



Hamburgische Architektenkammer
Eintragungsausschuss
Grindelhof 40
20146 Hamburg

**Notification by foreign professionals on the start of an activity
according to § 1 Hamburgisches Architektengesetz (HmbArchTG) in the Free and Hanseatic
City of Hamburg**

In accordance with HmbArchTG as amended 11.04.2006 (HmbGVBl. p. 157), changed on 18.11.2008 (HmbGVBl. p. 384.

1. Personal details:

Surname (birth name may be different - please enclose a copy of the certificate of name change)

First name (please highlight forename where applicable)

Date of birth

Place of birth / country

Citizenship

2. Address / Private contact details:

Street address

Postcode, city, country

Telephone

Fax

Mobile telephone

Email

3. Office address / Professional contact details:

Office name, company, employer or department

Street address

Postcode, city, country

Telephone

Fax

Extension number

Email

4. In accordance with § 9 para. 2 HmbArchTG I hereby notify you about my intention to start an activity in the Free and Hanseatic City of Hamburg pursuant to § 1 HmbArchTG.

5. I exercise the following professional activity in accordance with § 1 HmbArchG in the state of origin as demonstrated by the attached certificate from the responsible local body:

- Architekt*in (architect)
- Innenarchitekt*in (Interior designer)
- Landschaftsarchitekt*in (landscape architect)
- Stadtplaner*in (urban planner)

Job title in the original language

Responsible body in the country of establishment

6. I practice the activity specified above according to § 1 HmbArchG as follows:

- freelance within the meaning of § 2 para. 2 HmbArchG
- not freelance (e.g. employed or construction)

7. In addition to the activity specified above, I also practice the following professional activity/activities:

8. I have obtained the following academic degrees, state-awarded titles, official titles:

e.g. Dipl.-Ing. (University), Dr.-Ing., Master of...; please enclose the certificate as an officially certified copy)

9. I have obtained the following qualification for theoretical vocational education:

Study programme / subject area (please enclose a certified copy of your diploma)

Institution / city / country

Standard duration of study programme (in calendar years; please enclose a certificate of the duration / content of the programme)

10. I hereby declare (if not applicable please cross out) that

- a) I have not been prohibited from exercising one of the activities specified in § 1 HmbArchG in accordance with § 70 Strafgesetzbuch (StGB), not even temporarily in accordance with § 132a Strafprozessordnung (StPO) - or § 35 para. 1 Gewerbeordnung (GewO),
- b) I have not been legally sentenced to a penalty for a crime or misdemeanour, the commission of which could result in my being unsuitable for fulfilling the professional duties pursuant to § 1 HmbArchG,
- c) I am not legally incapacitated and no support for my financial affairs has been ordered,
- d) I have not given an affidavit within the last five years, no insolvency proceedings have been opened against my assets or have been rejected for lack of assets
- e) to the best of my knowledge, no criminal proceedings or proceedings under letters a) to d) have been initiated.
- f) I am not registered in a list of architects (Architekten) or urban planners (Stadtplaner) in another country in the Federal Republic of Germany.
- f) I am not registered in the List of Architects and Urban Planners in another Federated State of Germany

11. Pursuant to § 26 para. 3 Sentence 1 of the HmbArchG, the HAK is legally obliged to provide information to anyone, if a legitimate interest is demonstrated, from the lists and registers maintained in accordance with § 3 para. 1 HmbArchG. The information contained therein may also be published by the HAK or transmitted to others for the purpose of publication, provided that the data subject has been informed of the intended publication and does not object to it (§ 26 para. 3 Sentence 2 HmbArchG). The data are currently being published on the website of the HAK and the Bundesarchitektenkammer (BAK).

- I hereby object to the above-mentioned publication of my data by the HAK and BAK

I hereby confirm that the above information is correct and complete. I have received and took note of the attached data protection information.

Place/date

Name of applicant

DECLARATION ON PROFESSIONAL LIABILITY INSURANCE



Last name First name

Date of birth / place of birth indication of the register and entry no. therein (if applicable)

1. In accordance with § 19 para. 2 No. 5 Hamburgisches Architektengesetz (HmbArchG) I hereby declare that (please tick the applicable statements and complete the statements if necessary):

I work independently and provide the usual services of my subject area. I am adequately insured against professional liability according to the scope and type of my independent professional activity and have attached a **recent confirmation of my insurer**.

I work independently but do not provide all of the usual services of my subject area, but rather the services specified below. I am adequately insured against professional liability according to the scope and type of my independent professional activity and have attached a **recent confirmation of my insurer**.
Types of services:

.....
Please complete (e.g. expert opinion, construction supervision).

I am currently only practicing the following **non-independent activities** within the context of other employment relationships without self-employed obligations in the sense of a contract for work and services:

.....
Please complete (e.g. activity as an employee, as a freelancer without contractual obligations).

I am currently not working.

2. I hereby declare that before undertaking a new assignment, which may lie beyond the scope of the previously insured self-employed activities, I will ensure to be insured against any liability claims (appropriately and accordingly within the scope and type of the new activity) that may arise from this new professional activity, and will prove this insurance to the Hamburgische Architektenkammer **in advance**.

