



Transfer special account

Application for transfer of responsibility

1. Your data (future responsible employee)

| | | | | |
|------------|----------------------------------|------------------------------------|---------------------|--|
| _____ | _____ | | | <input type="checkbox"/> male |
| given name | | last name | | <input type="checkbox"/> female |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> other |
| title | personnel no. <i>required</i> | date of birth <i>DD.MM.YYYY</i> | personal HU account | <input type="checkbox"/> no entry in the register of births |

2. Association and your place of work

institution at the Humboldt Universität zu Berlin, e.g. institute or chair

street and house no. ZIP, city

SAP-Org-ID organisational no. („OKZ“, Organisationskennziffer)
<https://hu.berlin/okzsuche>

3. Data protection and security

The GDPR applies. You may find information¹ on data protection on the CMS websites. Credentials of special accounts may be shared with third parties based on best judgment and with unmitigated responsibility of the applicant. Duties and privileges are transferred to the new applicant.

4. Special account to be transferred

eight-character HU account official mail address

5. Current account holder: Signature

given name, last name of **current** account holder by hand: date, signature

in absentia: given name, last name of team lead by hand: date, signature of team lead

Team leaders or the head of institute may sign off of on transfer of responsibilities in absentia. Special accounts with addresses containing the names of living persons may only be transferred by the nameholders themselves.

6. Future account holder: Signature

by hand: date, signature

¹: <https://hu.berlin/dsgvo-huacc>