Record of attendance and privacy notice for small events in the State of Berlin.

As per the **General Data Protection Regulation** and **SARS-CoV-2-Eindämmungsverordnung – SARS-CoV-2-EindV**

in use between 14.03.2020 and 19.04.2020

Since 14.03.2020, the Berlin Senate has issued an [ordinance](https://www.berlin.de/rbmskzl/aktuelles/rathaus-aktuell/2020/meldung.906890.php)[[1]](#footnote-1) laying down emergency measures in place to limit the spread of the COVID-19 virus (SARS-CoV-2-EindV). Every event or meeting hosting more than 49 people is forbidden. When organising a meeting or an event with less than 50 people, the Berlin authorities impose on the organiser to establish a record of attendance with name, surname, contact information of the participants, which also fall under the obligations of the GDPR.

The following records contain personal data, the collection of which constitutes a processing activity, placing its creator under GDPR obligations. In order to comply with GDPR requirements, we’re informing you about the following:

**What data is collected**

We collect your first and last name, full residential address and telephone number at this [insert the name of the event](“this event”).

You are required to provide us with your personal data to obtain access to this event, in case you don’t provide us with your personal data, we can not admit you to the event.

**By whom?**

[insert your, or your organisation’s name, address and contact details, if you have appointed a DPO, mention the details here too].

**For what purpose?**

This attendance list is maintained in accordance with SARS-CoV-2-Eindämmungsverordnung – SARS-CoV-2-EindV of the 14.03.2020, that impose organisation to keep such list in order to help the Berlin health authorities to track the spread of COVID-19. The processing of personal data is, therefore, necessary to comply with our legal obligation (under SARS-CoV-2-EindV). This list may be shared with the Berlin health authorities upon request. Should we learn about the potential of COVID19 having been spread at this event, we will use your contact details on this list to protect your vital interests, those of other participants and our staff.

**For how long?**

This data will be kept for 4 weeks from the end of the event. [Retention period: §1(2) of SARS-CoV-2-EindV]. After this period your personal data on this list will be destroyed.

**Your rights**

You have the right to request access to this data or have it rectified by contacting the event organiser using [insert your preferred contact method].

Any such request is to be formulated to [insert the name of the event organiser here] directly: [insert the contact details of the event organiser here].

Should you feel your rights have not been clearly formulated to you or should you feel your request has not been dealt with satisfactorily, you have the right to lodge a complaint against us on questions involving privacy related to this event, with the Berliner Beauftragte für Datenschutz und Informationsfreiheit Friedrichstr. 219, Puttkamerstr. 16 – 18, 10969 Berlin, Telefon: +4930138890, [mailbox@datenschutz-berlin.de](mailto:mailbox@datenschutz-berlin.de)

**Attendance list**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event organiser & registered address :**  **Contact name :**  Event dates : Start : \_\_.\_\_.2020, End : \_\_.\_\_.2020 | | | |
| **N°** | **First and last name** | **Full address** | **Phone number** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |
| 21 |  |  |  |
| 22 |  |  |  |
| 23 |  |  |  |
| 24 |  |  |  |
| 25 |  |  |  |
| 26 |  |  |  |
| 27 |  |  |  |
| 28 |  |  |  |
| 29 |  |  |  |
| 30 |  |  |  |
| 31 |  |  |  |
| 32 |  |  |  |
| 33 |  |  |  |
| 34 |  |  |  |
| 35 |  |  |  |
| 36 |  |  |  |
| 37 |  |  |  |
| 38 |  |  |  |
| 39 |  |  |  |
| 40 |  |  |  |
| 41 |  |  |  |
| 42 |  |  |  |
| 43 |  |  |  |
| 44 |  |  |  |
| 45 |  |  |  |
| 46 |  |  |  |
| 47 |  |  |  |
| 48 |  |  |  |
| 49 |  |  |  |

1. SARS-CoV-2-Eindämmungsverordnung – SARS-CoV-2-EindV [↑](#footnote-ref-1)