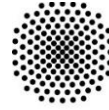


# Library card registration



University of Stuttgart  
University Library

## Required information

Family name

Mr.  Mrs./Ms.  diverse

First name

Date of birth

Academic degree / title (optional information)

### Information regarding the user category

- Employee of the University of Stuttgart without ac-account (32)  Student at a different college/university **in** Stuttgart (40)  
 Private individual (70)  Student at a different college/university **outside of** Stuttgart (60)  
 Student of Information Systems and Business Administration at the University of Hohenheim (interdisciplinary course) (85)

Home address / address of institute:  Mail to this address

c/o .....

Street address .....

Zip code, City .....

## Optional information

Additional address:  Mail to this address

c/o .....

Street address .....

Zip code, City .....

## Statement

I have noted that the mutual rights and duties conform with the terms of use of the University of Stuttgart Library. Upon signing I confirm that I am liable in case of misuse of my library card and am financially responsible for lost or damaged media.

I understand that the library is to be notified immediately in the event of loss of the library card. I have noted that a substitute card is subject to a replacement charge (see BiblGebVO = Library fee regulation).

I furthermore confirm that I have read and understood the information on the reverse side of this form regarding data protection.

Date

Signature

## To be filled out by the library

vorgelegte Anmeldeunterlagen

- Personalausweis  
 Aufenthaltstitel  
 Reisepass +  Meldebescheinigung  
 Statusnachweis für Mitarbeitende der Universität Stuttgart ohne ac-Account  
 Sonstiges:

weitere Bearbeitungsvermerke

Befristung

Bearbeiter

# Privacy Policy on Occasion of the Registration as User of the University of Stuttgart Library

This information on data protection refers to processing of the personal data of persons who are not members of the University and wish to register as users.

## 1 Information Under Art. 13 GDPR

### 1.1 Controller According to Data Protection Regulations

University of Stuttgart  
Keplerstraße 7  
70174 Stuttgart  
Germany  
Telephone: +49 711 685-0  
Email: [poststelle@uni-stuttgart.de](mailto:poststelle@uni-stuttgart.de)

### 1.2 Data Protection Officer

University of Stuttgart  
Data Protection Officer  
Breitscheidstraße 2  
70174 Stuttgart  
Telephone: +49 711 685-83687  
Fax: +49 711 685-83688  
Email: [datenschutz@uni-stuttgart.de](mailto:datenschutz@uni-stuttgart.de)

### 1.3 Purpose of Data Processing and Consequences of Nondisclosure

Registration as user of the University of Stuttgart Library including the creation of a user account.

The collection of data is required for the registration as user, for processing library circulation procedures and controlling access to electronic resources. Without these data borrowing of media from the University Library and use of electronic services of the Library are not possible.

The use of the workspaces and the collections in the reading room on site is not affected and is possible without registration.

### 1.4 Categories of Personal Data

In addition to data which are, visibly for you, collected from you during registration for use of the library, all open requests from stacks, requests of hold, reservations, borrowed media, and, if applicable, charges are stored in your account.

### 1.5 Legal basis

Legal basis for processing of the data is Art. 6, par. 1, letter e GDPR in connection with sec. 3 of the University of Stuttgart Library's Terms of Use (of December 21st, 2004, last amended on June 22nd, 2007).

### 1.6 Recipient

Data is processed within the library software aDIS/BMS of the company aStec-Systeme e.G. on behalf of the University of Stuttgart by the Library Center Baden-Württemberg (BSZ). The servers are operated by the Center of Data Processing (ZDV) of the University of Tübingen as subcontractor of the BSZ.

The access control to library services is carried out via the central identity management of the University of Stuttgart SIAM and the Shibboleth-Identity-Provider (IDP). Both identity management and IDP server are operated by the Technical Information and Communication Services (TIK) of the University of Stuttgart.

If postal items addressed to you are returned to the University Library marked „Undeliverable“, we forward, in case of an administrative procedure according to sec. 9 LVwVfG, your data (first and last name, date of birth, last known address) to the appropriate registry office in order to determine your currently registered address. Should enforcement be necessary in the course of an administrative procedure, we forward your data in full to

the University Cash Office and, if applicable, the appropriate enforcement authority.

Should investigative measures be initiated due to account abuse, the data mentioned above may be forwarded to public investigative bodies. The same applies if corresponding agencies and/or courts direct inquiries to the University and the University is obligated to comply.

Furthermore, data and records have to be offered, according to archival legislation, to the University Archive before their erasure. It decides about the acquisition of records.

### 1.7 Duration of storage

Requests of hold and requests from stacks are stored until they have been fulfilled or cancelled. Loan processes are deleted from the library account upon return of the medium. Charges are stored in the library account until they are paid, waived or cancelled. Their link to the user data is stored internally in the system for three months after.

*The library does not store a history of either loans or paid charges beyond that!*

Information on legal representatives will be deleted when the user comes of age.

If there are no borrowed media or outstanding charges and no pending administrative procedure according to sec. 9 LVwVfG, the library account is closed on request, but at the latest three years after the last account activity. Otherwise, deletion in the library system will be carried out at the earliest on legal termination of the administrative procedure. Originating paper files will be destroyed five years after termination of the procedure.

If applicable, data and records are acquired by the appropriate University Archive and generally stored there indefinitely.

### 1.8 Your rights

You have the right to obtain information about your personal data stored from the University of Stuttgart and/or have data that are stored falsely corrected. Please note that you are actually obligated to inform the University Library about changes in your data (sec. 7, par. 7 of the Terms of Use).

In addition, you have the right to deletion, restriction of processing, or a right to object to processing.

For this please turn to the above-mentioned Data Protection Officer of the University of Stuttgart.

You have the right to complain to the supervisory authority if you believe that processing of your personal data violates legal regulations.

The supervisory authority in Baden-Württemberg is the State Commissioner for Data Protection and Freedom of Information Baden-Württemberg (LfDI Baden-Württemberg).

<https://www.baden-wuerttemberg.datenschutz.de/>

## 2 Right to object under Art. 21, par. 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, par. 1, letter e GDPR (data processing in the public interest).