



Privacy Policy for the Services of the University Libraries of Technische Universität Berlin (TU Ber- lin) and Berlin University of the Arts (UdK)

Information on the libraries of TU Berlin and UdK Berlin according to Art. 13 & Art. 26(2)2 GDPR

I. Data controllers

Technische Universität Berlin
represented by the president Prof. Dr. Geraldine Rauch
Straße des 17. Juni 135
10623 Berlin

as well as

Berlin University of the Arts,
represented by the president Prof. Dr. Norbert Palz
Einsteinufer 43
10587 Berlin

jointly operate the VOLKSWAGEN University Library at Fasanenstraße 88 in 10623 Berlin. Under Art. 26 GDPR, both are jointly responsible for all data processing activities associated with the operation of this library, e.g. circulation desk with lending, returns and payment machines or the common user data-base (in the Alma library system), which authorized employees of both university libraries can access.

The responsibilities within the scope of data processing activities are as follows:

- Both universities are responsible for collecting the data.
- Both universities are responsible for storing the data.
- Both universities are responsible for the modification and deletion of the data, the restriction of its processing and transmission according to Art. 20 GDPR.
- Both universities are responsible for other processing activities.
- Both universities may use the data for the purposes specified in this document.

It follows that data subjects may contact both universities under Art. 15 ff. GDPR to assert their rights.

Also, both universities are responsible for investigating and processing any violations of the protection of personal data under Art. 4(12) GDPR.

II. Purposes of data processing

The universities collect and process personal data insofar as necessary to fulfill their tasks and to provide their services.

The legal basis for the processing of personal data is Art. 6(1)1.e GDPR in connection with Section 7 of the "Rahmenbenutzungsordnung für die Bibliotheken und Dokumentationsstellen der Technischen Universität Berlin und der Universität der Künste Berlin" (General Regulations of Use for the Libraries and

Documentation Centers of Technische Universität Berlin and Berlin University of the Arts) of 21 August 2006.

The operation of a library for use by university members and the public is one of the core duties of a university, as assigned to the Berlin universities in Section 4 (1) 1-5 BerlHG. Furthermore, Section 7 of the aforementioned General Regulations of Use permits the processing of personal data where necessary for the fulfillment of duties and the provision of services, as described in the aforementioned General Regulations of Use.

III. Joint services of the libraries of TU Berlin and UdK Berlin

- Online services

In order to use the online services in the shared library building, users need to register (authenticate) at all Internet/computer workstations (even when accessing the network from their own laptop computer).

In addition to searching the catalogues, registered users can use our media services, the Internet and various services provided on the computers.

In order to prevent misuse and investigate technical problems with sufficient precision, we save your logon and logoff times for a period of 4 weeks.

- Services of the Alma library system

The libraries of TU Berlin and UdK Berlin operate a joint library system Alma, each with its own user interface, the [Knowledge Portal Primo](#) (TU Berlin) or the [UdK Berlin knowledge portal](#).

The library accounts of the two libraries are stored and managed in the shared library system Alma. Registered users can access the media services in the library system (using Primo). Lecturers at TU Berlin can also create literature lists for their courses in the library system (using Leganto).

- Media services in the knowledge portal Primo or in the UdK knowledge portal

Users can search for media and access our media services using the Knowledge Portal Primo (TU Berlin) or the UdK knowledge portal. Even non-registered users can reserve, order and borrow books, magazines or other media, use interlibrary loans and other document delivery services and access e-resources licensed by TU Berlin or UdK Berlin, respectively. In addition, users can save found titles, search queries and search histories for future use. These are stored for each Alma user ID.

All requests sent to the Knowledge Portal Primo or the UdK knowledge portal are logged. The logs contain a session ID, the request, and the number of results the request produced. After completion of a search session, the results cannot be traced to individual users. This also applies to logged on users doing searches in the knowledge portal Primo or the UdK knowledge portal.

