



Registration Form – Childcare During Study Saturday

Please read the registration form carefully, fill it out legibly, and send all documents to us **by email** before the childcare session at: backup-kinderhaus@verw.uni-koeln.de

<p>I would like to register my child(ren) for the following Study Saturdays:</p> <p><i>The care will take place in the children’s room of the Autonomous Office for Students with Children. Further information available from January 2026:</i></p> <p>Arbeitskreis Studieren mit Kind</p>	07/02/2026 (Registration deadline: 23/01/2026)
	07/03/2026 (Registration deadline: 20/02/2026)
	04/07/2026 (Registration deadline: 19/06/2026)
	11/07/2026 (Registration deadline: 26/06/2026)

• **The child** *(Please fill out a separate registration form for each sibling.)*

Name of child:	
Date and place of birth:	
Address:	
Language/Nationality(ies):	
Regular care:	
Allergies or intolerances / Other information:	

• **The legal guardians**

Date of birth:	Date of birth:
Address:	Address:
Language/Nationality(ies):	Language/Nationality(ies):
Phone number:	Phone number:
E-mail address:	E-mail address:



Pick-up authorization

I/we hereby declare that my/our child _____ born _____
_____ may be picked up from the daycare center by the following persons:

	Name	Phone number	The person is authorized to obtain important information from the daycare center for the legal guardians
1.			<input type="checkbox"/> yes <input type="checkbox"/> no
2.			<input type="checkbox"/> yes <input type="checkbox"/> no
3.			<input type="checkbox"/> yes <input type="checkbox"/> no
4.			<input type="checkbox"/> yes <input type="checkbox"/> no

If the parent or legal guardian cannot be reached, the following person can be contacted in an **emergency**:

	Name	Phone number

Place, Date

Signature of the legal guardian(s)



Backup-Equipment

Dear parents,

for a well-rounded and enjoyable caregiving experience, it is important that your child is well equipped. To ensure your child feels comfortable and well cared for, we have put together a small overview of items that may be important for today's childcare.

Please make sure to label all clothing items and shoes with your child's name.

- **Change of clothes**
 - Pullover/ Sweatshirt / T-Shirts
 - Pants/ tights/Leggings
 - Socks
 - Bodys / Underwear
 - Headwear (depending on time of the year)
- **Slippery socks or house shoes**
- **Rain coat/mud pants/rubber boots (if necessary)**
- **Sleeping back/ blanky/cuddly toy (if necessary)**
- **Hygiene-/care products**
 - Diapers / woundcreme/ wet wipes
- **Drinking bottle or cup (if necessary)**
- **Pacifier (if necessary)**

Backup Service Contact Information

Mobile: +151 62918300

Email: backup-kinderhaus@verw.uni-koeln.de



**Data protection information according to Art. 13, 14 GDPR
when registering for the backup service of Dept. 45- Dual Career & Family
Support of the University of Cologne
Status: November 2020**

Person responsible

The person responsible for data protection is:

Universität zu Köln
Körperschaft öffentlichen Rechts
vertreten durch den Rektor
Albertus-Magnus-Platz
50923 Köln

Person responsible for the subject:

Silke Koppenhöfer
Abt. 45 - Dual Career & Family Support
Universität zu Köln, Albertus-Magnus-Platz, 50923 Köln
E-Mail: cfs@verw.uni-koeln.de

Data protection Officer

Contact details:

Datenschutzbeauftragter der Universität zu Köln
Albertus-Magnus-Platz
50923 Köln
E-Mail: dsb@verw.uni-koeln.de
Telefon: 0221-470-0

Purpose, type and legal basis of processing

The backup service of Dept. 45 - Dual Career & Family Support at the University of Cologne offers all members of the university (professors, staff and students) emergency places in a group for children aged between four months and eight years in the event of a short-term childcare shortage.

The following personal data is collected as part of the registration process:

- Name, personal contact details
- Certificate of study, if applicable
- Employment contract, if applicable
- Name(s) and date of birth of the child/children
- Child-related information from the introductory questionnaire
- Immunization card(s) of the child/children

For processing your application, your data will be stored within Dept. 45 - Dual Career & Family Support on the administrative network of the University of Cologne and stored as printouts in folders. As part of the EC payment, the following personal data is collected and communicated to Department 62, Accounting of the University of Cologne:

- Name of the cardholder and the child
- proof of payment
- Care receipt



For the purpose of processing the EC payment, your data will be communicated to Dept. 62 - Accounting and stored on the administrative network of the University of Cologne and kept as printouts in folders.

This information is required for checking and processing your registration in the backup service of Dept. 45 - Dual Career & Family Support. Without this information and proof, the application cannot be processed and the offer cannot be taken up. By submitting the application, including the required attachments and supporting documents, you as parents consent to the processing of your personal data and the data of your child/children. The legal basis for the processing of information about the person to be cared for or the caregiver is Art. 6 para. 1 sentence 1 letter f GDPR. The relevant legitimate interest is that of the university member in obtaining an emergency childcare place at short notice. Automated decision-making (e.g. profiling) does not take place.

Storage duration

Your personal data will be processed until the purpose of processing has been fulfilled and then offered to the University Archive after a subsequent retention period of 3 years in accordance with the provisions of the NRW Archive Act. The University Archive will either archive the data permanently or arrange for the data to be deleted/destroyed/anonymized.

Irrespective of this, your personal data in connection with contractual and payment transactions will be stored for 10 years in accordance with the provisions of budgetary/tax law, then offered to the University Archive and subsequently archived or destroyed.

Rights of data subjects

As a data subject, you have the right to gain

- Information from the controller about your data
- rectification of your data
- erasure of your data
- Restriction of the processing of your data
- data portability

You also have the right

- to object to the processing of your data.

You have the right to withdraw your consent at any time. However, the revocation is only effective in the future. The processing based on the consent until the time of revocation therefore remains lawful.

You can assert the aforementioned rights preferably with the above-mentioned responsible person.

You also have the right to lodge a complaint with a supervisory authority. The supervisory authority for the controller is

Landesbeauftragte für Datenschutz und Informationsfreiheit
Nordrhein-Westfalen
Postfach 20 04 44
40102 Düsseldorf
Tel.: 0211/38424-0
Fax: 0211/38424-10
E-Mail: poststelle@ldi.nrw.de