

**Application for living in a shared accommodation (GU)
at the same time
Notification (of change) of data relevant to payment**

Protection area 2

To be completed by the applicant:			
Name:		First name:	
Gender:		Nationality:	Status:
E-mail address:		Phone number:	
Home university:			

I hereby apply to live in shared accommodation and/or notify (changes in respect of) data relevant to payment		
	Initial application	Changes/ Extension
Please tick as appropriate:		
	from	until
For the following period:		

	YES	NO
I am a recipient of travel allowance and/or separation allowance		
I have my own apartment in the location area (Hamburg city area).		
Private housing is available for me at a reasonable distance (30 km distance from HSU/UniBw H - Holstenhofweg 85 in 22043 Hamburg).		
I am working at HSU/UniBw H as SHK or WHK.		
The employment contract as SHK/WHK covers the following period:	FROM:	UNTIL:
I have a disability that requires special construction or organizational measures.		
<p>I acknowledge that I am aware of changes in my personal circumstances, such as.</p> <ul style="list-style-type: none"> - Change of name, - Change in the address of my own home and to private housing within a reasonable distance, - change of entitlement to RKV or TG (separation allowance) - Change of the period of employment (also as SHK), a termination or a new contract as SHK immediately with this application or change form of the supervising office - Move to another shared accommodation (building, room and equipment) to be reported. <p>I have been informed that the remuneration to be paid by me</p> <ul style="list-style-type: none"> - will be deducted from my salary if I work as a SHK, - in the event that I do not work as a SHK, it is to be transferred by me in the form of a standing order. <p>(More details on the payment modalities will follow with the approval of the application).</p> <p>The tax assessment is the responsibility of the applicant.</p> <p>I have taken note of the attached information on the collection of personal data.</p>		
Applicant: _____ (date, signature)		

Name:		First name:	
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To be completed by the supervising area:		
Supporting Area:		
Contact person:	Ms/Mr	
	YES	NO
The applicant is a member of the HSU/UniBw H.		
The affiliation exists since / from		
Student group or status		
Reason for the stay (e.g. invitation, indication of special framework contract regulations, if applicable):		
signature:		

To be completed by Department I1:		
	YES	NO
The accommodation of barrack obligors according to space and area standards or space equipment rates will not be affected.		
There is no additional expenditure on furniture.		
Official necessities do not stand in the way of approval.		
Reasonable accommodation as defined in A1-1800/0-6570 may be provided for applicants and claimants.		
Permission to live in GU was granted on		
Permission to live in GU was not granted on the following grounds:		
The monthly fee to be paid is		Euro
Processor:	Ms/Mr	

To be completed by the ZULM or, if applicable, by the student's department.			
ZULM/ Student Faculty	Building	Room	Equipment room

Information pursuant to Article 13 DSGVO (obligation to provide information when collecting personal data from the data subject)

Processing concerned:

Form:

Application for living in shared accommodation
at the same time

Notification (of change) of data relevant to payment

Name and contact details of the person responsible:

The President of Helmut Schmidt University / University of the Federal Armed Forces Hamburg
Holstenhofweg 85, 22043 Hamburg, phone: (040) 6541- 2700, e-mail: praesident@hsu-hh.de

Contact details of the data protection officer:

The Data Protection Officer for the German Armed Forces
BMVg R II 4, Fontainengraben 150, 53123 Bonn, e-mail: BMVgRII4@bmv.g.bund.de
Tel. 01888 12 13 940 or 01888 12 13 942

You can also contact:

Administrative Data Protection Officer of Helmut Schmidt University / University of the Federal Armed Forces Hamburg
(ADSB HSU/UniBw H)

Central Administration, Holstenhofweg 85, 22043 Hamburg

Phone: 040 / 6541 - 2131 E-mail: adsbunibwh@bundeswehr.org

Purposes for which the personal data are to be processed:

- Examination of the requirements for living in shared accommodation for students and non-students who are not soldiers in the armed forces
- Determination of the amount of the fee to be paid
- Monitoring of the payment

Legal basis for processing:

Central regulation A1-1800/6570

Recipients or categories of recipients of the personal data:

- Passing on of the information as well as the examination result to the office granting the permission as well as to the central contact office of the student or the student
- Transfer of the information to the offices responsible for processing the payment

Intention to transfer the personal data:

There is no intention to transfer the personal data to a third country or to an international organization.

Dauer, für die die personenbezogenen Daten gespeichert werden:

The data will be deleted or destroyed two months after the last day after which the settlement is completed.

