

Order 2012

to create an HU-Account

applicant				
family name	given name	gender m / f	title	personnel number ¹ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
office address (required)				
street and number		postcode and city		
phone				

institute	
institute name	
institute address (only if different from office address)	
street and number	postcode and city
organisational number OKZ ("Organisationskennzeichen", see http://zis.hu-berlin.de/intern/OKZ/) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

When handling personal data in the legal sense of "Berliner Datenschutzgesetz" (DPA Berlin), I will consult CMS for data security. I will obey the terms of use for the "Computer- und Medienservice" (CMS) and the "Universitätsbibliothek" (UB). I am solely responsible for proper use of the assigned HU-account. CMS is not liable for any misuse of accounts.

All data concerning the account order is stored within the order database of the CMS. Those data is used for account management, order processing and in parts for the annual report of the CMS. Furthermore the data is stored within a protocol database, which will be processed in case of legal infringements under consultancy of the data protection commissioner.

 date and applicant's signature

Only members of HU are allowed to issue and renew this order. Membership is confirmed by an automatic exchange of data with human resources department. Therefore the optional statement of the personnel number is necessary. If you want to use this option, you have to acknowledge this by your second signing below. In this case the following confirmation by the institute's director can be omitted and the order isn't limited in time. Otherwise the order is limited until 12/31/2012.

 date and applicant's signature

I certify herewith applicant's membership of staff in my institute.

 name of director in block letters

 date and signature and official stamp

director of the institute

¹ Optional statement, solely to prove applicant's membership of HU.