



## Attendance documentation § 6 CoronaVO

For on-site events and other activities that require your physical presence at the University of Stuttgart, the University of Stuttgart is obliged in accordance with § 14, and in conjunction with § 6 of the State Corona Guidelines and § 4 para. 1 of the Corona Guidelines University Operations and Art, to collect and store information from participants in order to trace possible infection pathways. Participants must provide accurate information, in accordance with § 6 para. 5 of the Corona Guidelines.

The attendance documentation helps to keep all university members safe and healthy, and the university supports this wherever possible. All participants are asked to support these measures, in-keeping with the motto "Healthy. Jointly!".

The university is only permitted to use any data collected for the attendance documentation for the purpose of tracing contacts via the Health Authority. The university is not permitted to instigate its own tracing procedures. The information will only be released if officially requested by the health authorities. The use of such data for other purposes is strictly forbidden. The data will be deleted 4 weeks after collection.

To ensure that no misuse of data occurs, this process is being continuously monitored by the university's Data Protection Officers.

At the University of Stuttgart, there are two standard procedures for collecting and processing data in accordance with § 6 of the Corona Guidelines:

### Attendance documentation via cactUS

- For events and activities in centrally administrated auditoriums\*.
- Use of contact data (first and last names, address, email and, if available, telephone number) that is stored in the Campus Management System C@MPUS.
- Collection of attendance data (date and period of attendance) if required, via attendance lists generated by the system.

### Attendance records collected using the Data Collection form, in accordance with § 6 of the Corona Guidelines

For other events, or activities where data is not collected using cactUS and/or for people whose contact information is not stored in C@MPUS, in accordance with § 6 of the Corona Guidelines

- Collection of all attendance and contact details, if required, via the Data Collection form, in accordance with § 6 of the Corona Guidelines.

### 1) CactUS procedure for students

#### I. Checking in and out using the cactUS reader

- When entering or leaving an auditorium, students hold their student ID card with ECUS function against the cactUS reader, installed in the entrance and exit areas of the auditorium.
- The cactUS reader
  - a. reads the identification number of the ECUS and checks that the card is an ECUS card,
  - b. transmits the identification number, together with the room number and time period, to the central cactUS database,
  - c. confirms successful check-in or check-out with a green LED light and a positive beep. A failed check-in is indicated by a red LED light and a negative beep.

## II. Checking in and out without using a reader via cactUS-Web

This procedure can be used if there is no cactUS reader available, or if the student does not have their student ID card with them, or if it does not work.

- Students
  - a. scan the available QR code when entering and leaving the auditorium using a smartphone.
  - b. use an ST account to log into the room-specific cactUS-Web webpage in the browser of their smartphone,
  - c. check in or out by pressing a confirmation button in the room
  - or
  - d. enter a room code that has been placed in the room when entering or leaving the auditorium on a central cactUS webpage via a web browser,
  - e. use an ST account to login via a web browser and check-in using a room-specific cactUS sub-webpage,
  - f. and check in or out by using a confirmation button in the room.
  - or
  - g. report to the teaching staff, who can login via a web browser in the relevant room-specific cactUS sub-webpage,
  - h. the student can then submit their student ID number, which the teaching staff can then enter on the webpage and conduct the check-in process by pressing a confirmation button.
  - i. If you check in by reporting to a teacher you are not required to check out.

## III. Failed check-in procedure

Students who check in but fail to check out remain in the system for the rest of the day and will be included in any requests made for that by the health authorities (for example, check-in at 8 a.m., no check out. The health authority sends a request for data from 11:30 a.m. to 1:00 p.m. > the requested information includes the students who failed to check out).

## 2) CactUS procedure for teaching staff (only in centrally administrated auditoriums\*)

- Teaching staff
  - a. Scan the QR code placed on the media interface in the auditorium with a smartphone, which opens a webpage in your web browser,
  - b. login with your AC Account to the room-specific cactUS-Web webpage that opens on your browser,
  - c. here you can enter the time that should be entered for the students checked in to the room. The selected times is preset to the last half an hour.
  - Or you
  - d. enter a room code that can only be accessed by you in the media interface to a central cactUS webpage in your web browser,
  - e. login with your AC Account to the room-specific cactUS-Web webpage that opens on your browser,
  - f. here you can enter the time that should be entered for the students checked in to the room. The selected times is preset to the last half an hour.
- The cactUS webpage retrieves information from the central cactUS database about how many check-ins have been conducted in this auditorium since the submitted time and displays this number.
- In case of discrepancies between the number of participants present and the number of students who have checked-in, the lecturer must insist that the check-in procedure is repeated.

## 3) Collection of attendance documentation using the Data Collection form, in accordance with § 6 of the Corona Guidelines

### I. in centrally administrated auditoriums\*

- The Facility Management Services will place copies of Data Collection forms, in accordance with § 6 of the Corona Guidelines, in all centrally administrated auditoriums.
- pre-addressed envelopes will also be placed on the media desk.
- All forms must be left in a designated area at the lecturer's table by the end of the lecture/event
- The lecturer must then place the forms from the event in an envelope and fill out the information on date, time, room, event. The sealed envelope can be left on the media table.
- The Facility Management Service will then collect the envelopes after each event block, or each set of lectures, and send these to Division 4.
- The forms will be stored for 4 weeks and then destroyed.

### II. in decentrally administrated seminar rooms, practice rooms etc.

- The institute or facility will place Data Collection forms in the relevant rooms, in accordance with § 6 of the Corona Guidelines.
- Pre-addressed envelopes will also be made available.
- All forms must be collected by the end of the event.

- The lecturer/teaching staff must place the forms in an envelope and fill out the information about date, time, room, event.
- In agreement with the lecturer's faculty, the lecturer must send the envelope to Division 4.
- The forms will be stored for 4 weeks and then destroyed.

**\* centrally administered auditoriums have an auditorium number beginning with V or M, e.g. M 17.01 or V 53.01**

**Date protection notice:**

[https://www.uni-stuttgart.de/universitaet/aktuelles/meldungen/corona/hygienekonzept/unterlagen/17-Art\\_-13\\_DS-GVO.pdf](https://www.uni-stuttgart.de/universitaet/aktuelles/meldungen/corona/hygienekonzept/unterlagen/17-Art_-13_DS-GVO.pdf) (de)