

## Privacy Policy

We would like to give you general information about how we process your personal data with the following. In addition, you will receive an overview of your rights under the Data Protection Act.

In addition to this Privacy Policy, you will find data protection information on our homepage under the link <https://www.seezeit.com/datenschutz/>

### 1. Who is responsible for data processing and whom can you contact?

The responsible body is:

Seezeit Studierendenwerk Bodensee AöR  
Universitätsstraße 10  
78464 Konstanz, Germany

Telephone: +49 7531 - 88 7480  
Email: gerhard.schilling@seezeit.com

Our Data Protection Officer can be reached at:

Seezeit Studierendenwerk Bodensee AöR  
- Date Protection Officer -  
Universitätsstraße 10  
78464 Konstanz, Germany

Email: [datenschutz@seezeit.com](mailto:datenschutz@seezeit.com)

### 2. Where do we get personal data from?

We receive the personal data directly from you in most cases.

For some of the processing, we also receive personal data from other sources:

- We receive information from universities about student status regarding, for example, exchange students.
- Our day-care centres receive information from the district administration about applicants for a spot at a day-care centre.
- We receive the necessary information from parents and other relatives when they apply for educational support.
- We may receive data, for example, on rental payments, from payment service providers (such as banks).

### 3. Why do we process personal data and what is the legal basis for such processing?

We process personal data for the fulfilment of our statutory duties under the *Studierendenwerkgesetz Baden-Württemberg* (§2 StWG BW)

- for the operation of student residential complexes,
- for the operation of catering establishments (e.g. dining halls),
- for the promotion of the cultural, social and sporting interests of students,
- for the implementation of training grants and other financial study aids,
- for the operation of childcare facilities,
- for the promotion of healthy living, and social and legal advice,
- for the promotion and support of the members of the universities.

We also process personal data for the preparation and execution of contracts with tenants, guests (e.g., in dining halls) and other business partners.

We also process data, such as tax and financial data, financial reporting and statistical information, to fulfil legal obligations and to comply with statutory retention requirements.

In addition, we process personal data, such as data from communications with universities, authorities, students, parents, business partners, visitors and guests, in order to protect our legitimate interests. The legitimate interest arises from the respective cause of the transaction.

With the special consent of the persons concerned, we also process personal data in order to take better care of students, guests and employees, e.g., health data concerning the health of children or students, as well as for the support of cases of particular hardship. Consent can be revoked at any time.

In addition, we process personal data for general administrative purposes and for the creation, implementation and termination of service and employment contracts.

#### **4. Who receives your personal data?**

We pass on personal data to the following:

- Banks and other payment service providers (e.g. direct debit data),
- Insurance companies (e.g. health insurance, pension insurance),
- Governmental authorities (e.g. local authorities, youth welfare office, registration office, employment agency, state treasuries),
- Colleges, dormitory tutors, student self-help organisations,
- Lawyers and collection agencies,
- Supervisory authorities (e.g. statistical data),
- Deutsches Studentenwerk (statistical data).

In addition to the aforementioned recipients, we have engaged specialised service providers to help us operate our IT applications, including web hosts, software vendors, system administrators and data centre operators. These bodies have partial access to personal data when performing their services.

#### **5. How long will personal data be stored?**

Basically, we store personal data only until the purpose of the storage is fulfilled. In doing so, we have to maintain legal retention periods, the expiration of which we have to wait for before we delete the data.

- For accounting purposes, there is a legal retention period of ten years.
- For contracts and business letters, there is a period of six years, for claims for damages up to thirty years.
- Data from applicants for a place in a residential complex are deleted after two years.
- Educational support data must be kept for up to six years after completion of the procedure.
- Educational data of day-care centres are deleted when the child has left the facility.
- Data from applicants for employment are deleted after six months, and payroll records after six years.
- Health information concerning employees are deleted after five years.
- Web server log data are deleted after seven days unless longer storage is required in individual cases.

#### **6. Is the provision of personal data required?**

In the areas of educational support and all publicly-funded services (for example, residential complexes, dining halls and day-care centres), the provision of data is required by law in order to prove eligibility. Without this information, we may not provide the services.

In regard to contracts (e.g. leases), we sometimes request data in order to be able to optimally offer our services, for example, questions about special wishes, disabilities or hardships. This information is always voluntary, but without this information, we cannot properly provide our services.

In regard to employment, there are legal obligations to provide data, such as tax and insurance information. Without this information, no employment relationship can be justified.

**7. Is personal data transmitted to a third country?**

Generally, we do not transfer any personal data to third countries. Only in the context of communication with foreign students are data transmitted to third countries, for example, when applying for a place in a residential complex.

**8. Which data protection rights do data subjects have?**

Data subjects have the right to information about their data, rectification of data, deletion of data, the right to limit data processing and the right to data portability.

There is also the right to revoke your consent, to object to processing based on the legitimate interest of the company as well as to automated decisions.

Data subjects also have the right to complain to a data protection supervisory authority.