

**General Terms of Use for Parking Facilities
of the University of Bonn (dated February 1, 2025)**

§ 1

General provisions

- (1) The Terms of Use outlined below regulate usage of parking facilities of the University of Bonn (spaces, lots, etc.) for paid parking located within the Bonn city limits.
- (2) Any civil service staff council agreements between the University of Bonn and its staff representation body governing the usage of parking facilities remain unaffected by these Terms of Use.
- (3) The University of Bonn provides parking facilities for usage on a private-law basis.
- (4) Use of the parking areas is subject to a fee and is only permitted with a valid parking permit. Permanent parking permits (§ 2), daily parking permits (§ 3) and parking machine tickets (§ 4) are considered parking permits. Parking permits are valid for the period indicated on the permit and for the parking area assigned by Infrastructure and Facility Services (Section 4.1).
- (5) Parking area users must observe the provisions of the Road Traffic Regulation (Straßenverkehrsordnung) and Road Traffic Licensing Regulation (Straßenverkehrszulassungsordnung) as currently amended. In particular, users are required to exercise consideration vis-a-vis other users, parking their vehicle in such fashion as to avoid blocking or posing a hazard to other users.
- (6) Motor vehicles may only be parked in the parking areas that have been provided for this purpose and bear signage to this effect. Clear, unambiguous signage will be used to designate parking areas. The following, in particular, are prohibited:
 1. Parking vehicles on a long-term basis
 2. Parking vehicles on green spaces, walkways, bike paths, in drive aisles, entries and exits, emergency access roads or parking zones, in or in front of building and garage entrances, blocking emergency exits or in places where parking a vehicle could impede vehicle or pedestrian traffic
 3. Parking vehicles that are in need of repair, unfit for road use or lack valid registration
 4. Parking vehicles with a permissible total weight of more than 3.5 t, trailers and similar means of transport. This does not include University of Bonn vehicles

§ 2

Permanent parking permit

- (1) Permanent parking permits are issued by Section 4.1 upon application.
- (2) The following are eligible to apply for a subscription parking pass:

1. University instructors who count as University of Bonn staff pursuant to the Higher Education Act
2. Adjunct faculty/lecturers teaching less than four course hours
3. Enrolled students and registered/enrolled doctoral students of the University of Bonn
4. Employees of external, independent institutes affiliated with the University and of the cooperating organizations named in the course catalog
5. Individuals who regularly perform work for and on behalf of the University of Bonn on a long-term basis, such as staff of University Hospital Bonn and Studierendenwerk Bonn or staff of external service providers and contractors under time-period framework agreements

Other individuals may be eligible to apply on the basis of a civil service staff council agreement between the University of Bonn and its staff representation body.

- (3) Proper applications are approved given available parking capacity; applicants receive a permanent parking permit for their specific vehicle and a specific parking area. There is no legal entitlement to allocation of a parking space. Institutes which have parking available in the immediate vicinity of the institute building (postal address) can apply to Section 4.1 to have a maximum of two parking spaces allocated to the institute for assignment to individual staff members.
- (4) Permanent parking permits may only be used for the vehicle or registered motorcycle whose license plate number is registered with Section 4.1. Allowing others to use parking permits for unregistered vehicles is prohibited. Section 4.1 must be notified without delay of any unexpected, temporary change of vehicle.
- (5) Parking users in possession of an ID card for the severely disabled of classes aG, G, GI or BI, or who are eligible for an official blue or orange parking ID can apply for a specially designated parking space near their place of work.
- (6) Car pools will receive a parking permit upon request and must name one person in the car pool to be responsible as the contact person and for paying the parking fees. The members of the car pool are responsible for sharing the parking permit among them.
- (7) University institutes can apply for special permits (visitor permits) that they can provide to their visitors.
- (8) The maximum parking pass validity period for students, external service providers and external contractors under time-period framework agreements is one year pursuant to § 2 (2) no. 5; for all other personnel three years from the issuance date. Section 4.1 will issue a new parking permit for the next validity period in timely fashion before the permit expires.
- (9) Section 4.1 must be notified immediately of any changes in circumstances requiring updating of the data from the parking permit application so that a new parking permit can be issued.

- (10) Section 4.1 must be notified immediately if a parking permit is lost.
- (11) Parking permits can be canceled by giving Section 4.1 14 days' notice in writing effective at the end of a calendar month. Parking permits must be returned to Section 4.1 promptly after the end of the cancellation notice period.
- (12) Permits become invalid when the eligibility as per paragraph 2 for parking is lost. Section 4.1 must be notified without delay in writing if eligibility is lost. Para. 11, sentence 2 applies accordingly.
- (13) Users will be notified of any parking fee changes at least four weeks in advance of the effective date of the changes. In such case, users are entitled to terminate the parking pass subscription with immediate effect. Para. 11, sentence 2 applies accordingly.
- (14) The right to cancellation for cause remains unaffected. The University of Bonn shall in particular have cause in case of late payment exceeding one month and repeat breach of these Terms of Use, including particularly repeated blocking of other users' vehicles through improper parking.

