Please return to

Member of staff /
e.g. secretary

Data protection statement –Template

Personal data of members of staff to be entered into the university’s research database for the purpose of publication on the websites of the department of microsystems engineering (IMTEK) and the faculty of engineering

Please fill in your details and indicate your acceptance by ticking the appropriate boxes below.

1. **Personal data**

**Last name:** click here

**First name:** click here

**Position** (see key to positions): click here

**Academic title:** click here

**Laboratory:** click here

**Building/room number** (format: 101-01-123)**:** click here

**Phone number** (format: +49 761 203-xxxx): click here

**E-Mail address** (no privat addresses!): click here

1. **Consent**

I hereby consent to and authorize the publication of the following data in the phone and email directories of IMTEK, the faculty of engineering as well as the local networks and the internet.

 **Yes No**

**Name, Position** [ ] [ ]

**Phone number** [ ] [ ]

**E-Mail address** [ ] [ ]

**Picture** [ ] [ ]

**Room number** [ ] [ ]

**CV**  [ ]  [ ]

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(date and signature)

1. **Key to positions**

Positions

* 1 = head (m/w), e.g. professor *oft he laboratory*
* 2 = Senior Scientist (m/w), this could be the deputy head or if there is more than one professor to the lab, this ist he position that should be assigned.
* 3 = Secretary (m/w)
* 4 = Assistant/Group leader (m/w)
* 5 = Postdoc (m/w)
* 6 = Scientist (m/w)
* 7 = PhD candidate (m/w)
* 8 = External PhD candidate (m/w)
* 9 = Technical member of staff (m/w)
* 10 = Student member of staff (m/w)
* 11 = BSc Candidate (m/w)
* 12 = MSc Candidate (m/w)
* 13 = Student (other) (m/w), *e.g. diploma student, teacher training candidate*
* 14 = Former member of staff (m/w)
* 15 = Visiting scholar (m/w)
* 16 = Marketing/PR (m/w)
* 17 = Administration (m/w), *e.g. examinations office, faculty assistant*
* 18 = *Facility management* (m/w), *e.g., caretaker*
* 19 = IT (m/w)
* 20 = Apprentice/ Trainee (m/w)