



Information about data-protection for hotel-clients. **Information in accordance with Sections 14, 15 and 16 KDR-OG**

With the following information, we would like to give you an overview of the processing of your personal data by us and your resulting rights.

Who is responsible for data processing and who can I contact?

Responsible Organism: Congregation of the Sisters of the Divine Redeemer
(Niederbronn Sisters) Province of Germany KdÖR

Kloster Maria Hilf, Tagungs- und Gästehaus
Carl-Netter-Straße 7
77815 Bühl
Germany

Represented by the management

You can contact our operational data protection officer at:

Congregation of the Sisters of the Divine Redeemer
(Niederbronn Sisters) Province of Germany KdÖR

Oedenberger Straße 83

90491 Nuremberg

Phone: +49 (0)911-56796-024

E-mail: datenschutz@provinzleitung-nbg.de

Type of personal data collected:

We collect and process the following personal data, which we receive with Your reservation:

- Company name with legal form and address

- Title and name with address
- Phone numbers
- Fax numbers
- E-mail addresses

If you have used a booking or reservation system, your personal data has been collected via this portal. In this respect rules of Section 16 KDR-OG are applicable.

We process your data for the following purposes and on the following legal basis:

We process personal data in accordance with the provisions of the ecclesiastical data protection regulations of the Religious Community of The Pontifical Law (KDR-OG)

In order to fulfil contractual obligations (Section 6 (1) (c) KDR-OG):

The processing of data takes place for the execution of the accommodation contract concluded between us.

Due to legal requirements (Section 6 (1) (d) KDR-OG):

Your data will be processed on the basis of legal requirements in accordance with Section 6 (1) lit. d) KDR-OG in connection with commercial and tax obligations, in s. Section 257 of the Commercial Code and Section 147 of the Tax Code and GoBD for the retention of tax-relevant data.

A transfer to state institutions and authorities entitled to information is only carried out within the framework of mandatory legislation or if we are legally obliged to do so in accordance with Section 6 (1) lit. (d) KDR-OG. These include:

- Notification to the municipal administration on the basis of reporting obligations (statistics of overnight stays...).

In addition, we may be required to disclose personal data in the context of administrative/judicial measures for the purpose of gathering evidence, prosecuting or enforcing civil claims.

Due to our legitimate interests (Section 6 (1) (g) KDR-OG):

In the context of the balance of interests in accordance with Section 6 (1) lit. g) KDR-OG: If necessary, we process your data beyond the actual performance of

the contract in order to safeguard our legitimate interests for the facilitation of check-in for future bookings as well as for advertising purposes.

Who gets my data?

Within our house:

Within our company, only the employees who need it to fulfil our contractual and legal obligations will have access to your data. Our employees have been obliged by us to maintain confidentiality and to comply with the data protection regulations.

In the context of order processing:

Service providers and various agents contractually obliged by us may receive data for the above-mentioned purposes if the persons involved provide information on data protection in accordance with Sections 14, 15 and 16 KDR-OG and written data protection instructions are observed. These are essentially companies in the following categories:

- Support or maintenance of IT or IT applications
- Accounting

All service providers are contractually bound and, in particular, obliged to treat your data confidentially.

Other third parties:

A transfer to state institutions and authorities entitled to information is only carried out within the framework of mandatory legislation or if we are legally obliged to do so in accordance with Section 6 (1) lit. (d) KDR-OG. These include:

Public authorities and institutions (e.g. financial or law enforcement authorities) in the presence of a legal or official obligation Tax advisor or business and payroll tax and auditor (statutory audit mandate).

Is data transferred to a third country or to an international organisation?

Your data will only be processed within the European Union and within the European Economic Area (EEA).

How long will my data be stored?

The data is erased in compliance with the statutory retention periods. In addition, we store the data in connection with your booking, which will be reused for check-in in the event of a future booking, on the basis of a balance of interests in accordance with Section 6 (1) lit. (g) KDR-OG.

What data protection rights do I have?

You have the right to information pursuant to Section 17 KDR-OG, the right to rectification pursuant to Section 18 KDR-OG, the right to erasure pursuant to Section 19 KDR-OG, the right to restrict processing in accordance with Section 20 KDR-OG, the right to object under Section 23 KDR-OG and the right to data portability under Section 22 KDR-OG.

In addition, there is a right of appeal to a competent data protection supervisory authority (Section 48 KDR-OG). The supervisory authority responsible for us is

Order Data Protection Officer

Ms Christine Haumer

Wittelsbacherring 9

53115 Bonn

Tel.: +49 170 6305415 (Tuesday s 2:00 p.m. to 5:00 p.m.)

Email: haumer@orden.de

Is there an obligation to provide data?

Within the scope of the contractual relation, you must provide the personal data necessary for the start, execution and termination of the contractual relationship and for the fulfilment of the associated contractual obligations or which we are legally obliged to collect. Without this data, we will generally not be able to enter into or execute the contract with you.

Information about your right to object in accordance with Article 23 KDR-OG

Case-by-case right to object

You have the right to object at any time to the processing of personal data concerning you for reasons arising from your particular situation.

In addition, you have the right to object to the permanent storage of your data in order to facilitate re-check-in and for advertising purposes.

If you object, we will no longer process your personal data unless we can prove compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

Recipient of an opposition

The objection may be made inform with the subject "opposition" stating your name, address and date of birth and should be addressed to:

**Congregation of the Sisters of the Divine Redeemer (Niederbronn Sisters)
Province of Germany KdÖR**

**Kloster Maria Hilf
Tagungs- Und Gästehaus
Carl-Netter-Straße 7
77815 Bühl
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