

Declaration of Consent Data Protection

The student

Family name, given name:

Address:

ZIP, place:

Study programme:

agrees to the use of picture, sound, and video recordings made by HGK Basel FHNW on which he/she can be recognized, for the purpose of [purpose]. Picture, sound, and video recordings may in particular be made at the following events:

- Exhibitions
- (Guest) Lectures
- Symposia
- Graduation ceremony
- Events
- Conferences
- Fashion shows

As a possible participant in these events, the student agrees that HGK Basel FHNW may use these recordings free of charge and for an unlimited period of time for the purpose of documentation, advertising, and communication of HGK Basel FHNW and the entire FHNW.

Place/date:**Signature of the student:**

Leaflet on the processing of personal data and on the rights of use of intellectual property and handling of sensitive topics in teaching

1. Processing of Personal Data

The legal basis for the processing of personal data is the [Guideline for Data-Protection at FHNW](#).

1.1. Personal Data

Within the scope of your enrolment at HGK Basel FHNW, the following personal data will be processed:

Data on your person gathered at HGK Basel FHNW	Purpose of the data processing	Classification (public; FHNW in-house; confidential; strictly confidential/secret)	Persons/s in charge (poss. further persons involved)	Recipients of the data
Personal data in connection with your application and enrolment	Student administration	FHNW in-house	Head of Services HGK Basel FHNW	Persons who perform tasks for the FHNW student administration and legally regulated tasks on a cantonal or government level
Personal data in connection with your studies (grades, ECTS points)	Proof of achievement	FHNW in-house	Heads of HGK Basel FHNW institutes	Persons who perform tasks for the FHNW relating to the implementation of teaching, student administration and tasks regulated by law at the cantonal or federal level
Personal data on in-house sanction	Implementation of the sanctions	Strictly confidential/secret	Director, HGK Basel FHNW	Director and persons and functions designated by him/her
Key protocols / video recordings	Tracking of room use in specific suspicious cases	Strictly confidential/secret	Head of HGK Basel FHNW premises	In the case of offences by the head of the HGK Basel FHNW and, if necessary, the police, public prosecutor's office.

1.2. Information on the Locking System, Video and Audio Recordings, and Video Surveillance

- HGK Basel FHNW points out that it shall keep key logs of the locking systems. The key log of the FH Card and the locking systems shall only be inspected by the head of HGK Basel FHNW headquarters in the event of a criminal offence. Any access data shall be deleted after one year.
- HGK Basel FHNW may record exhibitions, (guest) lectures, symposia, graduation ceremonies, events, conferences, and fashion shows. Written consent is obtained from the students participating in the events for the use of their image for documentation and advertising purposes by HGK Basel FHNW.
- HGK Basel FHNW shall use video surveillance in the lock areas. The respective recordings may only be evaluated by the head of HGK Basel FHNW and, if necessary, the police or the public prosecutor's office in the event of an offence. If no offence has been committed, the data will be deleted after seven days at the latest.

2. Transfer of Rights of Use in Intellectual Property

- a) The student realizes his/her own ideas in various projects within the framework of the course. If applicable, he/she will create works (definition Art. 2 Copyright Act URG; SR 231.1), which enjoy copyright protection due to their uniqueness.
- b) The student grants HGK Basel FHNW the right of use to the works mentioned in paragraph a), as stipulated in § 10, paragraph 1, subparagraph m of the General Regulations for the Study Programmes of the University of Applied Sciences and Arts Northwestern Switzerland FHNW in the area of education. The right of use to these works, which is unlimited in terms of space and time and free of charge, provides the UASNW with the possibility to use, reproduce, distribute, perform, publish, exhibit, etc. the works within the scope of its activities.
- c) The right to be named as the author shall remain with the student.
- d) If several students should be involved in the creation of a work in the sense of lit. a, they shall be considered co-authors. The transfer of the rights of use to HGK Basel FHNW according to lit. b shall have to be made by all co-authors.

3. Dealing with Sensitive Topics

HGK Basel FHNW points out that audio, picture, and video material may be shown in the course of lessons, which may – in specific cases – offend personal, political, or religious feelings.