Studierendenwerk West:Brandenburg

Application form for tenants

Declaration of consent Data protection within the framework of "Wohnen für Hilfe"

Dear students,

In order for us at Studierendenwerk West:Brandenburg to find a suitable housing partnership for you, we need some information from you. In accordance with the EU General Data Protection Regulation (GDPR), your written consent is required for the collection and processing of your data. You can give your consent to data processing on the next page of this document. First, we will explain why we need your data and how long we will store it.

What data do we request?

In addition to your personal details such as name, address, contact information, interests, and hobbies, we also ask about your studies. Furthermore, we ask for specific tenant information, general preferences regarding housing, and assistance. This data is important in order to find a suitable housing partnership for you.

How long do we keep your form and data?

We store your data for 12 months after it has been collected. If we have not been able to find a housing partner for you by then, we will contact you to ask whether you are interested in continuing the search process. If you are no longer interested, all your data will be deleted. In addition, your data will be stored for a further 6 months for possible queries. After that, all data will be deleted by Studierendenwerk West:Brandenburg. Reports and statistics for the evaluation of the project contain only anonymized information.

Who receives your data?

Your personal data will only be transferred to third parties for mediation purposes.

If a suitable match is found with a landlord,

If a suitable match with a housing provider is found, your application/cover letter (page 3) will be forwarded. If the housing partner agrees to an initial meeting, you will receive their contact information.

Can the data be revoked?

You can revoke the processing of your data at any time. In this case, mediation will no longer be possible. Revocation is also possible for an existing housing partnership, but in this case, further support from Studierendenwerk West:Brandenburg will no longer be possible.

Who is the contact person for my data?

Ms. Charis Ehlert (0331 3706-506, wfh@stwwb.de)

☐ I have read and understood the privacy policy for the “Wohnen für Hilfe” questionnaire based on the current version of the GDPR.

☐ I agree that my data will be stored by Studierendenwerk West:Brandenburg in accordance with the procedure described above.

By signing, you consent to the collection of this data.

date, place signature

Additional recommendation

In addition to the application form, we recommend that you include a photo or introductory video with your application. If you decide to provide the landlord with such a photo and/or video, we require a completed declaration of consent for the processing of media data in addition to this document.

Studierendenwerk West:Brandenburg Babelsberger Str. 2 14473 Potsdam Tel.: 0331 3706-506 wfh@stwwb.de	name: address:

This consent refers to the storage, processing, transfer, and publication of photos and videos by the Studierendenwerk for the following purpose: Purpose of the recordings: To arrange housing partnerships as part of the “Wohnen für Hilfe” program.

Transfer to: Transfer to potential landlords, their relatives, and authorized representatives.

I have read the information on data protection for film and photos. It forms part of this declaration of consent.

I hereby voluntarily and revocably declare my consent to the storage, processing, transfer, and publication of recordings of my person as described.

date, place signature

Note:

The following cover letter (page 3) will be forwarded to housing providers. The more appealing this page is, the more likely it is that someone is interested in getting to know you. Feel free to let your personality shine through, introduce your interests and explain what kind of help you can offer. A photo or a short introductory video is optional, but can make a very positive first impression and helps to find a housing partnership. Please note the maximum email size of 5 MB.

Letter of application „Wohnen für Hilfe“

last name, first name: date of birth: phone number: e-mail:	

Note:
Please feel free to write your cover letter in German. This will make it much easier for housing providers to understand your letter directly, rather than having to translate it from English first. If that’s not possible, you can of course write your cover letter in English.

Questionnaire for tenants **(information will be used internally for placement purposes)**

general information

gender	
adress/place of residence	
nationality/citizenship	

information on education/studies

university and campus	
subject, current semester	
maximum commute time between home and the university campus (e.g. 1hr)	

tenant information

Do you have any allergies (e.g. animals)?	
Will you be bringing any pets?	
Do you have a driver's license that is valid in Germany?	
Do you have a car?	
Do you have liability insurance?	
Are you covered by accident insurance?	
desired move-in date	
Preferences (e.g. furnished/unfurnished, or the gender of housing partners)	
max. additional payment (rent, ancillary costs)	
What kind of assistance/help do you prefer?	
How many hours per month would you like to help?	
language skills	
comments (e.g. preferred listing ID or additional notes)	