

Otto-von-Guericke-Universität Magdeburg  
Studierendenrat - Postfach 4120 - 39106 Magdeburg, Germany

**Loan Contract A2**

**Date:** .....

**Equipment Hire**

**Consecutive number:** A2- .....  
(Will be filled out by the student council)

**Personal Information of the renter (all mandatory information)**

Name .....

Street.....

Postcode..... City .....

Country.....

Telephone ..... E-mail .....

Proof of university affiliation towards OvGU was shown   
(No copy needed)

**I acknowledge receipt of the following equipment from the student council (following: lender)**

(Where applicable, list in inventory number order)

.....

.....

.....

The equipment is handed out in return for payment of a deposit of ..... €.

This deposit can be returned upon return of the equipment with no defects and return of the deposit receipt.

The return of the equipment mentioned above by the renter shall take place no later than ..... (insert date and time).

In the case of late return of the equipment the renter is obliged to pay a **fee** of ..... € per day to the lender.

**Data protection**

The student council deletes the data on 15.01, 30.03, 30.6 or 30.9 of each year after a equipment loan. However, the data is stored for at least 2 weeks in order to ensure that undetected defects can be traced back to persons.

In the event that defects or damages were found in the redemption of the rented items, the personal data will be stored for 3 months. During this period, it is decided whether the damage or defects must be replaced. If no replacement has to be made, the data will be deleted as in the first paragraph. In the case of monetary compensation, the data are stored for 10 years after the UStG § 14b. After the 10 years the data will be deleted once a year on 30.01.

In general, the data is processed according to the DSGVO art. 6 para. 1 b and the personal data collected are prescribed by contract. All personal data must be provided, otherwise this contract is considered invalid.

The student council is obliged to only use the personal data of the Contracting Party for the completion of the equipment hire and if necessary for settlements and accounting purposes. The student council also provides information on the own personal data on request. There is also the right to correct the own personal data at any time.

This is supervised by the Otto-von-Guericke-Universität as a supervisory authority and complains can be sent to them.

The renter must treat the equipment carefully. The equipment must be returned in an undamaged and clean condition. Any damages or defects in place when the equipment is handed over to the renter will be recorded in writing in this handover report.

The renter is fully liable for any purposely or negligently damages or defects to the equipment. The borrower is liable for intentionally or negligently caused on lendable damage or defects. This particularly applies to damages caused as a result of faulty operation. In the case of culpably caused damage or defects the lender is legitimated to retain the deposit in whole or a part; further legal claims of the lender remain unaffected. Moreover, it is not allowed to loan the equipment to a third party without permission of the lender.

Costs resulting from transportation of the equipment including the transport risk has the renter to bear.

**Damages or defects present when the equipment is handed over to the renter:**

.....  
.....  
.....  
.....

**Damages or defects identified when the equipment is returned to the lender:**

.....  
.....  
.....  
.....

**Handover by:**

**Handover to:**

.....

.....

Lender (name)

Renter (name)

**Return date and time:** .....

**Return to:**

**Return by:**

.....

.....

Lender (name)

Renter (name)

Otto-von-Guericke-Universität Magdeburg - Studierendenrat - Postfach 4120 - 39016 Magdeburg

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