

# Data Protection Notice Housing Lüneburg e.V.

Valid from May 25th, 2018

## General information

We at Housing Lüneburg e.V. take the protection of our customers' personal data, your data, very seriously. For this reason, we would like to inform you below about the purposes for which we collect your data, on the basis of which regulation and whether and to whom we forward your data. Personal data is any information relating to an identified or identifiable natural person (Art. 4 No. 1 GDPR). Relevant data can therefore be your personal data (e.g. name, address, contact details), your billing data (e.g. bank details), information about your financial situation (e.g. creditworthiness data). Below you will find out how we use your data. We also inform you about your rights in relation to the processing of your personal data.

## Responsible body and contact

The controller responsible for the processing of your personal data is  
Housing Lüneburg e.V., Westädt's Garten 2, 21335 Lüneburg, E-Mail: [office@suelfmeister.de](mailto:office@suelfmeister.de)

## Purposes for which your data is collected and processed

### Contract processing

Housing Lüneburg e.V., as the landlord, processes your personal data to fulfill the contract with you (Art. 6 para. 1b GDPR). The data is collected in our internal software for our general administration, accounting, documentation, handling of correspondence and payment transactions as well as for the settlement of ancillary costs and deposits. In addition, the data is passed on to the respective building owner or landlord if necessary and with prior consent.

The legal basis for the data processing described above is the processing for communication prior to the conclusion of the contract, contract creation, contract fulfillment and contract execution. Without data processing, a tenancy agreement cannot be concluded and a contract cannot be finally fulfilled and executed. After the conclusion of a tenancy agreement, we also transfer your personal data to third parties for the purpose of contract fulfillment, e.g. for invoicing or in the event of defects in the apartment, provided that you consent to the transfer (e.g. to billing companies, debt collection service providers, craft companies).

### Credit check

Housing Lüneburg e.V. as landlord does not carry out credit checks.

### Further purposes

If additional purposes are added to the existing ones with regard to data processing, Housing Lüneburg e.V. will check whether these are compatible with the original purposes of collection. If these are not compatible, Housing Lüneburg e.V. will inform you of the change of purpose.

### Recipients of your personal data

Your personal data will also be used by other companies that act as our data processors. Possible recipients of your data are billing service providers, address service providers (only for the purpose of determining a current address, no address dealers), debt collection companies, IT service providers and consultants or consulting companies.

We may also be required by law to forward personal data to public institutions or authorities.

### Data storage and data deletion

Housing Lüneburg e.V. as landlord stores the relevant contract-related data and the associated documents in accordance with the legal requirements after conclusion of the contract for six years or ten years (§§ 147 AO, Art. 6 para. 1c GDPR), unless you revoke your consent.

## Your rights

### Information, rectification, deletion, restriction

In accordance with Art. 15 GDPR, you have the option of requesting information from us as to whether and which of your personal data we have stored and to which bodies we may have forwarded it. You also have a legal right to rectification, deletion and restriction of processing for certain purposes (Art. 16-18 GDPR).

#### **Right to object**

*You have the right to object to the processing of your data for advertising purposes at any time. If data is processed for purposes that are subject to a balancing of interests, you have the right to object to this processing at any time on grounds relating to your particular situation.*

#### **Right of revocation**

*If you have given us separate consent for processing, you can withdraw this at any time (Art. 7 para. 3 GDPR). The legality of the data processing remains unaffected until you withdraw your consent.*

### Comments or complaints

You have the right to contact the competent supervisory authority, the State Commissioner for Data Protection of Lower Saxony, Prinzenstraße 5, 30159 Hanover, if you have any comments, complaints or questions.

### Right to data portability

In accordance with Art. 20 GDPR, you have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format. You have the right to transmit this data to another controller. Where technically feasible, you have the right to request that we transfer the data directly to another controller.