

## Data protection information for tenants of Hereon guest accommodation

(as of: 28.09.2021)

### 1. Name and contact details of the data controller

a.) Controller responsible for data processing:

Landlord: Helmholtz-Zentrum hereon GmbH, Max-Planck-Straße 1, 21502 Geesthacht, [www.hereon.de](http://www.hereon.de),  
email: [welcome@hereon.de](mailto:welcome@hereon.de)

b) Data protection officer: Phone: +49 (0) 41 52 87-2010; email: [datenschutz@hereon.de](mailto:datenschutz@hereon.de)

### 2. Collection and storage of personal data as well as type and purpose of its use

We collect the following data for the purpose of initiating and executing the rental agreement:

- Personal data (salutation, title, first name, last name, home address, email address)
- Information on the planned stay (basis of stay; period of stay and rental period; number and names of accompanying persons - adults/children; amount of rent; data on the receipt of rental payments; correspondence regarding the tenancy)

The data processing is required according to Art. 6 para. 1 sentence 1 lit. b), f) of the EU General Data Protection Regulation (GDPR) for the stated purposes and for the mutual fulfilment of obligations arising from the tenancy. If the information is optional/voluntary, this will be pointed out. If the required data is not provided, the rental contract cannot be concluded.

The tenant's personal data will be regularly stored by the landlord until the expiration of the statutory limitation period of three years (Section 195 German Civil Code (BGB)) and then deleted. If we are obligated to store data for a longer period in accordance with Art. 6 para. 1 sentence 1 lit. c) GDPR due to tax and commercial storage and documentation laws (from HGB (German Commercial Code), StGB (German Penal Code) or AO (German Taxation Regulation)), these periods shall be decisive.

### 3. Disclosure of data to third parties

Your personal data will not be shared with anyone other than the following third parties for the purposes listed.

Insofar as this is required in accordance with Art. 6 para. 1 sentence 1 lit. b), lit. c) and lit. f) GDPR in the context of processing the rental relationship with you, your personal data will be passed on to third parties.

- For the purpose of the landlord's reporting obligations under the Federal Registration Act (BMG).  
Extract from BMG:

"...§ 19 Participation of the housing provider

- (1) The housing provider is obligated to participate in the registration. For this purpose, the housing provider or a person authorized by them must confirm the move-in to the person subject to the notification requirement or to the registration authority in writing or electronically in accordance with paragraph 4 within the period specified in Section 17 paragraph 1. By asking the registration authority, they may receive confirmation that the person required to register has registered. ....
- (5) The registration authority may request information from the owner of the residence and, if they are not the owner of the residence, also from the owner of the residence regarding people who live or have lived with them. ... "

- For the purpose of fulfilling repair and maintenance obligations for the leased premises, your name and contact details will be passed on to tradespeople/service providers or experts or the respective property and liability insurer of the property, if necessary.
- For the purpose of fulfilling legal obligations (legal basis Art. 6 para. 1 sentence 1 lit. c) GDPR), your personal data can be transmitted to the responsible tax authorities, public prosecutors, courts and other public bodies. We ensure that such transfers are limited to the necessary data, taking into account your interests and fundamental rights.
- For the purpose of asserting legal claims (legal basis Art. 6 para. 1 sentence 1 lit. f) GDPR), both in judicial or out-of-court proceedings or administrative proceedings, your personal data can be transmitted to external consultants, insolvency administrators and public bodies, always limited to the necessary minimum.
- In the context of the purposes listed above, and if we have a legitimate interest (legal basis Art. 6 para. 1 sentence 1 lit. f) GDPR), your personal data can, always be limited to the necessary minimum, be passed on to recipients such as banks, courier services and postal services.

In addition, we make use of IT and software services, which may make it possible for external service providers to access your data within the scope of order processing that is bound by instructions, provided this is necessary for the provision of their services.

A transfer of your data outside the European Union or the European Economic Area (EEA) is not planned. Should such processing become necessary in the future, we will ensure the protection of your data by means of one of the legally provided mechanisms (such as EU standard contractual clauses or a decision by the European Commission on the existence of an appropriate level of protection). The data provided may only be used by the aforementioned recipients for the aforementioned purposes.

#### **4. Rights of data subjects**

You have the right to revoke your consent in accordance with Art. 7 para. 3 GDPR, to request information about which of your personal data has been processed by us in accordance with Art. 15 GDPR, to correct your stored data records in accordance with Art. 16 GDPR, and to demand the deletion of your personal data in accordance with Art. 17 GDPR. You also have the right to restrict processing of your personal data in accordance with Art. 18 GDPR, to report corrections or request deletions of personal data or to restrict processing in accordance with Art. 19 GDPR, as well as the right to data portability in accordance with Art. 20 GDPR.

If your personal data is processed on the basis of legitimate interests in accordance with Art. 6 para. 1 sentence 1 lit. f) GDPR, you have the right to object to the processing of your personal data in accordance with Art. 21 GDPR if there are reasons for this that arise from your particular situation. To exercise your right of objection, please contact the data controller specified above.

You may also file a complaint with a supervisory authority in accordance with Art. 77 GDPR.