



## **ALUMNI E-MAIL ADDRESS (HAIMAIL) TERMS OF USE**

The alumni e-mail account is a free service provided by Heidelberg University to members of the HAI network. Among other things, it is used to maintain contact between Heidelberg University and the network members (e.g. to keep them up to date on the latest news, topics and events at the University).

### **Application**

You can apply for an alumni e-mail account when you register with Heidelberg Alumni International (HAI) or at any later point during an existing HAI membership.

Your HAI mail follows the format [firstname.lastname@alumni.uni-heidelberg.de](mailto:firstname.lastname@alumni.uni-heidelberg.de). Very long or hyphenated names may have to be adjusted. If an address has already been assigned to a person with the same name, a near-name version will be determined in consultation with the user.

In connection with the HAI mail service (e.g. for password reset or in case of inactivity of HAI mail), HAI requires an alternative, valid e-mail address as a contact option. The users of the HAI mail service – if not already available – have to provide such an address with HAI.

### **Use**

Precondition for the use of the HAI mail service is the consent to the terms of use when applying for an alumni e-mail address. The use of HAI mail is free of charge. You will have 2GB storage available in your HAI mail account.

*Please note for the use of HAI mail:*

After 180 days of inactivity (= no login to the account or no e-mails being sent or retrieved), a corresponding reminder will be sent by email to the address(es) we have on file. This also applies in the event that a forwarding is set up on the HAI mail address, as the system does not recognize forwardings as logins. If no login is made to the account within 30 days of the request, the alumni e-mail address and the associated mailbox will be set to inactive and can no longer be used.

Within the next 180 days, both may be reactivated at the user's request. After this period, all personal, content and usage information and the alumni e-mail address will be irrevocably deleted without further notice.

### **Cancellation/Deletion**

#### **Cancellation of HAI mail (but remaining a HAI member) by the user:**

If the user cancels the alumni e-mail address and associated account (this is possible at any time by letter, e-mail or fax and becomes effective at the end of the following month), HAI will delete all personal, content and usage information and the alumni e-mail address without further notice after the end of the notice period. Account owners are responsible for backing up their information before it is deleted.

#### **Cancellation of HAI mail (but remaining a HAI member) by HAI:**

In case of violation of the terms of use, the HAI mail can be terminated by HAI in writing by letter, e-mail or fax and becomes effective at the end of the following month. After expiration of the transition period, the alumni e-mail address, the associated mailbox and all personal, content and usage information will then be deleted without further notice. Account owners are responsible for backing up their information before it is deleted.

#### **Cancellation of HAI membership:**

The right to use the alumni e-mail address and the associated account expires when the account owner leaves the HAI network. Please note that as soon as the cancellation becomes effective (at the end of the month following receipt of the written notice of cancellation by letter, e-mail or fax), HAI will irrevocably delete all personal, content and usage information without further notice. Account owners are responsible for backing up their information before it is deleted.

#### **Death of the user:**

The right to use the alumni e-mail address and the associated account expires with the account owner's death; the e-mail address and account are not inheritable. Please note that all personal, content and usage information will be deleted immediately, as the University is obligated to maintain telecommunications secrecy.

After the cancellation/deletion (see above), the alumni e-mail address can be assigned to another person of the same name.

*Further details as well as information on the processing of personal data in connection with HAI mail can be found [here](#).*