

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

Version of August 28, 2024

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 requesting and booking an apartment at the International Guesthouse of 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

The controller according to Art. 4, par. 7 GDPR is:

Karlsruhe Institute of Technology (KIT)

Kaiserstraße 12

76131 Karlsruhe

Germany

Phone: +49 721 608-0

Fax: +49 721 608-44290

Email: info@kit.edu

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

Our Data Protection Commissioner may be contacted at 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 (requesting and/or) renting an apartment at the International Guesthouse of KIT.

When processing personal data which is necessary for the (booking request and) 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 in relation to the booking request:

1. Form of Address
2. Academic Title;
3. Family Name
4. Given Name(s)
5. Email Address
6. Affiliation to KIT
7. Name of the Host Institute at KIT
8. Number of Persons Requesting an Apartment
9. Planned Dates of Arrival and Departure

In addition, the following data is collected and stored in relation to the rental of an apartment:

10. Gender;
11. Nationality;
12. Current Country of Residence;
13. Further Details of the Required Accommodation.

The Guesthouse is strictly reserved for bookings in connection with the stay of international scholars at 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 GDPR serves as the legal basis.

In accordance with § 30 (2) of the Bundesmeldegesetz (BMG), we are required to collect and store the following personal data when a rental agreement is concluded:

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), GDPR. Your consent is voluntary. Refusal or withdrawal of your consent will not result in any drawbacks.

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: KIT International Guesthouse, Reinhold-Frank-Straße 48c, 76133 Karlsruhe or send an e-mail to reservations-gh@intl.kit.edu.

3. Recipients of the personal data

Only the administrative staff of the International Guesthouse of KIT have access to your data. If determined by law, your personal data will be disclosed to the relevant authorities.

KIT's Financial Management service unit is involved in invoice processing.

4. Storage period If no booking is made after requesting a booking via the online form, 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 (2) BMG, for one year from the date of your departure and will be deleted within three months of the expiry of the retention period.

Invoice documents are kept for ten years in accordance with § 14 b UstG.

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 GDPR,
- the right to rectification in accordance with Art. 16 GDPR,
- the right to erasure in accordance with Art. 16 GDPR,
- the right to restriction of processing in accordance with Art. 18 GDPR,
- 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 GDPR.

In accordance with Art. 77 GDPR, you also have the option to lodge a complaint with the data protection supervisory authority responsible (Art. 51 paragraph 1 GDPR in conjunction with section 25 subsection 1 LDSG). The supervisory authority responsible is the commissioner for data protection and freedom of information of Baden-Württemberg:

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

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70173 Stuttgart, Germany

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Phone: 0711/615541-0

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Email: poststelle@lfdi.bwl.de