

## CONSENT FORM for CONTACTING ALUMNI



Dear students,

soon you'll graduate and you'll be Alumni of NGU. Congratulations!

It is very important to us at Nuertingen-Geislingen University to stay in touch with our graduates. In order to stay in contact with our former students, we may use your personal data in accordance with section 12 (1) sentence 3 of the Act on Higher Education of the State of Baden-Württemberg (Landeshochschulgesetz). If you agree to fill in the form below you will help us keep your contact details up to date and also consent to be contacted by us.

**Last name, first name:**

**Student ID number:**

**Bachelor / master program:**

**Email** (not ...@hfwu.de):

**Cell phone #:**

*Future address known? If not, current address:*

**Address:**

*I agree with my signature that Nuertingen-Geislingen University can use my contact details to inform me about activities and events at the university and contact me on specific occasions. I have received the relevant information on how my personal data will be processed.*

/ \_\_\_\_\_  
**Place / Date** **Signature**

If your contact data changes please reach out so we can update your contact details. For convenience you find an online form on our homepage. Your support is very appreciated. Feel free to direct any concerns, questions, or suggestions regarding alumni life to us – we love to hear from our graduates.

Thanks and all the best for your future endeavors!

Information According to Article 13 of the Data Protection Act  
Datenschutzgrundverordnung

Hochschule für Wirtschaft und Umwelt (HfWU) Nürtingen-Geislingen will use your data to inform you about activities and events at the university and may contact you on specific occasions. For this purpose, the following data will be accessed:

Surname, first name, date of birth, gender, student ID number, address, private email, private mobile number, degree course, final degree, date of final degree. If you agree, the data mentioned above will be retrieved from the student database and entered in the alumni management database and may be corrected and/or supplemented with the data you have entered in the above form.

Only the relevant staff and departments within the university will be given access to your data if they require it to fulfill their duties: the university's central alumni management as well as the person(s) in charge of alumni at your faculty and/or your degree course.

As part of a graduate survey for evaluation purposes according to section 12 (1) sentence 3 of the Act on Higher Education of the State of Baden-Württemberg (Landeshochschulgesetz), the university is contractually obliged to transmit specific graduate and address details to the Statistical Bureau of Baden-Württemberg (Statistisches Landesamt). They process this data on behalf of the universities and the Ministry of Science, Research and the Arts (Ministerium für Wissenschaft, Forschung und Kunst Baden-Württemberg).

If you no longer wish to have your data saved and used for the purposes of sending you invitations to events and information on our activities, please let us know. If you object, we will delete your data from our mailing list and keep a record that you have objected to having your data used for these purposes.

If your contact details should change, please send us a short note. (Alternatively, you may use the form at [https://www.hfwu.de/hochschule/alumni/.](https://www.hfwu.de/hochschule/alumni/))

You may contact us at any time if you would like to be informed about the personal details held about you. We will correct, block or delete data according to your wishes provided you have the right to restrict its use or have it deleted. There is usually no right to have your data deleted if this contravenes our legal obligation for record-keeping.

Please send your objection or your query to the following address:

By post: Alumni, HfWU Nürtingen-Geislingen, Neckarsteige 6-10, 72622 Nürtingen

By email: [alumni@hfwu.de](mailto:alumni@hfwu.de)

The rector of the university is responsible for data protection. His/her name and contact details are available on the HfWU website. Our data protection officer can be contacted at: [datenschutz@hfwu.de](mailto:datenschutz@hfwu.de).

If you are concerned that we are not processing your data in compliance with data protection regulations, you can complain to our supervisory authority which in our case is the State Commissioner for Data Protection and Freedom of Information Baden-Württemberg (Landesbeauftragter für Datenschutz und Informationsfreiheit Baden-Württemberg).