

Information and Guidelines for Using the Guest House



Dear Guests,

We are delighted that you have chosen to stay at our guesthouse. This notice is intended to inform you about the processing of your personal data.

Protecting your privacy and your data is very important to us; accordingly, we process your personal data in compliance with applicable data protection laws. Below, we also provide information about the processing of personal data.

Please read the text carefully. If you have any questions, please contact us using the contact information provided above, and we will be happy to answer them.

I. Contact Information for the Responsible Persons

Name: Maike Göbel, Sandra Janocha

Faculty/Institute: Osnabrück University of Applied Sciences – Buildings and Technology

Division Mailing Address: Albrechtstraße 30, 49076 Osnabrück

Phone: 0541 969 3480 / 0541 969 3029

Email address: gaestehaus@hs-osnabrueck.de

II. Information about the guest house

Address: Caprivistr. 30 A, Building CA, 49076 Osnabrück

Description of the guest house:

The Osnabrück University of Applied Sciences guest house offers functionally furnished rooms for university staff, visiting lecturers, (part-time) students, and external guests affiliated with the university. Rooms can be booked for short- and medium-term stays, subject to availability.

III. Information on the Processing of Personal Data Pursuant to Article 13 of the General Data Protection Regulation (GDPR)

General Information

(1) The controller pursuant to Article 4(7) of the GDPR is:

Osnabrück University

of Applied Sciences

The President

Albrechtstraße 30

49076 Osnabrück

Phone: +49 541 969-0

Fax: +49 541 969-2066

Email: praesident@hs-osnabrueck.de

You can contact our Commissioner for Data Protection at: datenschutz@hs-osnabrueck.de or at the mailing address (see above) with the note "Commissioner for Data Protection."

(2) As a data subject affected by this data processing, you have the following rights with respect to Osnabrück University of Applied Sciences regarding your personal data:

- Right of access,
- Right to rectification,
- Right to erasure,
- Right to restriction of processing,
- Right to object to processing,
- Right to data portability.

You also have the right to lodge a complaint with a data protection supervisory authority regarding the processing of your personal data. The competent supervisory authority is:

The State Data Protection Commissioner of Lower Saxony P.O.

Box 221

30002 Hanover

Phone: 0511 120-4500

Fax: 0511 120-4599

Email: poststelle@lfd.niedersachsen.de

(3) If you have any concerns, questions, or complaints regarding data processing and compliance with data protection requirements, you are, of course, welcome to contact the data controllers at any time. You can find their contact information above.

(4) The data controllers will take all reasonable steps to ensure the protection of your data in accordance with the GDPR and other laws and regulations. The data is protected against unauthorized access.

(5) The data controllers will process your personal data solely in accordance with this information and privacy notice.

Specific Information Regarding Room Reservations at the Guest House

Below, we provide information about the processing of personal data in connection with the guesthouse's services.

(1) Description and Scope of Data Processing

The following personal data is collected and processed as part of the booking process:

- Last name, first name for correspondence and billing
- Address (street, ZIP code, city) for correspondence and billing purposes
- Contact information (email & phone number) for communication
- On-site contact person (to verify affiliation with the university)
- Duration of stay for reservation and planning purposes
- Room type for reservation and planning

purposes This data is stored in the following manner:

- Computers with encrypted storage
- Computer-Aided Facility Management Software

(2) Legal basis for data processing

For contact information and the on-site contact person, the legal basis is the declaration of consent pursuant to Art. 6(1)(a) of the GDPR.

For all other data, the legal basis is Article 6(1)(b) of the GDPR.

(3) Purpose of data processing

The data is used for the following purposes:

- Management of overnight stays
- Identifying or categorizing individuals
- Sending an invoice
- Sending information

(4) Sharing of Your Personal Data Your data

will not be shared with third parties.

(5) Retention Period

Your data will be retained for 8 years in accordance with the statutory retention period for invoices (Section 147(3) of the German Fiscal Code (AO), Section 14b of the German Value-Added Tax Act (UStG)). Your data will be deleted upon expiration of the statutory retention period.

(6) Right to Object and Right to Erasure

Your data will be deleted immediately upon request, provided that you have not yet stayed with us. Once you have stayed with us for the first time, your personal data must be stored for the duration of the statutory retention period. If you wish to revoke your consent after your first stay, we will delete only the contact information you provided and the name of the on-site contact person.