

# PRIVACY STATEMENT IN THE CONTEXT OF THE INFORMATION REQUIREMENTS FOR VISITORS



Dear Visitor

On May 25, 2018, the General Data Protection Regulation (GDPR) became effective. This provides for extended information obligations already at the time of collection of personal data. Therefore, we inform you - in compliance with the legal requirements - about the data processing carried out by us.

## **Who is responsible for data processing?**

The responsible party within the meaning of data protection law is

TTR Group GmbH  
Dreieichstraße 59  
60594 Frankfurt am Main, Germany  
Phone: +49 69 96246 0  
Email: [datenschutz@ttr-group.de](mailto:datenschutz@ttr-group.de)  
Website: [www.ttr-group.de](http://www.ttr-group.de)

Further information on our company, details on authorized representatives, and other contact options can be found in the Legal Notice on our website: <https://www.ttr-group.de/impresum>

## **Which of your data do we process? And for what purposes?**

We process the data you entered in connection with your registration in our digital visitor form (access via QR code): last name, first name, company. We need this data to document your visit to our offices. This is done primarily for reasons of occupational safety and information security, but also for the purpose of tracing infection chains in the event of COVID-19 infection.

## **What is the legal basis for that?**

The legal basis for the processing of your personal data is Art. 6 (1) lit. b) GDPR.

Should the data be required for legal prosecution after contact has been made, data processing may be carried out on the basis of the requirements of Art. 6 GDPR, in particular to safeguard legitimate interests pursuant to Art. 6 (1) lit. f) GDPR. Our interest then consists in the assertion or defense of claims.

## **How long is the data stored?**

Data of visitors will be deleted after 4 weeks.

## **To which recipients is the data forwarded?**

After you have entered your data in the digital visitor book (QR code check-in), your data will be forwarded to the administrative staff and the information security officer. Your data will also be transmitted to this group of people after you have unsubscribed from the digital

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visitor book (QR code check-out). In the company, only those persons have access to your data who require it for the purpose of occupational safety and information security.

### **Where is the data processed?**

The data is processed in our company. We use online forms of the provider JotForm ([www.jotform.com](http://www.jotform.com)) to collect your data. Your data will be stored exclusively in the EU and will not be transferred to a third country.

### **Your rights as “data subject”**

You have the right to information about your personal data processed by us.

In the case of a request for information that is not made in writing, we ask for your understanding that we may then require evidence from you proving that you are the person you claim to be.

You also have a right to rectification or deletion or to restriction of processing, insofar as you are entitled to this by law.

Furthermore, you have a right to object to processing within the scope of the law. The same applies to a right to data portability.

### **Our data protection officer**

We have appointed a data protection officer for our company. You can contact him at:

a.s.k. Datenschutz e.K.  
Schulstraße 16a  
91245 Simmelsdorf, Germany  
Phone: +49 9155 26399 70  
Email: [info@ask-datenschutz.de](mailto:info@ask-datenschutz.de)  
Website: [www.ask-datenschutz.de](http://www.ask-datenschutz.de)

### **Right to lodge a complaint**

You have the right to complain about the processing of personal data by us to a data protection supervisory authority:

Der Hessische Datenschutzbeauftragte  
Gustav-Stresemann-Ring 1  
65189 Wiesbaden, Germany  
Phone: +49 611 1408 0  
Email: [poststelle@datenschutz.hessen.de](mailto:poststelle@datenschutz.hessen.de)  
Website: [www.datenschutz.hessen.de](http://www.datenschutz.hessen.de)