§ 3

Daily parking permit

- (1) Individuals entitled to apply for a subscription parking pass and guests of University organizational units and at University events can purchase daily parking passes. These passes may be purchased in advance for use as needed. § 2 paragraph (3) applies accordingly.
- (2) A permit is only valid if the date of use has been completely and correctly filled in.

§ 4

Parking machine ticket

In addition to a valid permanent or daily parking permit, the parking areas in the locations indicated in **Annex 1** can also be used by the general public with a ticket from the parking ticket machines installed there. The terms of use displayed on the parking ticket machines also apply.

§ 5

Parking fees; fee exemptions

- (1) The monthly fee for permanent parking permits is €18.00. The fee is paid by direct debit. The full fee is payable for every month commenced. Parking permit fees

paid are non-refundable, in full or in part.

- (2) Daily parking permits are available from Section 4.1 for a fee of €1.20 (preferably card payment).
- (3) Parking machine tickets are available at the terms and conditions indicated at the parking ticket machine concerned.
- (4) Individuals in possession of an ID card for the severely disabled of classes aG, G, GI or BI, or a blue or orange parking ID shall be exempt from the obligation to pay fees.
- (5) External service providers and contractors are exempt from parking fees for the duration of their active work deployment for the University.
- (6) Section 4.1 will decide on cases of hardship where applicable.

§ 6

Displaying the parking permit in the vehicle

Parking permits must be displayed behind the windshield of vehicles parked in designated parking areas so as to be well-visible and clearly readable from the outside. Motorcycles requiring registration are registered in the database and their license plate numbers are used to determine parking eligibility.

§ 7

Entry-controlled parking areas

- (1) Parking areas to which entry is restricted by means of a barrier, i.e. underground or above-ground parking garages with boom gates at the entrance, may only be accessed by individuals who hold a corresponding key, code card or transponder (access keys). Access keys are issued exclusively to permanent parking permit holders if capacity allows, subject to the criteria in **Annex 2**.
- (2) Access keys must be returned promptly to Section 4.1 if and when the holder is no longer eligible for parking. A fee of €40.00 is payable for a lost or damaged access key unless the user can demonstrate that the University incurred lower or no expense as a result.
- (3) § 2, para. 10 and 12 apply accordingly.

§ 8

Violation of the terms of use; contractual penalty

- (1) For parking a vehicle in breach of these Terms of Use the registered owner is subject to a contractual penalty of €20.00.

- (2) The University of Bonn reserves the right to have vehicles parked in breach of these Terms of Use towed without warning at the registered owner's expense.

§ 9

Liability

Except for breaches of primary contractual obligations, the University of Bonn and its vicarious agents shall only be liable for damage to parked vehicles in cases of willful intent or gross negligence. This also applies to any damage to a vehicle in connection with towing.

§ 10

Data protection

Section 4.1 of the University of Bonn processes personal data for parking area users in accordance with the EU General Data Protection Regulation and Data Protection Act of North Rhine-Westphalia (Datenschutzgesetz Nordrhein-Westfalen, DSG NRW) to the extent required to perform its duties in connection with parking area management and user relationship management. See Annex 3 attached for further information regarding the gathering and processing of data.

§ 11

Other provisions

- (1) Section 4.1 shall act as a contact for all matters relating to parking area management and all other parking matters.
- (2) These Terms of Use are subject to change. The Terms will soon be released in an Official Announcement of the University of Bonn, pursuant to a resolution adopted by the Rectorate.

Bonn, February 01, 2025

Prof. Dr. Dr. h. c. M. Hoch
Rector of the University of Bonn

Annex 1: Parking areas with parking ticket machines

Carl-Troll-Straße 31

Meckenheimer Allee 166 and 168/Wolfgang-Paul lecture hall

Nussallee

Wegelerstraße 12

Endenicher Allee/Mensa

Campus Poppelsdorf 1

Gerhard-Domagk-Straße 3

Nachtigallenweg 68

Annex 2: Criteria for parking space assignment in gated parking facilities

The primary criterion is being employed by the institute, department, etc. which is located adjacent or in the immediate vicinity.

