

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 at the end 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 with a housing provider is found, your data regarding gender, further tenant information, education, and housing partner will be shared after your consent for an initial meeting, and you will receive each other's contact details so that you can get to know each other.

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?

Mr. Christian Schwinge (0331 – 3706506, wohnen-fuer-hilfe@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 wohnen-fuer-hilfe@stwwb.de	Name:
	Address:

This consent refers to the storage, processing, transfer, and publication of photos and videos by the Studentenwerk 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



Questionnaire for tenants

General information

Last Name, First Name	
Gender	
Address/Place of Residence	
Date of Birth	
Nationality/Citizenship	
Phone number	
Email	

Information on education/studies

University	
Subject	
Current semester	

Tenant information

Do you have any allergies to animals or other substances?	
Do you have any pets that you would like to bring with you?	
Do you have a driver's license?	
Do you have a car?	



Do you have liability insurance?	
Are you covered by accident insurance?	

Requests for accommodation

Desired move-in date	
Desired move-in date Preferences regarding landlord (e.g., gender)	
Preferences regarding furnishings (e.g., furnished/unfurnished)	
What kind of assistance would you like to offer?	
Maximum additional payment (rent, ancillary costs)	
How many hours per month would you like to help for?	

Further information

Language skills	
Previous experience (e.g., au pair, voluntary social year, projects, volunteer work)	
Previous experience (e.g., au pair, voluntary social year, projects, volunteer work)	

Note:

The following page will be forwarded to potential housing providers. It offers you the opportunity to introduce yourself, describe your interests, experiences, and prior knowledge, and thus convince the housing providers of your suitability. The aim is to convey a personal impression and increase the chances of a successful housing placement. Instead of this template, you can of course also attach a CV you have created yourself to your application.



