

Bearbeitungsvermerke

eingegangen am: _____

Geb.-Buch-Nr.: _____

Application for an apartment for students with child(ren)

1.	family-name	given name	date of birth	nationality
a) husband	_____	_____	_____	_____
b) wife	_____	_____	_____	_____
c) children	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

2. Who of the above-mentioned people will be living in the apartment? _____

3. home or contact address

street

town

country

telephone

4. description of your **present** residence

street

town

country

telephone

e-mail

a) number and size of the rooms _____

b) condition of the apartment _____

c) monthly rent (basic rent plus additional standing charges) _____

5. What is the earliest possible date when you would like to rent a flat? _____

6. What factors do you consider as being important in the consideration of your application or what hardships do you expect will occur if your application is unsuccessful (please specify separately)?

7. husband

wife

university course

semesters

Which examinations have already been passed?

Which examinations will be taken in the future?

When do you expect to be finished with your university studies?

8. income (per month)

husband

wife

a) BAföG/other grants (e.g. DAAD)

b) orphan's pension

c) social benefits / welfare

d) unemployment benefit

e) earned income (net)

f) support paid by relatives and/or acquaintances

g) accommodation / housing allowance

h) other sources of income (description)

i) assets (saving book, cash, shares, mortgage bonds, etc.) _____

I hereby declare that all the above statements are complete and correct. I am aware that the Goettingen Student Union has the right to cancel the tenancy agreement if any of these statements proves to be untrue.

_____ /
place

_____ /
date

_____ /
signature(s)

The following articles should be enclosed with this application:

1. Curriculum vitae or résumé of both applicants
2. Supporting documents: income attest; official proof of different types of income (BAföG certificate, etc.); declaration from parents/relatives/acquaintances about the monthly payment they make to you
3. university enrollment certificate
4. photocopy of your child(ren)'s birth certificate(s) or a declaration from your doctor about the expected date of birth.
5. Declaration of consent

Declaration of consent

The given data will be used exclusively for the assignment of housing space, car parking space and possibly a later concluded tenancy and known only to the Studentenwerk Göttingen, Platz der Göttinger Sieben 4, 37073 Göttingen and not made available to third parties.

We ask for your consent to the processing of the data. The consent is completely voluntary and revocable at any time with effect for the future (the data processing before the revocation remains legal). If you do not grant or revoke your consent, you will not suffer any disadvantages; However, you can then receive no housing or parking space.

I was able to view the information according to Art. 13 EU-GDPR.

If in doubt, please contact our external data protection officer, Mr. Florian Hallaschka, Nikolausberger Weg 17, 37073 Göttingen, datenschutz@uni-goettingen.de.

Responsible supervisory authority and complaints office is the State Commissioner for Data Protection Niedersachsen, Prinzenstrasse 5, 30159 Hannover, Tel. 0511 / 120-4500, poststelle@fd.niedersachsen.de.

Family-name: _____ given name: _____

Family-name: _____ given name: _____

_____ place _____ date _____ signature(s) _____

According to Art. 13 of the General Data Protection Regulation (GDPR, Regulation (EU) 2016/679), the following information must be provided to you when collecting personal data:

- To Art. 13 para. 1 a) and b):

Responsible for the collection and processing of personal data is the Studentenwerk Göttingen Foundation of public law, Platz der Göttinger Sieben 4, 37073 Göttingen [hereinafter: Studentenwerk Göttingen], concrete data processing body is student housing in the context of the rental of accommodation to students and rental of the guesthouse of the University of Göttingen.

Data Protection Officer of the Studentenwerk Göttingen is Mr. Florian Hallaschka, Nikolausberger Weg 17, 37073 Göttingen, E-Mail: datenschutz@uni-goettingen.de.

- To Art. 13 para. 1 c):

The collection of personal data is required to record applications for dormitories and car parking spaces, create housing and car parking space offers, conclude leases and then manage the leases (processing purpose) and is based on your consent in accordance with Art. 6 (1) (a) GDPR and the initiation and, if necessary, implementation of a lease agreement in accordance with Art. 6 (1) (b).

