

**Annex 4 –  
Information on data processing by the landlord**

**1. Name and contact details of the data controller:**

This data protection information applies to data processing by:

Data controller: Vereinigung Stuttgarter Studentenwohnheime e.V.

Address: Pfaffenwaldring 50 A, 70569 Stuttgart, Germany

**2. Collection and storage of personal data and the type, purpose and use thereof**

I/we collect the following data for the purpose of initiating and executing the rental agreement:

- Salutation, first name, surname
- E-mail address, telephone number
- Date of birth, place of birth, nationality
- Parents' names and address(es)
- University/college, degree course, semester, enrolment number
- Halls of residence, room number, start of occupancy
- Deposit and rent amount
- Bank account
- Data on receipt of deposit and rent payments.
- Correspondence during the rental agreement

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Although you are not obliged to provide any personal data, please note that the processing of data is necessary for the aforementioned purposes and for the mutual fulfilment of obligations arising from the rental relationship in accordance with Article 6 (1) sentence 1, (b) and (f) GDPR.

The tenant's personal data is generally retained until the expiry of the statutory three-year period of limitation (section 195 of the German Civil Code - BGB) and deleted when this period expires. These periods shall apply insofar as I/we are required pursuant to Article 6 (1) sentence 1 (c) GDPR to retain them for longer on account of retention and documentation obligations, in particular those required under tax and commercial law, (German Commercial Code - HGB, the German Criminal Code - StGB or the German Tax Code - AO), unless you have consented to further retention in accordance with Article 6 (1) sentence 1(a) GDPR.

**3. Forwarding data to third parties**

Your personal data will not be disclosed to third parties other than those mentioned below for the stated purposes. Pursuant to Article 6 (1) sentence 1 (b) GDPR, your personal data will be forwarded to third parties where this is necessary in the context of the rental relationship with you.

- Your name and contact details will be forwarded to tradespeople/service providers or specialists or to the respective building insurer and liability insurer, as necessary, for the purpose of fulfilling repair and maintenance obligations relating to the rented property.
- We will forward your name, tenant number, start and end of the rental period, date of birth and e-mail address to Selfnet e.V. for the purpose of verifying the rental relationship in order to conclude membership of Selfnet e.V.

- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The data disclosed may be used by the latter exclusively for the aforementioned purposes.

**4. Data subject rights**

You have the right to revoke any consent given pursuant to Article 7 (3) GDPR; request information on the personal data relating to you that we process pursuant to Article 15; request the immediate rectification of any inaccurate or incomplete stored data sets pursuant to 16 GDPR, and request the erasure of your personal data pursuant to Article 17 GDPR. In addition, you have the right to restriction of processing pursuant to Article 18 GDPR, notification in connection with the rectification or erasure of personal data or restriction of processing pursuant to Article 18 GDPR and the right to data portability pursuant to Article 20 GDPR. Pursuant to Article 77 GDPR, you also have the right to lodge a complaint with a supervisory authority.

**5. Right of revocation**

If your personal data is processed on the basis of legitimate interests pursuant to Article 6 (1) (1) (f) GDPR, you have the right to object to the processing of your personal data pursuant to Article 21 GDPR, provided that there are grounds relating to your particular circumstances. If you wish to make use of your right of revocation or objection, please contact the data controller at the address above.

I, \_\_\_\_\_ hereby confirm

that I have read and understood the “Information on data processing by the landlord” and that I have received a copy of said information from the landlord.

\_\_\_\_\_  
 Place,    date

\_\_\_\_\_  
 Signature