

Coin and banknote collection of the Deutsche Bundesbank – Study room rules –

1. On request, the study room is open to users every weekday between 8:30 am and 2:30 pm (2:00 pm on Fridays). Users must be able to demonstrate that their interest is of a genuine academic nature.
2. Users are kindly requested to register in writing in advance, specifying what objects they wish to view. Requests to use the room on more than one day will be cancelled if the user fails to appear for the first appointment, unless the subsequent appointments are confirmed.
3. Access to the premises of the Deutsche Bundesbank's Central Office requires an official photo ID to be deposited.
4. Whilst on the Bank's premises, visitors must follow the instructions given by Bundesbank employees. Bags, briefcases, handbags or other luggage, as well as coats, jackets or similar items, are not permitted in the study room. Please use the lockers provided to safely store personal items.
5. Smoking, eating, drinking and chewing gum is forbidden in the study room. Users are requested to conduct themselves in a quiet and appropriate manner.
6. Users are supervised by staff responsible for the collection. In addition, the room is under camera surveillance. For details on how personal data is handled, please see the Annex entitled "Data protection notice".
7. Users are given only one coin tray or sheet/case of banknotes at a time.
8. As a rule, users may remove only one object at a time from the coin tray or sheet/case of banknotes, and must ensure it is returned to its original place.
9. Users must ensure that no items in the collection are damaged; users are liable for any damage they cause.
10. It is forbidden to bring items into the room from outside in order to compare them with objects in the collection.
11. Taking photographs is permitted only with prior permission. Photographs taken by users are to be regarded as work photographs and may be published only if the location "Numismatic collection of the Deutsche Bundesbank" is stated.
12. It is forbidden to make scans and impressions (including rubbings) of an object. Users can order high-resolution scans of banknotes or photographs of coins subject to conditions laid down in the reproduction price list.
13. Users may not leave the study room until the responsible staff member has ensured that all materials provided for viewing are complete and undamaged.
14. Failure to comply with these rules may result in the user being instructed to leave the study room and being denied access to the premises in future.

Data protection notice

The personal data (camera footage) that the Deutsche Bundesbank (Wilhelm-Epstein-Strasse 14, 60431 Frankfurt am Main, Germany, tel.: +49 (0)69 95660, email: info@bundesbank.de) collects will be used in compliance with statutory data protection rules for the sole purpose of maintaining the security of the premises. Personal data are processed in accordance with Article 6(1) letter (e) of the General Data Protection Regulation (GDPR) in conjunction with Section 3 of the German Federal Data Protection Act (*Bundesdatenschutzgesetz*).

Your personal data will be passed on to the Deutsche Bundesbank Police Control Unit in accordance with the aforementioned legal provisions.

These data will be deleted, at the latest, after seven calendar days have passed.

You can contact the Deutsche Bundesbank's Data Protection Officer by emailing datenschutz@bundesbank.de, calling +49 (0)69 9566 2369 or writing to *Deutsche Bundesbank, Datenschutzbeauftragte, Postfach 10 06 02, 60006 Frankfurt am Main, Germany*.

You have the following rights vis-à-vis the Deutsche Bundesbank in respect of your personal data:

- right of access by the data subject (Article 15 of the GDPR);
- right to rectification (Article 16 of the GDPR);
- right to erasure ("right to be forgotten") (Article 17 of the GDPR);
- right to restriction of processing (Article 18 of the GDPR);
- right to object (Article 21 of the GDPR).

In addition, pursuant to Article 77 of the GDPR, you have the right to lodge a complaint with a data protection supervisory authority regarding the processing of your personal data. The competent supervisory authority for the Bundesbank is the Federal Commissioner for Data Protection and Freedom of Information (Graurheindorfer Str. 153, 53117 Bonn, Germany, tel.: +49 (0)228 9977990, email: poststelle@bfdi.bund.de).