- To Art. 13 para. 1 e):

The personal data will be processed further and transmitted to other competent bodies as follows :

Departments and Staff Units:

- Accounting: Use of personal data for all payments resulting from the tenancy. Among other things, e.g., for the following activities: collection of rent, preparation of deposit and utility bills, execution of extrajudicial and judicial reminders, disbursements, etc.
- Building management: Use of personal data for technical support of the tenancy. Among other things, it is, e.g., the following activities: Conducting housing inspections, maintenance, servicing and dormitory checks, passing information on work to be carried out in the dorm (e.g., gardening, refurbishment and modernisation work), arranging viewing appointments for planning construction work, etc.
- Information technology (IT department): Use of personal information for the care of the student network in the dormitories. Among other things, it is, e.g., the following activities: fault processing, expansion / enhancements / changes to the Internet supply and the required hardware, evaluation of the respective network traffic to check the utilisation of the network, etc.
- Procurement / Contracting: Use of personal data for the delivery of orders to the respective resident. Among other things, it is, e.g. the following activities: Orders to suppliers for objects to be renewed in the apartments (e.g., refrigerators, stoves, etc.) and direct delivery to the resident.

- **Personnel / Organisation:** Use of personal data for payment transactions. Among other things, e.g., for the following activities: Payments and adjustments of expense allowances for student self-government (house spokesman, floor spokesman, cashier, etc.)
- **Office of the Management:** Use of personal data for the Management. Among other things, it is, e.g., the following activities: establishing contact within the framework of the overriding interests of the Studentenwerk Göttingen, planning and discussing construction measures, agreeing on rent adjustments, clarifying conflicts in special individual cases, etc.
- **Social service:** Use of personal data to examine cases of social hardship. Among other things, it is, e.g., the following activities: Contact in the context of social counselling, support for foreign students (granting of scholarships of the International Office), the granting of book subsidies, the awarding of other grants of various kinds, etc.
- **Psychosocial counselling centre:** Use of personal data for counselling in study-related and / or personal crises. Among other things, it is, e.g., the following activities: Unbureaucratic and low-threshold psychological counselling (in one-to-one interviews or group counselling), submission of courses for study-related questions and stress prevention, support in the development, recovery or maintenance of work and study ability, advice in special cases, etc.
- **Student self-government:** Use of personal data for the work of student self-government. Among other things, it is, e.g., the following activities: Contacting of the student self-government with the residents of the dormitory, invitations to events and meetings of the student self-administration, contact / greeting of Erasmus students by the respective Erasmus and integration tutors, etc.). If a tutor's office is being held or if student self-administration is involved, the contact details (name, address, telephone number, mobile number, e-mail address) may be made public in the inhabited dormitory by means of a file or a notice board. Likewise, the room and / or dormitory doors may be labelled with a note that points to the perceived tutors office.

Externe:

- **Postal delivery companies:** Use of the full name and address, including the room number for the delivery of letters and mail. This is especially the case when the letterbox system is not placed outside but inside the building. These include, but are not limited to, the following companies: Deutsche Post, Citipost, Hermes, DHL, Fedex, UPS and other letter and mail deliveries.

- Basic supplier of the energy supply: Use of the full name and the address indicating the room number for ensuring the basic supply of each apartment with energy. This is especially the case if tenants do not register properly and on time with an electricity supplier of their choice and the Studentenwerk Göttingen is designated as the contracting partner of the dormitory by the primary supplier. These include the following company: E.ON Energie Deutschland GmbH.
- City of Göttingen: Use of the full name and the address indicating the room number for the re-registration of the room/flat at the registration office.
- To Art. 13 para. 2 a):

The storage duration of the data varies and will be communicated to you in individual cases. In any case, personal data will be deleted as soon as it is no longer needed. Wherever possible, the data will be anonymised.

- To Art. 13 para. 2 b):

The persons concerned have towards the Studentenwerk Göttingen a right of access to personal data concerning them and, if necessary, for correction, deletion or restriction of the processing of these data and a right to object to the processing, but no right to data portability (Article 20 (3) P. 2 EU-GDPR).

- To Art. 13 para. 2 c):

As far as the data processing is based on your consent, you always have the right to revoke the consent. The data processing until then remains legal, the revocation applies only to the future.

- To Art. 13 para. 2 d):

The person concerned has a right of appeal to the State Commissioner for Data Protection Niedersachsen, Prinzenstrasse 5, 30159 Hannover, E-Mail: poststelle@fd.niedersachsen.de

- To Art. 13 para. 2 e):

The provision of data by you may be mandatory. You will be informed about this in individual cases.

- To Art. 13 para. 3:

If it is intended to process the personal data for a purpose other than that for which it was originally collected, then the Studentenwerk Göttingen will provide the concerned person with information about this other purpose and all other relevant information prior to such further processing.