

## Information on Data Protection According to Article 13 of the General Data Protection Regulation (GDPR)

The present document outlines the extent to which we process personal data, which personal data we process, the legal basis for this processing and when we delete your personal data for booking an apartment at the Gastdozentenhaus am KIT.

According to Art. 4, No. 1 of the EU General Data Protection Regulation (GDPR), personal data is “any information relating to an identified or identifiable natural person”, such as name, address, email addresses, and user behavior.

### 1. Controller and data protection officer

The controller according to Art. 13 subsection 1(a) GDPR is:

Karlsruhe Institute of Technology (KIT)  
Kaiserstraße 12  
76131 Karlsruhe  
Germany  
Phone: +49 721 608-0  
Fax: +49 721 608-44290  
E-Mail: [info@kit.edu](mailto:info@kit.edu)

Karlsruhe Institute of Technology is a corporation governed by public law. It is represented by the respective president.

Our Data Protection Commissioner may be contacted at [dsb@kit.edu](mailto:dsb@kit.edu) or by ordinary mail with “Die Datenschutzbeauftragte” (the Data Protection Commissioner) being indicated on the envelope.

### 2. Purpose and legal basis of the processing

Your personal data are collected and processed for the sole purpose of renting an apartment at the Gastdozentenhaus am KIT.

When processing personal data which is necessary for the performance of the rental contract to which the data subject is a party, Art. 6 (1) lit. b serves as the legal basis. This also applies to processing operations which are necessary to carry out pre-contractual measures. For this purpose, the following data are collected and stored:

1. First and last name;
2. Date of birth;
3. Nationality;
4. Email address;
5. Current country of residence;
6. Planned dates of arrival and departure; and
7. Details of the required accommodation.

The booking of accommodation units in the Gastdozentenhaus am KIT is only possible in connection with a guest professorship or other events related to KIT.

To confirm this condition, we collect information about the current country of residence and the contact information of the host at KIT, including name, name of KIT Institute, KIT email address and KIT telephone number. Insofar as the processing is necessary to fulfil legal obligations to which we are subject, Art. 6 (1) lit. c GD-PR serves as the legal basis. Pursuant to Sec. 30 (2) of the Bundesmeldegesetz (BMG, Federal Act on Registration), we are required to collect and store the following personal data:

1. Date of arrival and planned departure;
2. Surname;
3. Given names;
4. Date of birth;
5. Nationalities;
6. Address;
7. Number of persons travelling together and their nationalities, in the cases of Sec. 29 (2), second and third sentences; and
8. In the case of foreigners, serial number of the recognized and valid passport or passport substitute..

If you give your consent, your personal data will remain stored in our digital booking system. The legal basis for processing your data is your consent according to Article 6, par. 1, cl. 1 (a), GD-PR. Your consent is voluntary. Refusal or withdrawal of your consent will not result in any drawbacks.

If you give your consent, we will store your personal data until you withdraw your consent, in order to avoid collecting your personal data again for a future booking.

The consent may be withdrawn in writing anytime with effect for the future. For the withdrawal of your consent in writing, use the following address: Gastdozentenhaus am KIT, Engesserstraße 3, 76131 Karlsruhe or send an e-mail to: [info@gdh.kit.edu](mailto:info@gdh.kit.edu).

### 3. Recipients of the personal data

Only KIT administrative staff have access to your data. If required by law, your personal data will be passed on to the competent authorities.

### 4. Storage period

If no booking is made, we will delete your personal data no later than the date of your planned arrival. If a booking is made, your personal data will be destroyed within 14 days after the date of departure, unless a longer storage is necessary in order to defend legal claims.

If you give your consent, we will store your personal data until you withdraw your consent, in order to avoid collecting your personal data again for a future booking.

Your personal data collected on site by the registration form, will be stored, in accordance with Sec. 30 (4) BMG, for one year from the date of your departure and will be deleted within three months of the expiry of the retention period.

### 5. Your Rights

You have the right to withdraw your consent to the processing of your data according to Article 7, par. 3, GDPR anytime with effect for the future. The withdrawal may also refer to certain parts of your consent.

In addition, you have the following rights as far as your personal data are concerned:

- the right of access in accordance with Art. 15 GD-PR,
- the right to rectification in accordance with Art. 16 GD-PR,
- the right to erasure in accordance with Art. 16 GD-PR,
- the right to restriction of processing in accordance with Art. 18 GD-PR,
- the right to object in accordance with Art. 21 GDPR relating to the particular situation of the data subject
- as well as the right to data portability in accordance with Art. 20 GD-PR.

You also have the right to complain to the supervisory authority about the processing of your personal data by KIT (Article 77 GDPR). The supervisory authority for KIT within the meaning of Article 51(1) GD-PR is in accordance with Section 25(1) LDSG:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg  
(<https://www.baden-wuerttemberg.datenschutz.de>).

Home address: Lautenschlagerstraße 20 70173 Stuttgart, Germany

Mail address: P.O. Box 10 29 32  
70025 Stuttgart, Germany

Phone: 0711/615541-0

Fax: 0711/615541-15

Email: [poststelle@fdi.bwl.de](mailto:poststelle@fdi.bwl.de)