Instructions for using the forms "Data collection" and "Ban on entry and participation" in accordance with the CoronaVO

Note: Please read the following information carefully.

I. Form “Form about data collection in accordance with § 6 Corona Ordinance”

1. Basic information

According to the Ordinance of the State Government on infection-protective measures against the spread of the SARS-CoV-2 virus (Corona Ordinance - Corona-VO) date June 23, 2020, the University of Freiburg is obliged to collect and store contact details of

- visitors,
- users and
- participants

According to § 6 para. 1 p. 1 of the CoronaVO, the following contact data is required:

- First and last name,
- Address,
- Date,
- duration of presence,
- Phone number or e-mail address, if available

In order to be able to ensure contact tracing for possible infection chains, the above-mentioned data must be collected and stored in any case, unless the information required for tracing is already available in a reliable manner. Upon request, the data shall be submitted by the University to the competent authority so that the latter can trace possible infection chains if necessary.

The data processing serves to protect all members and relatives of the University and the wider population. Please help us to collect the necessary data and to process it securely.
2. Implementation of data collection

At a large, decentralized university such as the University of Freiburg, a centralized collection and further processing of contact data is not possible. Therefore, the processing of the required data is decentralized and carried out by the responsible departments. Depending on the occasion and/or type of event, the heads of the respective institutions, event managers and/or the responsible teacher (organizer) are responsible for the data processing. They have to ensure that the required data is collected, stored and destroyed in accordance with data protection regulations.

All events in attendance at which the data required for contact tracking is not otherwise available are affected. This requirement can be fulfilled, for example, if a protocol is kept of the event with details of the location, date, time period and those present. In this case it may also be necessary to collect the current availability data of the applicants (address, telephone number or e-mail address).

According to the CoronaVO, the contact data of University employees are generally not to be collected. Employees must independently ensure that the University has current availability data and that their presence can be tracked locally/temporarily if necessary. It may be necessary to collect individual data from employees or organizers if participation in an event (spatially/locally) could not be tracked in any other way, for example, when attending meetings outside the usual premises and/or examinations.

Collecting contact data is generally required for

- Events with external visitors and participants,
- the use of operating facilities such as libraries, computer center,
- FRAUW (Freiburg Academy of Continuing Education): User data,
- written and oral tests: data of the candidates, if necessary other
- the person present, in particular listeners, observers, if necessary -
- external - end of testing,
- Courses, especially practical training courses, excursions: Data
- of the participating students, if necessary from other attendees,
- Inspection of examination documents, inspection of examinations: Data of the participants-
- students, if necessary from other attendees,
- free student work on the premises of the University, and
- committee meetings, if persons participate whose contact details are not
- are known, especially data of guests,
- Appointment commissions, if persons participate, whose contact details

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are not known, especially data from external parties, and

- other events and occasions, where no current contact information is available data of the visitors, users and/or participants.

3. Use, storage and destruction of the form

The form "Data collection in accordance with the CoronaVO" will be made available to the organizers to collect the necessary data. This form consists of two parts.

The data collection form on page 1 is to be filled in by visitors, users or participants per person before the respective event and handed over to the person responsible. Page 2 contains information on data protection. This information is basically intended for the persons concerned and does not have to be kept by the organizers.

The form is available on the “Corona page” of the University under “Studies and Teaching.”

In the case of regular events and events with advance registration, the organizers must ensure that visitors, users or participants print out the form in advance, fill it in and bring it to the event.

In all other cases, the forms must be printed out by the organizers, handed over to the persons concerned before the start of the event and the completed data entry forms collected again.

The organizers must ensure that each person concerned completes the data entry form and returns it to him or her. There is no obligation to check the correctness of the data. Nor is there any obligation for the persons concerned to identify themselves. For reasons of practicality and proportionality, it is not necessary to specify the exact time of the beginning and end of the presence, but rather the approximate time period is sufficient.

If persons affected by the data collection refuse to provide their contact data in part or in full, they are not allowed to participate in university events.

The completed data collection forms are to be kept for a period of four weeks. It must be ensured that unauthorized third parties do not gain knowledge of the data. In this respect, the data collection forms are to be stored separately for each event in a lockable container (e.g. filing cabinet) in a lockable room. The storage must be organized in such a way that the forms/data are available at any time for a possibly required transmission to the competent authority.

After the four-week retention period has passed, the data collection forms must be destroyed in accordance with data protection regulations.

The organization of the data protection compliant storage and destruction of the forms is the responsibility of the respective organizers.

If you have any questions regarding data processing, please contact Datenschutz@uni-freiburg.de or the University’s data protection officer.

II. Form “Declaration on band of entry and participation according to §7 of the CoronaVO for students at the University of Freiburg”

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In accordance with § 14 clause 2 and § 7 of the CoronaVO, the University of Freiburg is generally subject to a ban on entry and participation for all persons,

- who are or have been in contact with a person infected with the coronavirus, if 14 days have not yet elapsed since the last contact, or

- who show typical symptoms of an infection with the corona virus, namely lack of a sense of smell or taste, fever, cough and sore throat.

This ban includes the entire University campus and all facilities and events of the University of Freiburg.

Any deliberate or negligent violation of this ban on entry or participation constitutes a misdemeanor in accordance with § 19 number 5 CoronaVO and § 73 paragraph 1a number 24 of the Law for the Prevention and Control of Infectious Diseases in Humans (Infection Protection Law - IfSG) and can be punishable by a fine.

The ban on admission and participation in accordance with § 7 CoronaVO must be ensured by a declaration by the students in accordance with the requirements of the Ministry of Science, Research and Art of Baden-Württemberg (MWK), at the same time as the data is collected in accordance with § 6 CoronaVO, for each individual course and other events.

This declaration is available on the “Corona page” of the University under “Studies and Teaching.”

The declaration of the students is to be collected per person and event by the respective organizers. With regard to the use of the wording, the provisions under I.3. shall apply accordingly. In particular, the forms, such as the forms for data collection, are to be stored securely for a period of four weeks and then destroyed in accordance with data protection regulations.

Thank you very much for your support!

The instructions for use will be updated as required. You can find the current version on the “Corona page” of the University under “Studies and Teaching.”

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