

INFORMATION REQUIREMENT IN RELATION TO THE QUESTIONNAIRE FOR PROSPECTIVE TENANTS UNDER ARTICLE 13 DSGVO



1. Housing Association

Grundstücks-Gesellschaft TRAVE mbH
represented by its managing director Dr Matthias Rasch
Falkenstraße 11 · D-23564 Lübeck

2. Contact Details of the Data Protection Officer

Verband Norddeutscher Wohnungsunternehmen e. V. · Rainer Maaß
Tangstedter Landstraße 83 · D-22415 Hamburg

3. Purpose of Data Collection, Processing or Use

We process personal data in line with the provisions of the Europäische Datenschutzgrundverordnung (DSGVO)* and the Bundesdatenschutzgesetz n. F. (BDSG-neu)**. Your personal data is collected, processed and retained only for the purposes expressly specified here. Where you have given us your consent to the processing of personal data for specific purposes indicated beforehand, the lawfulness of such processing is given based on such consent. Any consent given may be withdrawn at any time. The withdrawal of consent does not affect the lawfulness of the data processed until such withdrawal.

As part of the Prospective Tenants' Sheet, we process your personal data for the following purposes:

- a. To take steps prior to entering into a contract and/or to comply with contractual obligations under point (b) of Art. 6 (1) DSGVO: Personal data is processed to initiate and/or enter into a rental contract with Grundstücks-Gesellschaft TRAVE mbh, Falkenstraße 11, D-23564 Lübeck.
- b. Within the context of balancing interests under point (f) of Art. 6(1) DSGVO: Where necessary, we process personal data beyond the actual performance of or the steps taken prior to entering into the contract to safeguard our or third parties' legitimate interests.

This includes:

- implementation of prospective tenant management with the assistance of our processor Immosolve GmbH, Tegelberg 43, D-24576 Bad Bramstedt
- consultations of data exchange with credit agencies (Creditreform Lübeck von der Decken KG, Zeiss-Straße 6, D-23560 Lübeck) to identify credit or default risks in the rental business
- establishment of legal claims and defence in case of legal disputes
- ensuring our company's IT security and IT operations
- prevention and solving of crimes (especially when operating video reconnaissance equipment)
- building and facility security measures (e.g. access controls using electronic locking systems, if any)

Pursuant to Art. 21(4) i. c. w. (1) and (2) DSGVO, you may object at any time to the processing of personal data concerning you.

4. Existing Data Protection Rights of Data Subjects

- Every data subject has the following data protection rights under the DSGVO and the BDSG-neu:
- Right of access according to Art. 15 DSGVO
- Right to obtain rectification of inaccurate data according to Art. 16 DSGVO
- Right to erasure according to Art. 17 DSGVO
- Right to restriction of processing according to Art. 18 DSGVO
- Right to data portability according to Art. 20 DSGVO
- Right to object according to Art. 21 DSGVO
- Right to lodge a complaint with a competent data supervisory authority according to Art. 77 DSGVO i. c. w. section 19 BDSG-neu



5. Data Transfer to Third Parties

- Immosolve GmbH, Tegelbarg 43, D-24576 Bad Bramstedt - processor for the operation of the prospective tenants' database
- Creditreform Lübeck von der Decken KG, Zeiss-Straße 6, D-23560 Lübeck - obtaining credit rating information

6. Retention Period

After the respective purpose of processing and use has ceased to exist, relevant legal retention periods apply. Your data gathered with the Prospective Tenants' Sheet will basically be erased completely six months after the last contact, unless this conflicts with other legal retention periods or data retention serves legal prosecution. Obtaining evidence under the legal regulations on limitation periods:

Where obtaining evidence is necessary, for example as part of legal proceedings, please note the following retention periods: Where a legal title exists, the limitation periods of the Civil Code (BGB) may be up to 30 years (sections 195 et seqq. BGB). Where no legal title was obtained against the data subject, the regular limitation period of three years applies.

7. Intended Data Transfer to Third Countries

No data is currently transferred to third countries. This is not planned either.

8. Voluntariness and Obligation to Provide Personal Data

Within the context of our business relationship, you are only required to provide any personal data that is required to initiate and implement a business relationship and to fulfil the associated contractual obligations or which we are legally obligated to collect. We are not able to conclude or implement a contract without such data. Where a statement is voluntary, we have marked such statement in the relevant collection form.

9. Automated Decision-Making, Profiling

To establish and implement the business relationship, we do in principle not use exclusively automated decision-making pursuant to Art. 22 DSGVO.

*Europäische Datenschutzgrundverordnung (DSGVO) = European General Data Protection Regulation

**Bundesdatenschutzgesetz n. F. (BDSG-neu) = German Federal Data Protection Act n. v. (new)