

Regulations for handling lost property at the Catholic University of Eichstätt-Ingolstadt (Lost Property Regulations)

dated February 28, 2024

Contents

Section 1 Purpose of the regulations, definition	1
Section 2 Handover, acceptance and storage of lost property	1
Section 3 Special treatment of lost property	2
Section 4 Return of lost property	2
Section 5 Forwarding to the local lost-and-found office	2
Section 6 Entry into force	3

Section 1 Purpose of the regulations, definition

- (1) These regulations govern the handling of lost property at the Catholic University of Eichstätt-Ingolstadt (KU).
- (2) Lost property within the meaning of these regulations are all lost items that are found in the premises and on campus of the KU.

Section 2 Handover, acceptance and storage of lost property

- (1) Items found in the premises or on campus of the KU must be handed in immediately at the Campus Service Office on the Eichstätt campus or to Department III, Facility Management, Caretaker Services (accepting office) at the Ingolstadt campus.
- (2) ¹Lost property must be kept there for at least two months. ²Handed in property must be published immediately on the KU website in a (computerized) lost-and-found book (consecutive number, date when found, location where found, description of the found object).
- (3) ¹Claims of ownership to the lost property, finder's rewards or reimbursement of expenses can only be made if the person who found the item brings it directly to the Eichstätt lost-and-found office or Ingolstadt lost-and-found office. ²Such lost property items are not accepted by the KU and will not be made public.
- (4) In case of lost property such as wallets with identity papers or other identification documents (driving license, passport, etc.) that can be clearly assigned to the person who lost the item, the accepting office will inform the person entitled to receive the item that it was found.

Section 3 Special treatment of lost property

- (1) Perishable food (only in undamaged packaging from the manufacturer or in tins) must be handed over to charitable organizations (e.g. the food banks *Eichstätt Tafel* or *Ingolstadt Tafel*) or must be destroyed.
- (2) If weapons are found, the Office for Public Safety and Order of the City of Eichstätt or the City of Ingolstadt (*Amt für öffentliche Sicherheit und Ordnung*) must be informed.
- (3) ¹The Office for Public Safety and Order of the City of Eichstätt or the City of Ingolstadt shall be responsible for handling found animals. ²Found animals must be handed over to the local animal shelter.
- (4) Student ID cards shall be handed over to the Student Office.
- (5) Canteen cards shall be handed over to the canteen.
- (6) University Library user cards shall be handed over to the University Library.
- (7) Borrowed media from the holdings of the University Library of Eichstätt-Ingolstadt will be returned to the library; found media from holdings of other libraries will be returned to them by mail.
- (8) ¹Keys relating to services offered by the University Library will be stored in the University Library and users are notified as far as possible. ²If the keys are not collected by the respective users, the lockers will be opened after the end of the occupancy period and the contents will be treated as lost property in accordance with these lost property regulations.
- (9) Transponders will be sent to Department III/2 of the KU (Lecture Hall and Office Administration).
- (10) Other found items that can be clearly assigned to the KU must be handed over to the responsible office/institution.

Section 4 Return of lost property

- (1) ¹ Lost property may only be handed over to a person who can credibly demonstrate that they are the owner or legal possessor. ²Receipt must be confirmed, stating the name and address (annex).
- (2) Collected data will be destroyed after three years at the latest.

Section 5 Forwarding to the local lost-and-found office

- (1) Lost property that has not been collected within two months of being handed in will be handed over to the lost-and-found office in Eichstätt or Ingolstadt.
- (2) Money should be handed in directly to the local lost-and-found office.

Section 6 Entry into force

These regulations enter into force with effect from January 1, 2024.

Issued based on the resolution of the Senate of the Catholic University of Eichstätt-Ingolstadt dated December 13, 2023, and the approval of the President dated February 27, 2024.

Eichstätt/Ingolstadt, February 28, 2024

Prof. Dr. Gabriele Gien
President

These regulations were set down in writing at the Catholic University of Eichstätt-Ingolstadt on February 28, 2024. This fact was made known to members of the Catholic University of Eichstätt-Ingolstadt on the same day. The date of publication is therefore February 28, 2024.

Annex:

Confirmation of receipt of lost property

Date handed over:

Lost property:

I,

.....
First and last name

.....
Street and house number, zip code and town of the owner or legal possessor of the lost property,

hereby confirm to be the owner or legal possessor and to have accepted the above-mentioned lost property.

Place, date

Signature

Data protection notice:

We process the above-mentioned personal data on the basis of a legal obligation pursuant to Section 6 (1) (d) of the Law on Data Protection in the Catholic Church in Germany (*Gesetz über den Kirchlichen Datenschutz, KDG*). We receive these data directly from you. Your personal data will be used for the documentation of asserted ownership claims.

In accordance with the KDG, you can request information from the KU in accordance with Section 17 KDG about which personal data regarding your person is being processed by the KU and request correction/completion in accordance with Section 18 KDG if the data is incorrect or incomplete. You also have the right to data transferability in accordance with Section 22 KDG. If you make use of the mentioned rights, the responsible person will verify whether legal prerequisites are fulfilled. Furthermore, you have the right to file a complaint with the data protection supervisory authority (Katholisches Datenschutzzentrum Bayern, Vordere Sterngasse 1, 90402 Nuremberg).

Collected data will be destroyed after three years at the latest.

Responsible for the processing of your data:

Katholische Universität Eichstätt-Ingolstadt (KU),
represented by the President,
Ostenstraße 26
85072 Eichstätt, Germany
Phone: +49 8421-93-0, e-mail: info@ku.de

Data protection officer of the Catholic University of Eichstätt-Ingolstadt:

Mr. Ziar Kabir, SCO-CON:SULT GmbH, Hauptstraße 27, 53604 Bad Honnef, Germany, e-mail:
z.kabir@sco-consult.de