

# Visitor Access Form

## (Corona-Virus/COVID-19)



Dear Ladies and Gentlemen,

The prevention of the spread of COVID-19 and the reduction of the potential risk of exposure to our employees and visitors are our highest priorities. Therefore, as a visitor, you are kindly asked to help us take precautionary measures to protect you and everyone at Spaceopal.

Please fill in the following fields of the visitor access form completely. The provision of information is voluntary. However, Spaceopal notes that without the appropriate information or in case of high risk (if the answer is "yes" to any of the first three questions marked in bold), your access will be denied. Please be aware that your telephone number or mail address will only be used for Covid-19 prevention purposes, in case of necessity.

Spaceopal confirms that your personal data will be processed in compliance with its data protection obligations under the General Data Protection Regulation (Datenschutz-Grundverordnung, DSGVO) and the Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG). All information about the processing of your personal data by Spaceopal can be found at: <https://spaceopal.com/privacy/covid-19/>.

Thank you so much for your support and your understanding. In the event you are diagnosed / test positive for COVID-19 within 14 days as of your latest stay at Spaceopal, we kindly ask you to reach out to us in order to allow contract tracing.

Name: _____ _____		Address: _____ _____	
Telephone: _____		Email address: _____	
Date of the visit: _____	Time from: ____ to: ____	Contact person: _____	
Reason for the visit _____			

**By signing below, I confirm that:**

- I have not returned from a COVID-19 virus-variant area (as defined by the Robert Koch-Institut\*) in the past fourteen (14) days;
- I have not had contact with a person infected with COVID-19 in the past ten (10) days;
- I have not displayed disease symptoms in the past ten (10) days;
- I will observe Spaceopal's safety rules and maintained a minimum distance of 1.5 m to others, and continuously wear a mouth-nose cover (i.e. mask);
- Without prejudice to the rule above, and exclusively inside the Michelangelo and Europa/Strauss meeting rooms, masks can be removed ONLY when seated and while still maintaining a distance of 1,5 m to other persons.

The data provided above will be processed by Spaceopal for the purposes of reducing the potential risk of exposure to COVID-19 and of observing the relevant safety guidelines.

\_\_\_\_\_  
Signature, date

\*List of the risk areas: [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogebiete\\_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html)

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### Information Note on processing personal data according to the General Data Protection Regulation (GDPR)

According to Article 13 of the EU General Data Protection Regulation (GDPR), spaceopal mbH (in the following “SPO”) hereby informs you that it processes your personal data, for the purposes of:

- the implementation of measures against COVID-19 infection and the further spread of the SARS-CoV-2 virus, and
- to ensure compliance with its health and safety rules and its obligations towards its staff.

#### 1. Category of Data Subjects

Visitors accessing to the Spaceopal’s premises from March 2020, onwards.

#### 2. Categories of Data to be processed

- 1) First and last name;
- 2) Address;
- 3) Contact person;
- 4) Date and time of access;
- 5) Information to minimize potential risk of COVID-19, specifically:
  - a) No trips to risk areas\*, as currently defined by the Robert Koch-Institut;
  - b) No contact with COVID-19 infected person;
  - c) No acute COVID-19 disease symptoms.

#### 3. Purpose

SPO will use the collected data mentioned under Section 2 in order to protect the health of any natural person accessing Spaceopal’s premises and of any natural person who has come into close contact with persons accessing Spaceopal’s premises, against COVID-19 infection and to prevent the further spread of the virus.

#### 4. Legal basis for processing your personal data

The legal basis for the processing of the data indicated in Section 2 above is Articles 6 (1)(f) GDPR.

#### 5. Grounds for Article 6 (1)(f) GDPR (Legitimate Interests)

The processing of your personal data is necessary to ensure the management of accesses to its premises. Moreover, processing of your personal data is necessary in order to protect:

- You, in the event that it is likely, that while carrying out your tasks at our premises, you came into contact with a person carrying the SARS-CoV-2 virus; or
- Spaceopal staff or any data subject accessing our premise, with whom you came into contact with while carrying the SARS-CoV-2.

#### 6. Contact Details of the Controller of Personal Data

spaceopal GmbH  
Arnulfstr. 58  
80335 München  
Deutschland  
Phone: +49 89 4111 8560

\*List of the risk areas: [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogebiete\\_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html)

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Email: [info@spaceopal.com](mailto:info@spaceopal.com)

### 7. Storage of Data

Data will be stored on paper copies at SPO. The access to the data is restricted and only authorized persons will receive access, on a need to know basis, in the event that a potential risk of infection is identified/suspected.

### 8. Transmission of data

SPO will not transmit your personal data to any other entities.

### 9. Categories of recipients of data

A limited number of staff and management personnel from SPO.

### 10. Your rights

You have the right to object to the processing of your personal data on grounds relating to your particular situation, as per Article 21 GDPR. Furthermore, collected data can be corrected, deleted or its processing can be limited, as required. You may file a request for detailed information on the scope of data collection by SPO, please see contact details below.

### 11. Consequences of objection

You have the right to object to the processing of data which is based on Article 6 (1)(f) GDPR only. In such case, Article 21 GDPR applies.

### 12. Right to erasure; storage period

According to Article 17 of the GDPR you shall have the right to obtain the erasure from SPO, as Controller of personal data. Without prejudice to Art. 17, para. 1 of the GDPR, the criterion to determine the retention period of the collected data is the evolution of the current COVID-19 health crisis; accordingly, your personal data will be retained insofar as necessary to protect the health of any natural person accessing our premises and of any natural person who has come into close contact with persons accessing our premises. Any personal data to be processed by SPO in connection with the above process will be deleted within one (1) month of the day of your presence in our premises, unless a longer period is required by law, as per Art. 17, para 3, line (b).

### 13. Contact Details

Requests for information, complaints and concerns regarding personal data can be addressed to:

**By e-mail:** [privacy@spaceopal.com](mailto:privacy@spaceopal.com)

**By letter:** to the attention of the Data Protection Officer

spaceopal GmbH

Arnulfstr. 58

80335 München

Deutschland