and Registry (Studierendenservice) and the International Center, as well as system administrators in the Computing Centre.

Data security

We feel obliged to ensure that your data is secure. We have taken appropriate technical and organisational measures in order to prevent unauthorised access or unauthorised disclosure, and to ensure the accuracy of the data and its authorised use.

Information/suggestions

Information on data protection is available from the data protection officer at Kiel University. Suggestions are also welcome at this e-mail address.