

## » Data Protection Information for Visitors to the Stuttgart Headquarters

Safeguarding your personal data is very important to us. We therefore process your data exclusively in accordance with legal stipulations (e.g. the GDPR). In the following, we inform you about how we process your personal data as part of our visitor management policy at the terrane**ts** bw GmbH headquarters in Stuttgart.

### 1. Who is responsible for processing your personal data?

You can reach us via the following contact details:

#### **terrane**ts** bw GmbH**

Am Wallgraben 135  
70565 Stuttgart

For enquiries, please use the [Contact Form](#) on our website.

You can reach our Data Protection Officer at [datenschutz\[at\]terrane\*\*ts\*\*-bw.de](mailto:datenschutz[at]terrane<b>ts</b>-bw.de).

### 2. What data of yours do we process and for what purpose?

We process your personal data for the purpose of access control as part of our visitor management system.

We process the following personal data

- Photo(s)
- Video
- Audio
- First name and surname and, where applicable, business-related data, e.g. organisational unit, contact details, company name
- Date and time of your visit, arrival and departure times
- Visit-related data (e.g. reason for your visit)

for the purposes set out below:

- To exercise property rights



- To prevent unauthorised access
- To verify the identity of visitors and service providers
- To issue and manage visitor and service provider badges
- To record arrival and departure times
- To check presence in the event of evacuation
- To investigate security-relevant incidents

To verify identity (ID card/passport), we process the following data (electronically):

- First name and surname

The following data in particular is not stored or is redacted:

- Serial number
- Nationality
- Photo
- Other ID data

Processing specifically comprises collecting, storing, processing, using and disseminating your personal data specified above.

### **3. What is the legal basis for the processing?**

The legal basis for the processing is Art. 6(1)(f) GDPR (legitimate interest). Our legitimate interests are in particular:

- ensuring building security
- verifying the identity of authorised persons
- enforcing property rights
- protecting employees, visitors and the company, specifically facilities of critical infrastructure

### **4. How long is your data stored?**

Your personal data is automatically deleted 90 days after your last visit unless legal or security-relevant reasons require a longer retention period.



## **5. Is it mandatory that you provide your data?**

Providing your personal data is required to access the building. Access is not permissible without identity verification and data collection.

## **6. Who will your personal data be shared with?**

We process and treat your data confidentially and exclusively for the purpose and to the extent set out in Section 2. Within terrannets bw GmbH, your data is disclosed only to those roles that require access to your data to perform the tasks assigned to them and for the purposes outlined above.

Personal data is only disclosed to third parties if this is required for the purposes described above and is permissible by law.

In addition to the recipients already specified above, we also make use of services provided by other service providers (processors) to meet our obligations. The following categories of recipients may receive data:

- IT service providers
- Document and data media disposal companies
- Authorities

Processing is carried out electronically using the visitor management system together with the access control system. Reception staff may additionally carry out manual recording. Your data is processed according to a data processing agreement pursuant to Art. 28 GDPR.

## **7. How is your data protected?**

terrannets bw GmbH implements technical and organisational security measures in accordance with current state-of-the-art technology (Art. 32 GDPR) to safeguard the data you provide from accidental or intentional manipulation, loss, destruction or access by unauthorised persons. Our security measures are continually optimised in line with technological advancements.

## **8. What rights do you have regarding the processing of your personal data?**

As a data subject, you have the following rights concerning the processing of your personal data. In accordance with

- Art. 15 GDPR you have the right to obtain information on the personal data processed about you. Please note the restrictions under § 34 BDSG.
- Art. 16 GDPR you have the right to rectify inaccurate data
- Art. 17 GDPR you have the right to request deletion of personal data. Please note the restrictions under § 35 BDSG.



- Art. 18 GDPR you have the right to request restriction of processing
- Art. 20 GDPR you have the right to data portability

### **Right to object under Art. 21 GDPR**

If we process your data based on legitimate interests (Art. 6(1)(f) GDPR) or to perform a task carried out in the public interest (Art. 6(1)(e) GDPR) and if there are reasons arising from your specific situation that oppose this processing, you have the right to object to this processing in accordance with Art. 21(1) GDPR. In the event of an objection, we will refrain from processing your data for these purposes unless we can present compelling legitimate reasons for the processing that override your interests, rights and liberties or the processing serves to enforce, exercise or defend legal claims. According to Art. 21(2) GDPR, you also have an unrestricted right to object to any kind of processing for direct marketing purposes.

If you are of the opinion that the processing of your personal data violates applicable law, you may lodge a complaint with a data protection supervisory authority under Art. 77 GDPR at any time.