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| Berlin, |
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| --- |
| Company |
|  |
| Address |
| Zip-Code, Location |
|  |

**Information for external companies and their employees**

**as well as visitors, guests, interns, volunteers, summer students**

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the execution of a work contract or invitation from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

you as an employee of the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or

a visitor of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ plan to enter the HZB premises.

To continue an **effective control** of the corona virus situation, only those persons is granted access to the site, who to their **knowledge** had no contact with a person suffering from COVID-19 during the **last three** **weeks.**

**The management has decided that a written confirmation is mandatory.** If the confirmation cannot be provided, you may not be granted access and on-site work may not be carried out on the HZB site.

You are also obliged to inform HZB **immediately** if you or one of your contacts is verifiable suffering from COVID-19 **within 14 days after the end of your visit at HZB**. Please report this immediately to corona-krisenstab@helmholtz-berlin.de.

Thanks for your understanding.

 **Confirmation of the external employee/ visitor/ guest**

I, \_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, employee or visitor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 *(name, first name)* (*Name of the company or*
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, that within the **last 3 weeks** knowingly had no contact with a person *name of the person visiting the institute)*

infected with the corona virus, either within the company or privately.

Berlin, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Location, Date Signature

**Information on the Processing of Personal Data according to section 13 of the General Data Protection Regulation (GDPR)**

Dear visitor,

Welcome at the Helmholtz-Zentrum Berlin. To get access to our premises the procession of personal data is required. According to section 13 of the GDPR we are legally obligated to inform you in context with the data procession about the handling of these data.

**Data Controller**

The data controller within the meaning of Art. 4 (7) of the General Data Protection Regulation (GDPR) is

Helmholtz-Zentrum Berlin für Materialien und Energie GmbH

Hahn-Meitner-Platz 1, D-14109 Berlin.

You can contact the Data Protection Officer Mr. Boris Krause via telephone (030) 8062-42408 or
E-Mail: [datenschutz@helmholtz-berlin.de](https://www.helmholtz-berlin.de/pubbin/sendmail?to=datenschutz@helmholtz-berlin.de)

**Background and Purpose of Data Procession**

We process personal data of our visitors in order to protect vital interests. Legal basis for the data procession is Art. 6 (1) d) GDPR.

To grant access to our premises the following categories of personal data will be processed. Without the procession of these data access to the HZB is not possible.

**Categories of Personal Data**

Due to the registration of visitors the following personal data will be processed

- First name

- Last name

**Storage Period**

The above-mentioned data will be deleted after four weeks.

**Your Rights**

If data processing has taken place, you can enforce the following rights:

- Right to information – Art. 15 GDPR

- Right to rectification – Art. 16 GDPR

- Right to erasure – Art. 17 GDPR

- Right to limitation of processing – Art. 18 GDPR

- Right to data transferability – Art. 20 GDPR

- Right of objection - Art. 21 GDPR

According to Art. 77 GDPR you have also the right to lodge a complaint with a supervisory authority if you consider that the processing of your personal data relating infringes the GDPR.