

Please complete the application on the front and back page and send it to IT-Support of Rechenzentrum: it-support@uni-wuerzburg.de or fax 0931/31-850500, phone 0931/31-85050

1) Applicant

Mr.	Mrs.	Div.	Academic Title	
First Name			Last Name	
Date of Birth			Telephone number	
Lecturer		Doctoral student	Teaching Hospital	
Other occupation: _____				

This form requests creation of a new account for all IT services at the Julius-Maximilians-Universität Würzburg.

2) Email

A new mailaddress will be created: **firstname.lastname@uni-wuerzburg.de**

The mailbox is created in the Microsoft Exchange mail system of Rechenzentrum

Remark:

In case of a cooperating institute, please note your corporate email address:

@ _____ .de

3) Telephone

A telephone number is requested, too (due to VoIP system only possible in university buildings):

no UNI internal local calls national international

4) Allocation

Organizational unit OEH

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published in WueAddress
(Mail- and phone directory of university)

5) Principal

Principal Executive/Leader/Head

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Institute/Department/Hospital

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Funds center

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Address

Postal code, City

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The principal requests a new account for the given applicant with access to the IT services and systems at the University of Würzburg. This account is created under the condition of applicant's written agreement to the Terms and Conditions of Use printed on the back side. The principal ensures that the account is used only for matters of official or scientific work funded by the University or by public funds and the results will not be commercially exploited. Without extension, the mailbox and all data connected to the account will be deleted after 3 months.

All expenses and material costs that might accrue are funded by a budget managed by the principal.

Date

Signature and stamp of the principal of the OEH

Account - completed by IT-Supprt

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Applicant, please read the User Regulation and Information about data processing and sign on the back.

User Regulation

The user hereby declares that he accepts Benutzungsordnungen für Informationsverarbeitungssysteme der Universität Würzburg and for the network of the University of Würzburg, Richtlinien zum Betrieb und Aufbau WWW-basierter Informationssysteme an der Universität Würzburg and Nutzungsbedingungen für lizenzpflichtige elektronische Angebote der Universitätsbibliothek in the currently valid version. These terms, user rules, and policies can be viewed on the data center and library pages as well as in the IT center's IT-Support. Commercial activities are generally prohibited under these conditions.

Supplementary regulations in accordance with § 7 Abs. 10 of Benutzungsordnung für Informationsverarbeitungssysteme der Universität Würzburg

1. Authorization period

Usage privilege is granted for the duration of the activation of the user account. After expiration of the user account, all associated data will be deleted 3 months after expiration. The authorization to use is not transferable.

2. Liability and data security

Users are cautioned that the Data Center assumes no responsibility for the security of the data (destruction, theft, tampering, etc.) and the accuracy of the work performed. It only provides the protection and security of the data to the extent that is reasonable and reasonable. If users have special security requirements for their data, they must contact the data center to agree on appropriate measures. Liability and the right to compensation for the person concerned Art. 82 EU Verordnung 2016/679 and Art. 2 S.1 BayDSG i.V.m. Art. 82 EU Verordnung 2016/679 b remain unaffected.

3. Valuable data

Users undertake to process personal data only in accordance with the applicable data protection regulations and exclusively on devices under administrative control of the University or by means of the approved system solutions of the University. Categories of special personal data, data which are subject to contractual or legal obligations beyond the protection of privacy and general secrecy beyond the general secrecy of the secrecy, may only be stored on systems managed by the computer center after implementation of the legally required protection, Process and documentation measures.

4. Rights-managed software on devices under administrative control of the University

On equipment of the university licensed programs, data bases and services are made available. Standard software and services are provided through a data center portal and software distribution systems. If the requirements of the administration, teaching or research necessitate further services or software, the release is made by the responsible persons of the department or the facilities in compliance with the legal requirements, i.a. from occupational safety, accessibility, data protection, budget law, information security and co-determination. Commercial use of the programs, database works and services is only permitted if expressly provided for. Violations can result in significant claims for damages by the licensor. The university will take regress from the user in this case. The user authorization can then be revoked. The software inventory of the equipment must be inventoried by the management of the respective facility and the inventory inventory checked regularly. The data center can offer an inventory solution to support these tasks.

