

**Information required to be provided pursuant to Article 13 GDPR**  
**Housing rental division**  
**IBV Wohnungsunternehmen Erich Ross GmbH & Co. KG and**  
**ADRIA Vermögensverwaltung Erich Ross GmbH & Co.KG**  
**Rohrbacher Str. 12, 69115 Heidelberg**

**Data Protection Officer:**

**External Data Protection Officer appointed via**  
**WTS Wohnungswirtschaftliche Treuhand Stuttgart GmbH**  
**Hohe Straße 16, 70174 Stuttgart**  
**Telephone: 0711/16345410, [E-mail: dsb-wts@wts-vbw.de](mailto:dsb-wts@wts-vbw.de)**

**Purpose of data processing**

Initiation and performance of tenancy agreements  
1. Management of prospective tenants  
2. Tenancy management / Housing management  
3. Billing (rent, heating and operating costs, etc.)

**Legal basis for processing**

Grounds

- |             |   |
|-------------|---|
| 1. Contract | Tenancy agreement, initiation of a tenancy agreement  |
| 2. Law      | Reporting obligations under the Reporting Act (Meldegesetz),<br>accounting obligations under the German Commercial Code (HGB) |

**Categories of recipients of personal data**

1. Internal  
Company management  
  
Other departments within the company to which processing activities related to the performance of the obligations under the contract have been assigned  
Shareholders within the scope of monitoring obligations or third-party experts engaged by them  
Data protection officer
2. External  
IT service providers or software system enterprises for IT applications (e.g. external IT administration, ERP system manufacturer, etc.)  
Tax consultant, auditor, other consultants  
Lawyers (tenant disputes, debt collection, eviction)  
Meter-reading company  
Craftsmen (maintenance, modernisation, repair measures)  
Collection companies  
Banks  
Prospective tenants for follow-on tenancies  
Energy companies  
Credit bureaus  
Cable network providers  
Janitor
3. Agencies and authorities (provided data is requested pursuant to a law or must be disclosed by law)

certificates)  
Federal Statistical Office and State Statistical Office  
Courts  
Employment Office/Jobcenter  
Registry office

## **Intended data transfers to third countries**

No data is transferred to countries outside of the EU nor is this planned

## **Information to be made available pursuant to Article 13(2) GDPR**

### **1. Rights of data subjects**

You have the right to:

- 1.1 Information about personal data processed and stored that concerns you
- 1.2 Rectification of your stored personal data
- 1.3 Erasure of your data when it is no longer needed
- 1.4 Restriction of the use of your data
- 1.5 Objection (especially for any consent you have provided previously)
- 1.6 Data portability

### **2. Retention period**

- 2.1 Data resulting from the initiation of a contract will be deleted provided that no contract is concluded and statutory retention and/or time limits for producing evidence do not preclude deletion. If creditworthiness queries have been submitted to SCHUFA, the relevant documents will be kept for 12 months so that we can verify to SCHUFA that there was a legitimate interest in the query.
- 2.2 During a current contractual relationship, storage is subject to statutory retention obligations.
- 2.3 After termination of the contractual relationship, data will be deleted upon expiry of statutory retention periods.

### **3. Withdrawal of consent**

If data is stored on the basis of your consent, you may withdraw your consent. In general, your data is stored on the basis of a contract and/or in the process of contract initiation. Consent is not provided in such cases.

### **4. Right to lodge a complaint with the supervisory authority**

- 4.1 Pursuant to Article 77 GDPR, you have the right to lodge a complaint with a supervisory authority if you believe that processing our personal data infringes the GDPR or Federal Data Protection Act (BDSG)
- 4.2 You may lodge complaints with:  
The State Commissioner for Data Protection and Freedom of Information [Landesbeauftragte für den Datenschutz und die Informationsfreiheit]  
Königstr. 10a  
70173 Stuttgart  
Phone: 0711/6155410

### **5. Provision of your personal data and the consequences of failing to provide such data**

**The provision of your personal data is required for the initiation and performance of the tenancy relationship and/or we are legally obliged to collect this data (e. g. Reporting Act).** Without this data we cannot conclude or perform the contract.

**To the extent that we are legally required to collect such data, we would** otherwise commit a violation of law that could result in criminal penalties or fines.

### **6. Automated decision-making**

Automated decision-making processes are not used.

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