

# Data Collection

The HRZ needs some information from the person to create user accounts, which is used as follows.

## First name, last name, date of birth

The combination of first name, surname and date of birth serves to identify the person. First and last name forms the front part of the [email address](#).

## Academic degrees, gender

The academic degrees and gender serve in automated writing the correct salutation.

## Photo

The photo can be used in the [team info](#) and on the [CampusCard](#)

## Study location, organizational unit, group of people

These attributes are used to map access rights to [file systems](#) and applications.

## SAP Number

For university members, the SAP number is used to compare with the HR department.

## Responsible person

A responsible person must be named for all user accounts that have not been created via the HR department or student affairs. This person is responsible for the legality of creating a user account.

## Start and end of contract

With the attributes start and end of the contract, the user account of a user is activated or blocked and finally deleted to fulfil [contractual conditions](#). At what times a user account is blocked or deleted can be found in the topic area [identity management](#).

## Remarks

Further information can be sent to us in the comments field (e.g. information about the course, etc.).

From:  
<https://hrz-wiki.jade-hs.de/> - **HRZ-Wiki**

Permanent link:  
<https://hrz-wiki.jade-hs.de/en/tp/uadm/account/data>

Last update: **2020/07/21 10:42**

