

# I Information on data protection in accordance with Article 13 and 14 of the GDPR

## **Important information in accordance with Article 13 and 14 of the General Data Protection Regulation (GDPR)**

### **We have received personal data from you within the scope of a referral by a partner agency.**

We process your personal data (surname, first name, company, company address, country and contact data, such as your email address and telephone number) in order to be able to send you offers and suggestions that correspond to your enquiry.

In terms of points (a) to (c) of Article 6(1) of the GDPR, we are permitted to collect, store and transmit personal data if the data subject has consented to data processing or if the processing is necessary for compliance with a contract or legal obligation.

Your personal data will be stored and processed solely for the purpose of the referral relationship. After the contractual relationship has terminated and no further legal retention periods apply, your personal data will be deleted.

Berlin Tourismus & Kongress GmbH and the integrated service providers store your data until the contract has been fulfilled and settlement has been effected, unless we are obliged to store your data for a longer period due to any warranty rights to which you may be entitled or because of any differing tax or commercial statutory retention periods. In the case of a purchase contract, the warranty period is generally 2 years. The retention period for accounting vouchers is 10 years in accordance with Section 147 (1) of the Fiscal Code of Germany (Abgabenordnung) and 6 years for other business records in accordance with Section 257 (1) of the Commercial Code of Germany (Handelsgesetzbuch).

You have the right at any time to obtain information on the status of the storage of your personal data and, if they are incorrect, to their rectification or erasure. If the referral relationship has not yet been concluded at this stage, we will no longer be able to provide you with the referral services. The restriction/erasure request (revocation) must be sent to the following e-mail address: [datenschutz@visitBerlin.de](mailto:datenschutz@visitBerlin.de).

### **Your rights as a person affected by the data collection:**

In terms of Art. 15 of the GDPR, you have the right to obtain information about your personal data being processed by us. In particular, you may request information about the purposes of the processing, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the envisaged storage period, the existence of the right to rectification, erasure, restriction of processing or to object thereto, the existence of the right to lodge a complaint, the source of your data if it has not been collected by us, as well as the existence of automated decision-making, including profiling, and, where applicable, meaningful information on the details thereof.

- In terms of Art. 16 of the GDPR, you have the right to immediately demand the rectification of any incorrect or incomplete personal data relating to you stored by us.
- In terms of Art. 17 of the GDPR, you have the right to obtain the erasure of personal data concerning you stored by us, unless the processing is necessary to exercise a right to

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freedom of expression and information, to comply with a legal obligation, for reasons of public interest, or to establish, exercise or defend legal claims.

- In terms of Art. 18 of the GDPR, you have the right to obtain the restriction of the processing of your personal data if the accuracy of the data is disputed by you, the processing is unlawful but you oppose the erasure, we no longer need the data but you require it for the establishment, exercise or defence of legal claims, or you have objected to the processing in terms of Art. 21 of the GDPR.
- In terms of Art. 20 of the GDPR, you have the right to receive your personal data which you provided us with in a structured, commonly used and machine-readable format or to have the data transmitted to another controller.
- In terms of Art. 7(3) of the GDPR, you have the right to withdraw your consent at any time. This means that we may not continue processing the data in terms of this consent in future.
- In terms of Art. 77 of the GDPR, you have the right to lodge a complaint with a supervisory authority. Please refer to the information set out below for the contact details of the relevant supervisory authority.

### The controller processing the data

The controller within the meaning of Article 4(7) of the GDPR is Berlin Tourismus & Kongress GmbH, Am Karlsbad 11, 10785 Berlin. Registered at the Berlin Charlottenburg District Court: HRB 48652, Managing Director: Burkhard Kieker, Tel. 030/250025, email: [info@visitberlin.de](mailto:info@visitberlin.de).

### Contact details of the data protection officer:

Da.S Beratung, Dipl.-Ing. Wolfgang Mengel, Beerentalweg 76, 21077 Hamburg.  
Tel: 040/76101907  
Fax: 040/ 761 01 908  
[datenschutz@visitBerlin.de](mailto:datenschutz@visitBerlin.de)

You also have the option of lodging a **complaint with the supervisory authority:**

Berliner Beauftragte für Datenschutz und Informationsfreiheit (Berlin Commissioner for Data Protection and Freedom of Information)

Maja Smolczyk  
Friedrichstr. 219  
10969 Berlin  
Tel.: +49 (0)30 13889-0  
Fax: +49 (0)30 2155050  
Email: [mailbox@datenschutz-berlin.de](mailto:mailbox@datenschutz-berlin.de)

For further information, please refer to our [Privacy policy](#) that you are provided with immediately before sending your participation form.

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