

Privacy policy of the HORNBAACH foundation 'Menschen in Not' [People in Need]

On this page, you will find information from the HORNBAACH foundation 'People in Need' (hereinafter referred to as the 'foundation') regarding the type and extent of collection and use of your personal data, which includes all data by which you can be identified.

1. Data controller and contact for data protection

The data controller for the data processing specified below is:

HORNBAACH foundation 'Menschen in Not' [People in Need]

Hornbachstraße 11

D-76879 Bornheim/Pfalz

hornbach-stiftung@hornbach.com

For any questions regarding data protection, such as the collection, processing, or use of your personal data, or for access, rectification, restriction, or erasure of data, as well as withdrawal of consent, please contact **HORNBAACH group data protection**:

HORNBAACH group data protection

c/o HORNBAACH HOLDING AG & Co. KGaA, Hornbachstraße 11, D-76879 Bornheim/Pfalz

datenschutz@hornbach.com

2. Data processing of applications for financial support from the foundation's funds

2.1 Application processing

2.1.1 Description of data processing

The foundation grants support to individuals if a personal emergency requiring financial assistance is determined. To receive such support, an application must be submitted to the foundation. This involves completing the foundation's designated application form concerning personal and financial circumstances (including full name, address/contact details, bank account details, date of birth, marital status, education/profession, income and expenses, social benefits, nationality, family relationships, wage/salary information, as well as, if applicable, medical records, disability identification, social reports, and sickness notices/pension approval certificate) along with any additional required documents. These documents should ideally be submitted by post or encrypted email to the foundation.

Based on the information provided in the application form and accompanying documents, foundation staff will assess whether the requirements for submitting the application to the foundation's board for a decision on the granting of financial support have been met.

If a financial emergency is determined, the application will be placed on the agenda of the next foundation board meeting. If no financial emergency is identified, the applicant will be informed of the application's rejection.

2.1.2. Purpose of data processing

The purpose of data processing is to determine whether the applicant is in a state of need aligned with the foundation's objectives, to prepare for the foundation board's decision on the granting of support, and to document the statutory use of foundation resources.

2.1.3. Legal basis of data processing

The legal basis for processing data is the applicant's consent provided during the application process in accordance with Article 6(1)(a) and Article 9(2)(a) of the GDPR, as well as Article 6(1)(c) of the GDPR in conjunction with Section 7 of the Rhineland-Palatinate Foundation Act and the foundation's statutes.

2.1.4. Data sources and recipients/categories of recipients

HORNBACH group companies

The foundation uses the personnel and material resources of HORNBACH HOLDING AG & Co. KGaA and HORNBACH Baumarkt AG to manage its activities. Appropriate data protection agreements are in place with these companies.

IT service providers

Occasionally, IT service providers are engaged for hardware maintenance, software support, and provision of technical services, and they may, depending on the service, come into contact with your data.

2.1.5. Duration of storage

Data collected during the application process will be stored as long as necessary for processing the application. In cases where financial support is granted, data may be retained as set out below. Documents from rejected applications are deleted or destroyed no later than one year after the notification of the decision.

2.1.6. Consequences of non-provision, right to object, and right to erasure

You may withdraw your application and request the erasure of your application data at any time before a decision is made. If you do not provide the necessary data for application processing, the foundation will not be able to assess your eligibility for support. Data that must be retained to comply with legal obligations cannot be erased.

2.2 Granting of financial support from the foundation's funds

2.2.1 Description of data processing

If the foundation's administration identifies a financial emergency during the application process, the application is submitted to the foundation's board for a decision regarding financial support.

The decision is then made during a board meeting,

and the applicant is subsequently informed of the board's decision. If financial support is granted, payment is made as specified in the application, either directly to the applicant or to a third party named in the application.

The disbursement of financial support is contingent upon the completion of a support agreement. In addition, the recipient must provide evidence to the foundation demonstrating that the support has been used specifically to address or alleviate the financial hardship.

2.2.2. Purpose of data processing

Data processing is used to evaluate the application, execute the granting of support, and ensure that foundation funds are used in accordance with its statutes.

2.2.3. Legal basis of data processing

The legal basis for data processing is Article 6(1)(a) and (c) of the GDPR in conjunction with Section 7 of the Rhineland-Palatinate Foundation Act and the foundation's statutes.

2.2.4. Data sources and recipients/categories of recipients

HORNBACH group companies

The foundation uses the personnel and material resources of HORNBACH HOLDING AG & Co. KGaA and HORNBACH Baumarkt AG to manage its activities, for its accounting, and for payment processing. Appropriate data protection agreements are in place with these companies.

IT service providers

Occasionally, IT service providers are engaged for hardware maintenance, software support, and provision of technical services, and they may, depending on the service, come into contact with your data.

2.2.5. Duration of storage

Data related to applications and evidence of awarded support and its use is subject to various storage and documentation obligations, including tax and foundation law requirements, with storage periods of up to ten years. During this time, data processing is restricted. The storage period starts at the end of the calendar year in which the application was submitted or decided upon. Documents from rejected applications are deleted or destroyed after the notification of the decision.

2.2.6. Consequences of non-provision, right to object, and right to erasure

If you do not provide the necessary data for application processing, the foundation will not be able to assess your eligibility for support. Data that must be retained to comply with legal obligations cannot be erased.

