



Consent on data use

I agree, that all personal details and information given by me during the psychosocial counselling sessions are recorded and stored only as far as necessary for advisory purposes of the PBS. The PBS extracts these data for their advisory purposes from the questionnaire, I fill in at the first appointment in the PBS.

I further agree, that all personal details and information provided by me in the questionnaire can be used for statistical evaluation and research purposes with the aim to improve assistance during the study period. I have been assured, that in this case all personal details, which allow to draw conclusions as to my person, will be deleted or rendered anonymous.

I'm informed, that the whole PBS-staff of the Studierendenwerk Ulm is bound to observe confidentiality. I have also been assured that the taken data is used according to data protection regulations and protected against unauthorized inspection or use. The PBS is obliged to retain them for at least 10 years.

I am aware, that I have the right to revoke my consent at any time and without stating reasons. This withdrawal of my consent does not have any disadvantages. I was assured, that in case of my withdrawal:

- a) all so far collected data is immediately destroyed, if no counselling has taken place.
- b) all so far collected data will be locked and destroyed after the end of the retention period if counselling has taken place.

Within this restriction no one can view or continue to use my data, unless the PBS leading staff has given consent.

I may view the given data at any time.

Ulm,

(date)

(signature)



**Studierendenwerk
Ulm** fair.supportive.competent

**Psychosoziale
Beratungsstelle für
Studierende - PBS**

Information first counselling session and data protection

Dear student,

you have contacted the Psychosocial Counselling Service for Students. You will receive a questionnaire in advance, which can help us to provide you with the best possible support. It can also be an opportunity and support for you to reflect on your situation. The questionnaire is, of course, voluntary and not a prerequisite for receiving counselling. If you want to fill it out, please try to answer all the questions as best you can, but without thinking too long about any question. You can then mail it back in advance or bring it with you to the initial consultation.

Please plan about 1 hour for the first talk. At the end, you and the counsellor will decide whether a follow-up appointment makes sense for you. As a rule, we can offer you up to 4 follow-up meetings of 45 minutes each. If further talks are necessary, a consultation can also be extended in individual cases.

All information that you give us during the consultation or in any other form is, of course, strictly confidential and subject to the duty of confidentiality that applies to all employees (including secretaries). We are subject to the strictest data protection regulations.

Without your written consent, no one will be informed about your contact with the PBS (this also applies to relatives). Without this consent, no one has access to your data, not even in the interest of research. Your data will be encrypted under code numbers to which only authorized PBS staff members have access. Finally, for documentation purposes, some of your data will be compiled into statistics, which will also be written in a completely anonymous form. After expiry of the legal retention period - currently 10 years - all documents are destroyed.

As you can see from these explanations, you are assured of the best possible protection of your personal data, so that you can feel safe and have the confidence necessary for our work.

Our institution is integrated into a broad network of counselling and support services within and outside the university. So, if necessary, we can provide you with contact persons for specific questions and help with referrals. Further information on the PBS can also be found in our concept, which you can find on our homepage studierendenwerk-ulm.de under the heading *Counseling and Support* and there under the item *Psychosocial Counselling*.

If there are any further questions, please feel free to address them during the initial consultation.

Your PBS-Team