

USER APPLICATION
for the collections of the German Literature Archive Marbach

Surname

Name

Academic title

Date of birth

Job title

Nationality

ADDRESS business private

Department/Firm

Street and building number

Postcode and town

Overseas: Country, state/region

Telephone/Fax

E-Mail

Address during your stay at the German Literature Archive Marbach

I request ACCESS to the following materials:

Library holdings
(incl. media documentation):

Manuscript holdings
(author / item / subject area):

Images and Objects holdings
(artist/ photographer / subject area):

As given in the attached itemised list

SUBJECT OF RESEARCH:

PURPOSE OF RESEARCH:

Please select

Selection options: Essay / Exhibition/ BA thesis / Diploma thesis / PhD dissertation / Edition / Habilitation thesis / Student essay / Radio or TV programme / Information / MA thesis / Personal interest / Exam revision / Seminar presentation/ Independent publication / Seminar essay / Presentation / Course admission essay / Other

AT:

Institution / University/ Broadcaster etc.

SUPERVISED BY:

University teacher

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The contract of use is concluded by permission of use and does not require a formal declaration of acceptance.

I agree that my name, surname, address(es), as well as the subject and type of research work I am undertaking may be passed on to users with similar research interests for consultation purposes, if they can demonstrate a legitimate interest and are prepared to give reciprocal consent.

Yes No

Town/Date

Signature

I confirm that I know and understand the Regulations of Use for the German Literature Archive Marbach.

Town/Date

Signature

User number (if known):

Comments:	Department notes:	Processed by:

NOTES FOR COMPLETING THIS USER APPLICATION

Please fill out this form on screen or legibly by hand and send it signed to the address at the top of the form.

If you wish to make more extensive use of materials that you have viewed either as originals or as copies at a later date, please fill out the application for publication permission, which you can request from the Archive Department of the German Literature Archive Marbach. If you wish to make further use of the materials in the form of citations or partial reproduction, e.g. of individual passages, please include a corresponding compilation of the texts in question. Please send the application - if necessary, with the appropriate enclosures - to the Archive Department of the German Literature Archive Marbach.

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Information Concerning Personal Data

Here you receive information regarding privacy protection and the processing of personal data as provided by Article 13 of the General Data Protection Regulation (GDPR).

The **Controller** responsible for the processing of data is

Deutsche Schillergesellschaft e.V., Schillerhöhe 8-10, 71672 Marbach am Neckar, tel. +49 (0) 7144 / 848-0, fax +49 (0) 7144 / 848-299, email info@dla-marbach.de, represented by Chairman (President) Prof. Dr. Peter-André Alt resp. Deputy Chairman (Vice President) Thomas Keller as well as Managing Director Prof. Dr. Sandra Richter (Director of German Literature Archive Marbach). The abbreviations DSG and DLA are used here for Deutsche Schillergesellschaft and German Literature Archive.

You may reach our **data protection officer** by email at dsb@dla-marbach.de.

We process your personal data for the following **purposes** (if applicable):

- Your use of our facilities (library, archive, museums); user administration (orders, fees where applicable, participation at events etc.)
- Your membership of Friends of DLA resp. DSG
- Your subscription to „Marbacher Magazin“ and other orders from our shop
- Your newsletter subscription
- Your room reservation at our Collegium House
- Processing your application as staff resp. intern at DLA resp. DSG
- Processing your application for a scholarship
- Your employment at DLA resp. DSG

Processing happens foremost on the **legal basis** of performance of a contract. In certain cases (e.g. sending of newsletters) it may also be based on your consent. Partly we are lawfully obliged to process data, for instance when you are staying as an overnight guest at the Collegium House. Especially when our facilities are used, we have a legitimate interest in the processing of your data, among others in order to prove who has been using our materials when and in what measure (preservation of materials as well as sensible indexing and making available of our materials).

In the context of employment, in certain cases the processing may also be based on your consent (e.g. publication of your employee photograph on the DLA website). In most cases we are lawfully obliged by labour legislation to processing certain data. When using our work equipment (such as computer, business mobile phone and similar), we have a legitimate interest in processing your data, among others to ensure their safe and flawless operation.

In the context of our processing of personal data, only those recipients essential for the respective processing are provided for. As a rule, these are the internal organisational units involved. External units, such as financial institutions, authorities or other units whose support is necessary such as tax counsellors or attorneys, may also be recipients of your data.

We do not intend to transfer your data to a third country. Automated decision-making, including profiling, is not part of our data processing.

Storage period: We store your data only for as long as we need it. In certain cases we are lawfully obliged to store data longer than necessary for the original purpose of processing, for instance to fulfill retention periods on the part of financial authorities.

According to Articles 15 to 22 GDPR, you have extensive **rights** in connection with the personal data concerning you. These comprise the right of access, to rectification and erasure resp. restriction of processing, data portability as well as to object to processing personal data concerning yourself. You may withdraw your consent at any time. You also have the right to contact a supervisory authority if you have reason for complaint about our processing of personal data.

In defined cases, it is lawfully prescribed that you provide us with your personal data, e.g. when you wish to stay at the Collegium House. Mostly, provision of your data is required to perform a contract. Therefore, you are mostly **obliged to provide** the personal data, as otherwise we will not be able to handle your request. For instance, you would not be able to become a member of DSG or use our archive if we had no personal data from you. Where possible, we mark the information as optional resp. base the processing on your consent.

Should we ever wish to process your data to a purpose other than the original one, we will inform you about this **change of purpose** prior to that further processing in order for you to have the possibility to object.