

# Registration form

## Library of the Academy of Fine Arts Leipzig

Reader-ID (*will be filled in by the Library-team*) \_\_\_\_\_

### Personal data

Surname, first name	_____
Date of birth	_____
Registered address	_____ _____
Zip / city	_____
2nd address (if necessary)	_____ _____ _____
E-mail*	_____
Phone**	_____

\* Voluntary information - necessary for information regarding expiry of ending periods and changes to the library's opening hours

\*\* Voluntary information - necessary for questions regarding requested material and reminders

The Library of the Academy of Fine Arts Leipzig must be informed of any changes to the above data.

By signing this form, I accept the regulations regarding the terms and conditions of use and fee rates (*Benutzungs- und Gebührenordnung*) of the Library of the Academy of Fine Arts Leipzig and agree to abide by them.

I have taken note of the data protection information regarding electronic storage and processing of my personal data for the library registration.

date

signature

## Data protection information according to art. 13 DS-GVO for the user administration of the Library of the Academy of Fine Arts Leipzig

<b>Responsible organization:</b>	<b>Data protection official:</b>
<b>Academy of Fine Arts Leipzig</b> Wächterstraße 11, 04107 Leipzig Telefon: +49 (0)341 2135 0 E-Mail: hgb@hgb-leipzig.de Internet: www.hgb-leipzig.de	<b>Dresdner Institut für Datenschutz</b> Hospitalstraße 4, 01097 Dresden Telefon: +49 (0)351 655 722 0 E-Mail: <b>datenschutz@hgb-leipzig.de</b> Internet: www.dids.de

### Processing purposes:

The Library of the Academy of Fine Arts Leipzig processes your personal data on the basis of a public interest for library registration, for the further implementation of library user administration, in particular for the recording of loans, for contacting users in the context of library services and for statistical evaluation of loans.

### Legal basis:

The processing of personal data is based on art. 6 para. 1 lit. e DS-GVO in conjunction with. § 5 para. 3 no. 13 and § 93 SächsHSFG as well as our Library Regulations.

### Recipients in case of data transfer:

Recipients of the personal data provided for the above-mentioned purposes are, in particular, the responsible employees of the Library of The Academy of Fine Arts Leipzig and, if applicable, the Finance Department (in the case of dunning procedures), Student Affairs (in the case of a necessary determination of current contact data of students), Human Resources (in the case of a necessary determination of current contact data of employees) as well as IT Services of the Academy of Fine Arts Leipzig (technical support).

### Service providers:

For order processing (library software: support and maintenance), the service provider is contractually bound according to art. 28 DS-GVO.

### Intention of a third country transfer including legal basis:

A transfer of your personal data to a third country (Australia) may take place in the case of support and maintenance work within the scope of contract processing on the basis of the EU standard contractual clauses.

### Duration of storage:

Upon termination of the user relationship and expiry of the statutory retention periods, the data will be deleted.

### Reference to data subject rights

Data subjects may at any time request information about the personal data concerning them and, if necessary, request rectification or deletion or restriction of processing, or object to processing. There is also a right to data portability in your favour. Furthermore, if data processing is carried out on the basis of consent, this can be revoked at any time for the future. To exercise your rights, our data protection officer is available to you at the above contact details.

### Right of appeal to the supervisory authority:

Pursuant to art. 77 DS-GVO, it is possible to lodge a complaint with a competent data protection supervisory authority if it is suspected that the processing of personal data is carried out unlawfully.