

Data Protection Information for Members

The following information explains how we process your personal data and describes your rights under the new European General Data Protection Regulation, which came into force on May 25, 2018.

1. Who is responsible for data processing and who can I contact?

International Friends of documenta e.V. Friedrichsplatz 18, 34117 Kassel

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E-Mail: sakic@documenta.de

documenta und Museum Fridericianum gGmbH (Friedrichsplatz 18, 34117 Kassel) will undertake the processing personal data. This includes the administration of the membership file, but also the sending of a newsletter and invitations. documenta und Museum Fridericianum gGmbH is also responsible for processing members' data.

You can contact the Data Protection Officer at documenta und Museum Fridericianum gGmbH as follows:

by post: to the above address for the attention of the Data Protection Officer

by telephone: +49 561 83099165

by e-mail: datenschutzbeauftragter@documenta.de

2. What sources and data do we use?

We process personal data that we receive from our members in the context of their membership. Relevant personal data are personal details (first name and surname, address and other contact details (in particular e-mail address)) and date of birth and bank details. Additional personal data may also be processed in the context of minutes or other documents required by the company's statutes.

3. Am I obliged to provide data?

As part of your membership, you must provide the personal data that is necessary for the initiation, execution, fulfilment and termination of the associated obligations or that we are legally obliged to collect.

Without processing your data, we will not be able to fulfill the membership contract with you.

4. What do we process your data for (purpose of processing) and on what legal basis?

We process your personal data on the basis of the relevant data protection provisions of the EU General Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG), all other relevant laws and to fulfill the contractual obligations arising from membership.

We process your personal data for the purposes of membership. This includes the creation of membership cards, the administration of the membership file and all other activities required by association law in the context of membership.

The legal basis for the processing of personal data for pre-contractual and contractual purposes is Art. 6 para. 1 lit. b GDPR.

We also process your data if it is necessary in accordance with Art. 6 para. 1 lit. f GDPR in order to protect our legitimate interests or those of third parties. This may be the case in particular:

- to ensure IT security and IT operations,
- in the assertion of legal claims and defense in legal disputes,
- for the prevention and investigation of criminal offenses (e.g. in criminal proceedings).

In addition, we process your personal data to fulfill other legal obligations (e.g. commercial and tax record-keeping obligations). In this case, the legal basis for the processing is the respective legal regulations in conjunction with Art. 6 para. 1 lit. c GDPR in conjunction with the respective applicable special legal standard.

For processing of your personal data that is not necessary as part of the existing membership contract or which can be based on legitimate interests, we will obtain your consent in accordance with Art. 6 para. 1 lit. a GDPR depending on the situation. In such cases, you will be informed separately about the modalities within the scope of the consent.

We send out **newsletters, e-mails and other electronic notifications** (hereinafter referred to as the "Newsletter") exclusively with the consent of the recipient or on a legal basis.

- If the contents of the Newsletter are mentioned in the context of a registration for the Newsletter, it is these contents that are decisive for the user's consent. To subscribe to our Newsletter, it is normally sufficient to provide your e-mail address. However, in order to be able to offer you a personalized service, we may ask you to provide your

name so that we can address you personally in the Newsletter or to provide further information if this is necessary for the purpose of the Newsletter.

- **Erasure and restriction of the processing of your data:** We may store the unsubscribed e-mail addresses for up to three years on the basis of our legitimate interests before erasing this data in order to be able to prove that consent was previously given. The processing of this data is limited to the purpose of a potential defense against claims. An individual request for the erasure of data is possible at any time, provided the prior granting of consent is confirmed at the same time. In the event of obligations to continue honoring objections, we reserve the right to store the e-mail address in a "block list" for this purpose alone.
- **The registration process is logged** on the basis of our legitimate interests for the purpose of verifying that it is carried out properly. If we commission a service provider to send e-mails, this is done on the basis of our legitimate interests in an efficient and secure sending system.

- **Contents:**

Information about us, our services, promotions and offers.

- **Processed data types:** Inventory data (e.g. full name, residential address, contact information, customer number, etc.); contact data (e.g. postal and e-mail addresses or telephone numbers); meta, communication and process data (e.g. IP addresses, time data, identification numbers, persons involved). Usage data (e.g. page views and length of stay, click paths, intensity and frequency of use, device types and operating systems used, interactions with content and functions).

- **Affected persons:** Communication partner(s).

- **Purposes of processing:** Direct marketing (e.g. by e-mail or regular mail). Reach measurement (e.g. access statistics, recognition of returning visitors).

- **Legal basis:** Consent (Art. 6 para. 1 sentence 1 lit. a GDPR). Legitimate interests (Art. 6 para. 1 sentence 1 lit. f GDPR).

- **Option to object (opt-out):** You can cancel our Newsletter at any time, i.e. revoke your consent or object to receiving it again. You will find a link to unsubscribe from the Newsletter either at the end of each Newsletter or you can use one of the contact options listed above, preferably e-mail.

Further information on processing operations, procedures and services:

- **Measurement of opening and click rates:** The Newsletters contain a so-called "web beacon", i.e. a pixel-sized file that is retrieved from our server or its server, if we use a dispatch service provider, when the newsletter is opened. As part of this retrieval, both technical information, such as details regarding the browser and your system, as well as your IP address and the time of access are retrieved.