A point system is used for decision-making regarding the assignment of parking spaces:

- Commuting distance one-way home <-> work

< 5 km	0 points
5–10 km	1 point
10–15 km	2 points
15–50 km	3 points
> 50 km	4 points
- More than 1 hr. one-way travel time to work required with public transportation:
3 points
- Child under the age of 6: per child 2 points
- Child aged 6 to 11: per child 1 point
- Single parent with child aged 11 or under 3 points

Annex 3

Information on Data Collection and Data Processing

1. Name and contact data of the data controller and data protection officer

Universität Bonn

Section 4.1

Infrastructure and Facility Services

Poppelsdorfer Allee 31-33

53115 Bonn

Email: prb@verwaltung.uni-bonn.de

Phone: +49 (0)228 73-5475

Data protection officer:

Derya Kartal

Adenauerallee 72-74

53113 Bonn

Email: datenschutz@uni-bonn.de

Represented by:

Eckhard Wesemann & Thomas Rütten

Dezernat 1, Abt. 1.0

Poppelsdorfer Allee 31-33

53115 Bonn

Email: datenschutz@uni-bonn.de

2. Collection and storage of personal data and type and purpose of use

Personal data is collected for the purpose of parking area management at the University of Bonn.

Data processing is performed pursuant to Art. 6 para. 1 sentence 1(b) GDPR.

The personal data collected from you will be deleted or blocked as soon as the purpose for which it was stored no longer applies. Storage can potentially extend beyond this point where necessitated by European or national legislation reflecting EU-wide directives, laws or other rules to which the Data Controller is subject. The data must then be locked or erased upon expiration of the retention period stipulated by the aforementioned standards, unless it is necessary to continue storage of the data for reasons of entering into or completing a contract.

3. Disclosure of data to third parties

The data is not forwarded to third party for any reasons beyond those indicated in the following. Insofar as it is required by Art. 6 para. 1 sent. 1(b) GDPR, your personal data is forwarded to third parties as required for the execution of legal relationships with you. This includes in particular data transfer to the PARKEON company for EC card payment at parking ticket machines. Transferred data may only be processed by third parties for the stated purposes.

4. Rights as data subject

You have the right

- presuming you have issued consent and pursuant to Art. 7 para. 3 GDPR to revoke your consent to the data controller at any time. This dictates that no further data processing based on that consent may be conducted;
- under Art. 15 GDPR to demand information on the personal data concerning you that has been processed by the data controller indicated above. In particular, you can demand information about
 - the purposes of the processing,
 - the category of personal data,
 - the categories of recipients to whom your data have been or will be disclosed,
 - the planned storage period or, if specific information cannot be provided, the criteria used to determine the storage period,
 - the existence of the rights to rectification, erasure, restriction of processing and objection,
 - the right to lodge a complaint,
 - for data not collected by the above-mentioned data controller, the source of your data,
 - the existence of any automated decision-making, including profiling and, if applicable, meaningful detailed information in this regard;
- under Art. 16 GDPR to demand the rectification of inaccurate personal data concerning you that is stored by the above-mentioned data controller, or the completion of incomplete personal data without undue delay;
- under Art. 17 GDPR to demand erasure of personal data concerning you that is stored by the above-mentioned data controller. This does not apply in the following cases:
 - for processing to exercise the right of freedom of expression and information,
 - for compliance with a legal obligation to which the controller is subject,
 - for reasons of public interest,
 - for the establishment, exercise or defense of legal claims, or
 - for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Art. 89, para. 1 GDPR, insofar as the erasure of the data is likely to render impossible or seriously impair the achievement of the objectives of that processing, continued storage of the data is necessary;
- under Art. 18 GDPR to demand restriction of processing of your personal data if the conditions indicated there apply;
- under Art. 20 GDPR to receive the personal data concerning you, which you have provided us, in a structured, commonly used and machine-readable format or to demand that this data be transmitted to another controller, and
- under Art. 77 GDPR to lodge a complaint with a supervisory authority without prejudice to any other administrative or judicial remedy. The competent supervisory authority is: Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein- Westfalen, Postfach 20 04 44, 40102 Düsseldorf, Germany.

5. Duty to cooperate

Pursuant to the aforementioned legal rules and regulations, you are not obligated to provide your data. If you do not provide your data or make it available to the above-mentioned

controller:

- Applications for subscription parking passes cannot be processed (despite eligibility)
- Applications for parking fee exemption for staff cannot be processed
- EC card payment at parking ticket machines is not possible.

6. Right to object

If your personal data is processed based on legitimate interests in accordance with Art. 6, para. 1, sentence 1, lit. e GDPR, you have the right, under Art. 21 GDPR, to object, on grounds relating to your particular situation, to processing of your personal data.

To exercise this right, an email can be sent to the aforementioned data controller.