

**Coin and banknote collection of the Deutsche Bundesbank  
– Study room regulations –**

1. As a rule, the study room is open to visitors every weekday between 8:30 and 14:30 (14:00 on Fridays). Visitors must be able to demonstrate that their interest is of a genuine academic nature.
2. Visitors are requested to register in writing in advance. Requests to use the room on more than one day will be cancelled if the visitor fails to appear for the first appointment, unless the subsequent appointments are confirmed.
3. Access to the study room, which is located on the premises of the Deutsche Bundesbank's Central Office, is permitted only if visitors leave official photo ID at the main entrance.
4. Visitors must follow the instructions of the supervisory staff. Bags, folders, handbags or other luggage, as well as coats, jackets or similar items, must not be placed on the desks.
5. It is forbidden to smoke, eat, drink or chew gum at the desks. Visitors are requested to conduct themselves in a quiet and appropriate manner.
6. Visitors are supervised by staff responsible for the collection. In addition, the room is under camera surveillance. Details on the handling of personal data can be found in the annex entitled "Data protection notice".
7. Visitors are given only one coin tray or sheet/case of banknotes at a time.
8. As a rule, visitors may remove only one object at a time from the coin tray or sheet/case of banknotes, and they are to ensure it is returned to its original place.
9. Visitors must ensure that no items in the collection are damaged; visitors 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 visitors are to be regarded as work photographs and may be published if the location "the Deutsche Bundesbank's numismatic collection" is stated.
12. As a rule, it is forbidden to make scans and impressions (including rubbings) of an object. Visitors can order high-resolution scans of banknotes or photographs of coins subject to the conditions of the reproduction price list.
13. Visitors may only leave the study room once the supervisory staff have ensured that all materials provided for viewing remain complete and undamaged.
14. If the fire or security alarm sounds, visitors must follow the instructions given by the staff responsible for the numismatic collection. This generally involves immediate evacuation of the premises.
15. Failure to comply with these regulations may result in the visitor being instructed to leave the study room.

## 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](mailto: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 concerning 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 supervisory authority regarding the processing of your personal data. The competent supervisory authority for the Deutsche Bundesbank is the Federal Commissioner for Data Protection and Freedom of Information (Graurheindorfer Strasse 153, 53117 Bonn, Germany, tel.: +49 (0)228 9977990, email: [poststelle@bfdi.bund.de](mailto:poststelle@bfdi.bund.de)).