5. Rights-managed software on devices outside the university's administrative control

As a matter of principle, the University does not provide licensed programs for the performance of official duties for these devices. Exceptions are the VPN service and anti-malware solutions. However, official tasks may be performed using the approved system solutions even on devices outside the administrative control of the University, provided that control over all data processing operations by the University is ensured. The data center offers portals for the use of software and services for business activities or student activities, some of which have further rights of use.

6. Registration on the net

As a rule, network servers and devices throughout the university area can only be registered with the prescribed procedures, and upon completion of the use, they must be logged out. In the case of short-term absence, a blocking of the accessing device is sufficient.

7. Copyright

Users are cautioned that copyrighted works or their parts may only be reproduced or processed using electronic systems (eg scanners, smartphones), reproduced, distributed or made publicly available without the written consent of the copyright holder permissions such as § 53 UrhG or §§60a-h UrhG give rights of use.

Information about data processing

1. Responsible

Julius-Maximilians-Universität Würzburg
Am Sanderring 2 97070 Würzburg; info@uni-wuerzburg.de

2. Data Protection Officer

Data Protection Officer of Julius-Maximilians-Universität Würzburg
Sanderring 2, 97070 Würzburg; datenschutz@uni-wuerzburg.de

3. Information on the purposes and legal bases of the processing

Issuing and managing account data and authorizations for the central systems and services offered by the University, in accordance with Art. 6 Abs. 1 lit. e DSGVO i.V.m. Art. 4 Abs. 1 BayDSG, in particular for the central directory service, mail, storage space on the network workstations, telephone and other IT services of the JMU.

When using services, the required personal data (such as sender and recipient address, time of dispatch, usage times) is electronically logged.

Rechenzentrum administrators entrusted with computer administration may access the data of the user (in particular the email and connection log data as well as the data stored by the user himself on the servers, in consultation with the university data protection officer), if this is necessary in the individual case, in particular

- for the purpose of maintaining proper computing and network operation (e.g., network technical management, malfunction remediation)
- in the event of suspicion of misuse (such as the misappropriation or storage of information, use for purposes other than those permitted) for their prevention or education

4. Recipients or categories of recipients of personal data

Organs and organizational units of the university, Studentenwerk, contract partners, cooperation partners, service providers

5. Transfer of personal data to a third country or international organizations

Our service providers, cooperation partners and contractual partners come from all over the world. As far as we disclose personal data, there is either a derogation according to Art. 49 DSGVO or the country of residence of the addressee or the recipient has an adequate data protection level or guarantees exist, currently in the form of the Commission decision of 5. February 2010 on standard contractual clauses for the transfer of personal data to processors in third countries under Directive 95/46 / EC of the European Parliament and of the Council.

6. Storage Time

Data are usually deleted 3 months after expiration of the entitlements for the account, as long as no conflicting retention periods are taken into account, for example from the archive, civil servants, commercial, household, personnel, statute, tax or administrative law.

7. Rights of persons affected

You can request information about whether we process personal data from you. If this is the case, you have a right to be informed about this personal data as well as to other processing-related information (Art. 15 DSGVO). Please note that this right to information may in certain cases be restricted or excluded (see in particular Art. 10 BayDSG).

In the event that personal data about you are no longer (more) correct or incomplete, you may request a correction and, if necessary, completion of these data (Art. 16 DSGVO).

If the legal prerequisites exist, you can request the deletion of your personal data (Art. 17 DSGVO) or the restriction of the processing of these data (Art. 18 DSGVO). However, the right to cancellation under Article 17 (1) and (2) GDPR does not exist, inter alia, if the processing of personal data is necessary for the performance of a task. Which is in the public interest or in the exercise of official authority (Art. 17 Abs. 3 Buchstabe b DSGVO).

For reasons that arise from your particular situation, you may also object to the processing of personal data relating to us by us at any time (Art. 21 DSGVO). If the legal requirements are met, we will no longer process your personal data in the following.

This applies in particular to the publication of your official address, telephone number, fax number and e-mail address in the external mail, telephone and fax directory.

You have the right to complain to a supervisory authority in the sense of Art. 51 DSGVO about the processing of your personal data. Responsible supervisory authority for Bavarian public authorities is Bayerische Landesbeauftragte für den Datenschutz, Wagnmüllerstraße 18, 80538 München.

Date: _____

Signature of Applicant: _____