3. Data processing for donations to the foundation

3.1 Description of data processing

For non-cash donations (bank transfer or payroll donation for HORNBAACH employees), the donor's name, donation amount, and bank details are collected and processed. If a donation receipt is requested (also applicable for cash donations), the amount, name, address, and any additional contact details needed for receipt delivery are collected and stored.

3.2. Purpose of data processing

The data processing serves the purposes of donation acceptance, proper accounting, and issuance of donation receipts.

3.3. Legal basis of data processing

The legal basis for data processing is Article 6(1)(c) and (f) of the GDPR in conjunction with Section 147 of the German Tax Code (AO).

3.4. Data sources and recipients/categories of recipients

HORNBAACH group companies

The foundation uses the personnel and material resources of HORNBAACH HOLDING AG & Co. KGaA and HORNBAACH Baumarkt AG to manage its activities, for its accounting, and for payment processing. Appropriate data protection agreements are in place with these companies.

IT service providers

Occasionally, IT service providers are engaged for hardware maintenance, software support, and provision of technical services, and they may, depending on the service, come into contact with your data.

3.5. Duration of storage

Data related to donations is subject to various storage and documentation obligations, including tax and foundation law requirements, with storage periods of up to ten years. During this time, data processing is restricted. The storage period starts at the end of the calendar year in which the donation was made.

3.6. Consequences of non-provision, right to object, and right to erasure

Data that must be retained to comply with legal obligations cannot be erased.

If you do not provide the necessary data for a donation receipt, it cannot be issued.

Anonymous cash donations can be made via donation boxes available set up at HORNBAACH for this purpose.

4. Your rights under the General Data Protection Regulation (GDPR)

4.1. Data subject rights

Under the GDPR, you have the following rights regarding the processing of your personal data:

Right of access, Article 15(1) GDPR: You have the right to request information on the personal data we hold concerning you.

Right to rectification, Article 16 GDPR: You have the right to request the correction of inaccurate personal data concerning you at any time. In addition, considering the purposes of processing, you may request the completion of incomplete data.

Right to erasure, Article 17 GDPR: You have the right to request the immediate erasure of personal data concerning you, provided the conditions set out in Article 17 GDPR are met.

Right to restrict processing, Article 18 GDPR: You have the right to request the restriction of further processing of personal data concerning you, provided the conditions set out in Article 18 GDPR are met.

Right to data portability, Article 20 GDPR: If you have provided the data yourself, you may request that we provide your data in a structured, commonly used, and machine-readable format or transfer it to another controller, as specified by you.

Right to object, Article 21 GDPR: You have the right to object at any time to the processing of personal data concerning you that is based on Article 6(1)(e) or (f) GDPR, including any profiling based on these provisions, if there are reasons arising from your particular situation.

If your data is processed for direct marketing purposes, you also have the right to object to the processing of your personal data for such marketing purposes at any time, including profiling related to direct marketing.

Right to withdraw consent, Article 7(3) GDPR: If data processing is based on your consent under Article 6(1)(a) or Article 9(2)(a) GDPR, you may withdraw this consent at any time with future effect, without affecting the lawfulness of prior processing based on consent.

To exercise these rights, please contact HORNBAACH group data protection by post at HORNBAACH Baumarkt AG, Hornbachstr. 11, D-76879 Bornheim, or by email at datenschutz@hornbach.com. Exercising these rights is free of charge.

You also have the right to lodge a complaint with a data protection supervisory authority pursuant to Article 77 GDPR. The relevant authority is the one in the federal state where you reside or where the data controller is based.

4.2 Exercising data subject rights

4.2.1. Description of data processing

If you wish to exercise your data subject rights with the respective controller listed above, you may contact them using the contact forms provided on the website, by email, or by post at the address

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specified above. Following verification of your identity, we will proceed with further processing of your personal data based on the specific right you are exercising.

If you request **access** to the personal data we hold about you, we will use the data you have provided to check our systems for any records associated with you. If we have such records, they will be extracted and prepared for disclosure.

If you request **erasure** of your data, we will check our systems for any relevant data linked to you and erase it unless retention is required due to ongoing storage periods. If erasure is not possible, we will restrict further access to the data.

If you **object** to further processing of your personal data, the relevant processing in the applicable systems will be stopped, and your objection will be recorded where necessary.

4.2.2. Purpose of data processing

The purpose of data processing is to fulfil your rights as a data subject under the General Data Protection Regulation (GDPR).

4.2.3. Legal basis of data processing

The legal basis for identification and identity verification is Article 12(6) GDPR. The legal bases for further data processing are Articles 15 to 22 GDPR, depending on the rights you are exercising. For additional information, please see the section 'Your rights' in this privacy policy.

4.2.4. Recipients/categories of recipients

To process data subject rights, we use software solutions from the following IT service providers: SAP Deutschland SE & Co. KG (Hasso-Plattner-Ring 7, D-69190 Walldorf), and Microsoft Ireland Operations, Ltd. (Atrium Building Block B, Sandycroft Industrial Estate, Dublin 18, Ireland).

4.2.5. Duration of storage

We retain correspondence related to your access request concerning data processed by us, or in the event of an objection, for a period of three years due to evidential requirements.

Requests for erasure of your data are promptly erased upon processing. If we are unable to fulfil your request for erasure fully or partially, we will retain your request and our response for a period of three years due to evidential requirements.

4.2.6. Consequences of non-provision, right to object, and right to erasure

Proper identification may not be possible without the data specified above. Without sufficient identification, we may not be able to respond to your requests. You may request the erasure of the data processed if it is not subject to mandatory storage and retention periods.