



# Contact report

Please fill in daily and hand over the form to your foremen. Easier way required? Use [www.lyyti.fi/reg/meyer-contact](http://www.lyyti.fi/reg/meyer-contact)

## What is a “contact”?



**5 minutes contact** to other persons inside a closed room (independent to the size of the room) is –with view on the circulating mutations of the corona virus - a contact and has to be reported in below list.

Name: \_\_\_\_\_ Company: \_\_\_\_\_ ID-Number: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of contact person	Company of contact person	Contact in Zone	FFP2-Mask worn? (x)		Shift (F=Early; S=Late; N=Night; O=without Shift)
			Yes	No	

If you don't know the name of your contact person, please report the name of the company of your contact person. If necessary, add a column to the spreadsheet or use the backside of this form.

## Many thanks for your support!

### Data protection information

The secure handling of your data has a high priority for MEYER WERFT GmbH & Co. KG. For this reason, we would like to inform you about the processing of your personal data according Art. 13 GDPR.

**Data controller:** MEYER WERFT GmbH & Co.KG, Industriegebiet Süd, 26871 Papenburg

**Data protection officer:** Data protection officer of the MEYER WERFT GmbH & Co.KG, Industriegebiet Süd, 26871 Papenburg, e-mail: [privacy@meyerwerft.de](mailto:privacy@meyerwerft.de)

**Purpose and legal basis for the data collection and processing**

Due to the corona pandemic, your data will be processed to document contact lists for the following purposes:

- Exercising proper duty of care as an employer according to § 618 BGB (obligation to take protective measures)

**Recipients of your data**

The recipients of your data are persons who are responsible for the collection of the contact lists in the respective zones. In the event of an existing infection, a further data transfer will be made to the public health department in accordance with the legal requirements (IfSG). No further data transfers will take place without your consent. A transfer to third countries or international organisations is not intended.

**Storage of your data**

Personal data will be deleted as soon as the purpose for storage no longer applies. Due to legal retention periods, we may be obliged to store the data for a longer period of time.

**Your Rights**

Upon written request, we will inform you in accordance with Art. 15 GDPR and in accordance with our legal obligation under Art. 12 GDPR whether and which of your personal data is processed or stored by us. Furthermore, you have the right to have incorrect data corrected in accordance with Art. 16 GDPR, data transferability in accordance with Art. 20 GDPR, blocking and deletion of your personal data in accordance with Art. 17 GDPR - provided that there are no legal storage obligations to the contrary - as well as the right to restrict processing in accordance with Art. 18 GDPR. In addition, you have the right to contact the competent supervisory authority pursuant to Art. 77 GDPR.

**In addition, you have the right to object pursuant to Art. 21 GDPR.**

You have the right to withdraw your consent at any time in accordance with Art. 7 (3) GDPR.

Please send all inquiries directly to [privacy@meyerwerft.de](mailto:privacy@meyerwerft.de).