- Reading lists in Leganto (TU Berlin only)

Leganto, an extension of the Alma library system, is used at the library of TU Berlin. Reading lists are created and managed in Leganto, which are used by lecturers of TU Berlin as part of their courses in [ISIS/Moodle](#), the electronic learning platform of TU Berlin. To create a reading list, lecturers need a library account and authorization in ISIS/Moodle to create a course. This permission is linked to a specific role in ISIS/ Moodle. When a user creates a reading list, the authorization is checked in Leganto, and for this purpose the login name, the role in the ISIS/Moodle course and the ISIS/Moodle course ID are transferred to Leganto from ISIS/Moodle

We only use the email address in your library account to inform you about media made available, the end of loan periods and any loan period expirations (reminders).

- **Web forms (helpdesk) of the TU Berlin library**

We use forms on our website for a number of library services, such as contact, suggested acquisitions, etc. If you contact us through a web form, the information contained in the web form, including your contact details, is stored for processing in the helpdesk of the TU Berlin library.

We use a ticket system for our helpdesk. After your request has been answered, the ticket is closed. In order to clarify any follow-up questions, closed tickets will only be deleted after six months.

- **Web applications**

Library users have the option to use external web applications.

- **Visitor counting software Affluences** (TU Berlin and UdK Berlin): It is possible for library users to use the app by the provider "Affluences" to find out about the current occupancy rate of the workstations in the library building.
- **Learning software Actionbound** (only TU Berlin) for an introduction to the library and its services.

These services are offered by the providers of these web applications. It is not required to use these web applications to access library services. The libraries do not collect any personal data from library users regarding the use of these web applications.

If library users download the mobile apps for these web applications (via the App Store or Google Play), the data protection regulations of the respective providers of the web applications apply.

IV. Data protection officers

The data protection officers of the jointly responsible universities are

- for Technische Universität Berlin
Annette Freifrau Hiller von Gaertringen
Phone: +49 (0)30 314-21784
Email: annette.freifrauhillervongartringen@tu-berlin.de
- for Berlin University of the Arts
Axel Mütze
Phone: +49 (0)30 3185-2422 or 0163 212 11 00
Email: ds@intra.udk-berlin.de

V. Disclosure to third parties, third-party processing

We do not pass on your personal data to third parties unless this is necessary to fulfill our legal duties or due to legal provisions.

We process some of your data using third-party services.

Currently (as of 10 November 2022), we use the following third-party service:

- Ex Libris (Germany) GmbH

VI. Storage and deletion

Your personal data is stored in the library system as soon as it is collected. It remains stored for the establishment, management and termination of your user relationship with us and to comply with our legal archiving and storage duties for as long as necessary to fulfill these purposes. The data is deleted 24 months after your last account activity or at your request, provided there are no legal reasons to the contrary. Such a reason can be unreturned loans (cf. Section 18 General Regulations of Use). With the deletion of your data, your status as a user of the library expires and you can no longer use the media services.

VII. Information

You have the right at any time to request information from Technische Universität Berlin or Berlin University of the Arts under Art. 15 GDPR:

You can request confirmation as to whether your personal data is being processed. If this is the case, you have a right to information about this personal data and the following information:

- a) the purposes of processing;
- b) the categories of personal data being processed;
- c) the recipients or categories of recipients to whom the personal data has been or will be disclosed, in particular recipients in third countries or international organizations;
- d) if possible, the planned duration for which the personal data is stored or, if not possible, the criteria used to determine that duration;
- e) the existence of a right to correction or deletion of your personal data or to restriction of processing by the data controller or a right to object to this processing;
- f) the existence of a right of appeal to a supervisory authority;
- g) if the personal data is not collected directly from you, all available information about the sources of the data;
- h) the existence of automated decision-making, including profiling in accordance with Art. 22(1) and (4) and, at least in these cases, meaningful information about the logic involved and the scope and intended effects of such processing for the data subject.

VIII. Right to appeal

If you are of the opinion that the processing of your personal data violates legal provisions, you have the right at any time to appeal to the responsible official data protection officer or the responsible supervisory authority (Berliner Beauftragte für Datenschutz und Informationssicherheit, Friedrichstraße 219, 10969 Berlin).