

# Data Protection Guideline

**In the following we inform you about the collection of personal data during the use of our application for membership and during the membership:**

Personal data are all data that are personally identifiable to you, e.g. name, address, e-mail addresses, bank details and other voluntary information.

## 1. General Information

Responsible according to Art. 4 para. 7 EU DSGVO (in English: General Data Protection Regulation of the European Union)

Spiele-Autoren-Zunft e.V. / Game Designers Association (SAZ); represented by the Executive Board Hartmut Kommerell, Stefan Kloß and Markus Hagenauer and by the Manager Christian Beiersdorf

SAZ-Office

Zasiusstraße 76, 79102 Freiburg, Germany

Tel.: +49 761 3630 1926, E-Mail: [saz@spieleautorenzunft.de](mailto:saz@spieleautorenzunft.de)

## 2. Your rights

You have the following rights towards us regarding your personal data:

- Right of information,
- Right of rectification or deletion,
- right of limitation of processing,
- right of opposition to the processing,
- Right of data transferability.

You also have the right to complain to a data protection supervisory authority about our processing of your personal data.

## 3. Contradiction or revocation against the processing of your data

If you have given your consent to the processing of your data, you can revoke this at any time. Such a revocation influences the permissibility of processing your personal data after you have given it to us.

If we base the processing of your personal data on the weighing of interests, you may object to the processing. This is the case if processing is not necessary in particular to fulfil a contract with you, which is described by us in the description of the functions. When exercising such objection, we ask you to explain the reasons why we should not process your personal data as we have done. In the event of your justified objection, we will examine the situation and either stop or adjust data processing or point out to you our compelling reasons worthy of protection, on the basis of which we will continue processing.

Of course, you can object to the processing of your personal data for purposes of advertising and data analysis at any time. Please address your advertising objection to the above-mentioned SAZ office.

#### **4. Application for membership and membership administration**

If you would like to become a member, you will be required to provide the personal information we need to process your membership application. The required fields are marked with \*, all other fields are optional. We process the data you provide to process your application. For this purpose, we can pass on your payment data to our house bank. The legal basis for this is Art. 6 para. 1 sentence 1 lit. b DSGVO.

We are obliged by commercial and tax law to store your address, payment and application data for a period of ten years. However, after two years after termination of your membership, we will limit the processing of your data, i.e. your data will only be used to comply with legal obligations. All data is stored on specially protected local computers or servers.

#### **5. Our website**

On our website [www.spieleautorenzunft.de](http://www.spieleautorenzunft.de) you will find a special data protection declaration for their use. This also refers to the use of the internal member area.

#### **6. Member information and newsletter**

Within the scope of our association's purpose, we send all member information and newsletters by e-mail on the basis of your details (in the application for membership or later). The legal basis is Art. 6 para. 1 lit. b DSGVO.

It is sent via a mailing list hosted at JPBerlin. Address: Heinlein Support GmbH, Schwedter Str. 8/9b, 10119 Berlin.

You can object to this registration at any time at the above-mentioned SAZ office.

#### **7. Contact with association members of the region**

Within the scope of our association's purpose, we help you to network regionally with other members. For this purpose, we may pass on your e-mail address to the SAZ regional manager(s). The legal basis is Art. 6 para. 1 lit. b DSGVO.

However, you can object to such data being reproduced at any time at the above-mentioned SAZ office.

#### **8. Passing on data to third parties**

No data will be passed on to third parties without your express permission. Exceptions are point 7 (contact to members of the region) as well as requested registrations and ticket arrangements for events and fairs.

#### **9. Reservation of right to make changes**

We reserve the right to change this privacy statement at any time in compliance with legal requirements. Last updated: October 10, 2019