



## **Leaflet about data protection**

With this leaflet we would like to explain the basics bases of data protection and inform you about your rights.

### **1. What is the purpose of data protection?**

Privacy is a fundamental right. It protects every citizen from the violation of his personal rights. Everyone generally has the right to decide on the collection and processing of their data.

Data protection regulations, in particular the EU GDPR (which is for the for the protection of individuals and the processing of their personal data (General Data Protection Ordinance, in short DSGVO)) as well as national data protection regulations prohibit the collection, processing or use of personal data without authorization.

#### **But laws may also permit the handling of personal data.**

What personal data is, is defined in Article 4 (1) of the GDPR. This includes, for example, names, contact details, bank details or information about a person's state of health. The special categories of personal data, also known as sensitive data, are defined in Article 9 (1) GDPR and include i.a. racial origin, religious belief or medical data.

Data on legal entities (such as company addresses) are not subject to data protection - however, other confidentiality obligations apply here, e.g. from the German Civil Code, the trade regulations, the competition and criminal law as well as employment contract regulations concerning trade secrets.

### **2. When may personal data be processed?**

According to Art. 5 para. 1 lit. a GDPR, personal data must be processed lawfully, in good faith and in a manner that is understandable to the person (data subject). According to Art. 5 para. 1 lit. f DSGVO, personal data must also be processed in a manner that ensures adequate security of personal data, including protection against unauthorized or unlawful processing, accidental loss, accidental destruction or accidental damage through appropriate technical and organizational measures ("Integrity and Confidentiality").

According to Art. 6 GDPR personal data may only be processed if the basis is one of the following:

- **consent**
- **to fulfil a contract**
- **to fulfil a legal obligation**
- **to protect vital interests**
- **due to a task for public benefit**
- **the data is processed by exercise of the delegated public authority**
- **if the processing takes place after considering the protection of legitimate interests**

Permission is also given if the person concerned has given a voluntary, effective and demonstrable consent to the specific data processing.



Any unauthorized processing or use for any purpose other than those mentioned is prohibited.

**It should be noted that (picture) images on the Internet can be accessed by anyone. It cannot be ruled out that people continue to use the recordings or pass them on to other people.**

Consent given for this purpose is valid from the date of the signature and continues during and after moving to a different country or in the case of death.

A revocation of consent after departure or death is only possible if the person concerned or his/her descendants can prove that this is necessary to protect his/her legitimate interests.

If you are unsure whether a specific data processing operation is valid, contact the Data Protection Officer (contact details at the end of the leaflet).

### **3. What rights do the affected people have?**

The persons concerned (citizens for example) have the right of access to the stored data concerning their person. In certain cases, they may also request the correction, deletion, restriction of processing, objection or transfer of their data.

- **A correction can be considered if the data is incorrect.**
- **Data must be deleted if the legal basis for the collection or storage of the data no longer exists and there is no legal obligation to retain it**

The requirement for this is that the person concerned knows where, what and for what their data is stored and used.

For this reason, the person must be informed in detail by the responsible office **when storing his/her data for the first time.**

The data protection rights are diverse and must be complied with **within one month** of receiving the application.

The contact for questions about data protection is the data protection officer. However, those affected also have the option of contacting the supervisory authorities for data protection (<https://www.baden-wuerttemberg.datenschutz.de>).

**Not only is the administration obligated to uphold the rights of others, but as a data processor, it also has the right to invoke those rights.**

Contact details of the data protection officer:

Telephone: 07532 440 149 (only in the morning)

e-mail: [datenschutz@hagnau.de](mailto:datenschutz@hagnau.de)