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| **Application form for VetCore equipment booking calendar and key card** |

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| **Name** | | LAST NAME, First Name | | |
| **E-mail-address** | | Email-address @ domain | | |
| **Telephone number** | | Telephone Number | | |
| **Affiliation** | Company | Company name | | |
| Address | Address line 1 - Street, Number  Address line 2 - Code, Country  Address line 3 - Additional information, optional  Institute | | |
| Unit/Account | Multiple units possible for specification of invoice  Unit / Account 1  Unit / Account 2, optional  Unit / Account 3, optional | | |
| **Period of use** | | 6 months (e.g. Bachelor student)  1 year (e.g. Master Student)  3 years (e.g. PhD Student)  5 years (e.g. vetmeduni employee) | | |
| **Key Card ID** | | Personalized chip available | VetCore chip  filled by staff | other  filled by staff |
| **Access to rooms** | | filled by staff  filled by staff | | |

I hereby declare, that I received the necessary information according to art. 12 – 21 GDPR and that I have read and understood the declaration of data protection consent on page 2/2.

I hereby declare, that I have read and understood the “[Laboratory Rules](https://veteasy.vetmeduni.ac.at/sites/UO/Arbeitsschutzausschuss/Public/Dokumente/Laborordnung_2016-01_ENG_VER_2.pdf)” of the vetmeduni.

I hereby declare, that I have read and understood the “[Betriebsvereinbarung Zutrittskontrollsystem](https://veteasy.vetmeduni.ac.at/sites/Betriebsrat/Public/Betriebsvereinbarungen/Betriebsvereinbarung%20Zutrittskontrollsystem.pdf)“ and “[Richtlinie Schlüsselverwaltung](https://veteasy.vetmeduni.ac.at/sites/CM/CampusManagement/Public/Dokumente/Schl%C3%BCsselverwaltung.pdf?Web=1)“ of the vetmeduni vienna.

05.07.2024 ****date signature

**Data protection** **consent**

I hereby consent to the processing of the data listed above, as well as data generated through entries in the booking calendar, by the University of Vetmeduni Vienna for the following purposes:

* user administration
* booking of equipment
* efficient administration of equipment
* contacting other users concerning their booking
* billing of used equipment
* IT-security
  + Date and time of database access
  + Logging of bookings

For the purpose of efficient administration of equipment, entries in the booking calendar of the used equipment are visible to all users. This allows users to contact me if a device is available sooner or is needed for a longer duration.

The following data will be visible:

* name
* telephone number
* e-mail-address

My data will be deleted if one of the following conditions is met:

* revocation of consent or request to delete the user account
* 3 month after expiration of the account (see period of use), as long as there is no active contact from the user, with an additional Request for Registration of a user account, within this period.

This only applies in so far as no other statutory deadline applies. (e.g.: Bundesabgabenordnung (§ 132 BAO) or if retention of the data is necessary for legal defense or claims.

**Processor**

The data will be stored on central servers at the Vetmeduni Vienna (“IT-Center”), processed and evaluated by the VetCore Facility for Research (“VetCore”) and maintained by the booking-calendar software engineering company (“Org-T”) [Bernhard Karl Hillinger, Brunnengasse 19/18, A-1160 Wien] in the name of Vetmeduni Vienna. For more information: [www.org-t.at](http://www.org-t.at).

**Rights**

The legal basis for processing is Art 6 Abs 1 lit a GDPR.

As data subject you have the right of access, the right to rectification, the right to erasure, the right of restriction of processing and the right to data portability vis-à-vis Vetmeduni Vienna. Furthermore, you have the right to revoke your consent at any time without reason with future effect. You have the right to lodge a complaint with the Austrian data protection authority, Barichgasse 40-42, 1030 Vienna, telephone number: +43 1 521 52-25 69, e-mail: dsb@dsb.gv.at, web: [www.dsb.gv.at](http://www.dsb.gv.at).

For further information: www.vetmeduni.ac.at/de/datenschutz/

**Contact of the data protection officer:**

Stabstelle Datenschutz

Veterinärmedizinische Universität Wien (Vetmeduni Vienna)

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