Existence of a right of access:

Pursuant to Article 15 of the EU General Data Protection Regulation (GDPR), data subjects have the right to request confirmation as to whether personal data concerning them are being processed.

If this is done, prescribed information about the processing shall be provided and information about the rights of data subjects shall be provided.

The information about the processing shall be taken from the procedure directory (file name, storage location).

The information about the rights of data subjects is provided in this document.

Existence of a right to rectification:

Pursuant to Article 16 of the GDPR, data subjects have the right to request that inaccurate personal data concerning them be rectified without undue delay. Taking into account the purposes of the processing, the completion of incomplete personal data may be requested - also by means of a supplementary declaration.

If you discover incorrect or incomplete information concerning you that cannot be corrected by you, please contact the aforementioned data controller(s). Alternatively, you can contact the responsible Administrative Data Protection Officer at HSU / UniBw H.

Existence of a right to erasure:

Pursuant to Article 17 of the GDPR, the data subject has the right to request that personal data concerning him or her be erased without undue delay, and the controller is obliged to erase personal data without undue delay in certain circumstances. This applies,

- if the personal data is no longer necessary for the purposes for which it was collected,
- if consent is revoked and there is no other legal basis,
- if the data subject has lodged a justified objection,
- if the personal data are processed unlawfully.

Shared accommodation can only be provided upon request. If the data necessary for the assessment of the application or for the payment of the fee are not available, shared accommodation cannot be granted or can no longer be granted.

Existence of a right to restriction of processing:

Pursuant to Article 18 of the GDPR, a data subject has the right to request the restriction of processing under certain conditions:

- the accuracy of the personal data is disputed by the data subject
- the processing is unlawful and the data subject objects to the erasure of the personal data
- the controller no longer needs the personal data for the purposes of processing, but the data subject needs it for the assertion, exercise or defense of legal claims
- the data subject has objected to the processing pursuant to Article 21(1) of the GDPR and it is not yet clear whether the legitimate grounds of the controller override those of the data subject

In this case, you are asked to request that your data not be deleted but marked for restriction of processing. The request should be addressed to the person(s) responsible or the Administrative Data Protection Officer of HSU / UniBw H.

Existence of a right to object:

Pursuant to Article 21 of the GDPR, a data subject shall have the right to object at any time, on grounds relating to his or her particular situation, to the processing of personal data concerning him or her which is carried out on the basis of Article 6(1)(e) or (f). The controller shall then no longer process the personal data, unless it can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or for the establishment, exercise or defense of legal claims.

In this application, personal data are processed in accordance with Article 6 (1) e DSGVO, necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the HSU / UniBw H.

If a data subject objects to the processing of his or her data and, as a result, the data necessary for the assessment of the application or for the payment of the fee are no longer available, shared accommodation cannot be granted or can no longer be granted.

The objection must be addressed to the responsible person(s) or the data protection officer of HSU / UniBw H.

Existence of the right to data portability:

The right to data portability pursuant to Article 20 GDPR gives data subjects a right to obtain a copy of personal data concerning them in a standard and machine-readable file format.

This right does not apply to the performance of tasks carried out in the exercise of official authority vested in the controller. This applies to the automated processing of personal data by HSU / UniBw H.

Thus, the right to data portability is not given here.

Existence of a right to revoke consent at any time:

The revocation applies with effect for the future. If you wish to revoke data requiring consent, please contact the Department I1 of HSU / UniBw H.

Existence of a right of appeal to a supervisory authority:

Pursuant to Article 77 of the GDPR, every data subject has the right to lodge a complaint with a supervisory authority if he or she believes that the processing of personal data concerning him or her violates the GDPR.

For the HSU / UniBw H as a federal military service, the Federal Commissioner for Data Protection and Freedom of Information is the competent supervisory authority.

The Federal Commissioner for Data Protection and Freedom of Information
Husarenstraße 30, 50117 Bonn, Phone: 0228 - 997799-0, Fax: 0228 - 997799-550
E-mail: poststelle@bfdi.bund.de

Independently of the right of appeal to the supervisory authority, a complaint can also be lodged with the Federal Commissioner for Data Protection in the German Armed Forces (BfDBw).

Commissioner for Data Protection in the German Armed Forces (BfDBw)

Fontainengraben 150, 53123 Bonn, Germany, phone 01888 12 13 940 or 01888 12 13 942.

E-mail: BMVgRII4@bmv.g.bund.de

The provision of personal data is,

as shared accommodation can only be granted upon request, in accordance with Central Regulation A1-1800/0-6570, required.

Consequences of not providing personal data:

Living in shared accommodation cannot be granted.

Existence of automated decision making:

Does not apply.