Date Name of applicant

Annex (if required): Confirmation from the insurer of adequate professional liability insurance

Data Protection Notice for Entries in the HAK Registration List and Registers, Interested Parties and Contractual Partners

The following information provides an overview of how the Hamburgische Architektenkammer (Hamburg Chamber of Architects – **HAK**, unofficial English title) processes your personal data and informs you of your data protection rights under the EU General Data Protection Regulation (EU GDPR). The specific personal data processed and the way the HAK uses such data depend on the respective context.

1. Who is responsible for data processing at the HAK, and to whom should inquiries be directed?

Responsible controller:

Hamburgische Architektenkammer
Körperschaft des öffentlichen Rechts
Grindelhof 40
20146 Hamburg
Phone: +49 40 441841-0
Fax: +49 40 441841-44
Email: info@akhh.de
Website: www.akhh.de

Data Protection Officer:

Mr. Christian Tomaske
Email: ct@ufdi.de
Phone: +49 5721 820999-1

2. For what purposes does the HAK process personal data?

The HAK processes personal data primarily for the fulfilment of its statutory tasks pursuant to § 14 Hamburgisches Architektengesetz (Hamburg Architects Act — **HmbArchTG**, unofficial English title). In addition, the Chamber processes personal data for the administration and continuation of its ongoing operations. In this context, names and contact details of data subjects at suppliers and service providers are processed.

3. Which data and data sources does the HAK use?

The HAK primarily processes data received directly from registered members and other data subjects. Furthermore, to the extent required for the performance of its statutory duties, the HAK processes personal data obtained lawfully from publicly accessible sources (e.g., commercial registers, partnership registers, the internet) or data legitimately transmitted by other public authorities (e.g., other chambers of architects, public

prosecutors, courts, social security agencies, insurance companies).

§ 26 (2) HmbArchTG contains a list of categories of data which the HAK regularly processes in fulfilling its statutory obligations. These include family name, given name(s) and birth name, gender, academic degrees, date of birth, residential address, business addresses, and employment locations, telecommunications contact details (telephone numbers, fax numbers, email addresses), field of specialisation and professional activities, information on professional training, practical experience, and any public appointment and swearing-in as an expert by the HAK, nationality, state of origin, and home country, registration refusals, professional misconduct, measures in disciplinary proceedings, blocking and deletion of entries in the architects' and urban planners' registration list or in the registers pursuant to § 3 (1) HmbArchTG, information and evidence relating to the fulfilment of professional obligations, including proof of adequate insurance coverage under §§ 10 (3) and 19 (2), (5) HmbArchTG, other data in the interest of the data subject or company and with their consent, such as professional focus areas or additional qualifications.

4. On what legal basis does the HAK process your data?

The HAK processes personal data in accordance with the provisions of the EU GDPR, national data protection laws, and the data processing regulations of the HmbArchTG.

a) Performance of tasks in the public interest (Art. 6(1)(e) GDPR)

Personal data is processed insofar as necessary to fulfil the statutory duties arising from § 14 HmbArchTG.

b) Based on your consent (Art. 6(1)(a) GDPR)

Where you have given consent for the processing of personal data for specific purposes, such processing is lawful on the basis of your consent. Consent may be withdrawn at any time and without formality (e.g. by email to datenschutz@akhh.de). Withdrawal applies only to future processing and does not affect the lawfulness of data processed prior to withdrawal.

c) Based on legal obligations (Art. 6(1)(c) GDPR)

As a corporation under public law, the HAK is subject to various statutory obligations, particularly under § 26 (3), (4) HmbArchTG.

d) For the performance of a contract or pre-contractual measures (Art. 6(1)(b) GDPR)

Personal data is also processed for the performance of contractual obligations of the HAK (e.g., service, work, or lease agreements).

5. Who receives the data?

The HAK discloses personal data only where statutory provisions (§ 26 HmbArchG) permit such disclosure. Recipients include:

- The Pension Fund of the Baden-Württemberg Chamber of Architects,
- The German Architects' Journal (Deutsches Architektenblatt — DAB),
- Authorities (courts, public prosecutors) and other public bodies (architects' chambers, social security institutions) within Germany and abroad, and
- Requesting parties with a legitimate interest.

6. Is data transferred to third countries?

Data transfers to entities in countries outside the European Union ("third countries") occur where permitted under § 26 (4) HmbArchG or where you have given your consent. Such transfers may arise, for example, in connection with foreign criminal investigations or the recognition of your professional qualifications in third countries.

7. How long is data stored?

Data stored by the HAK are deleted once they are no longer required for fulfilling the Chamber's statutory duties. Generally, data are deleted five years after removal from the registration list and registers. Additional retention periods of six or ten years apply due to commercial and tax legislation (German Commercial Code and Fiscal Code). Other contact data are deleted after four years.

8. What rights do data subjects have?

Every data subject has:

- the Right of access (Art. 15 GDPR),
- the Right to rectification (Art. 16 GDPR),
- the Right to erasure (Art. 17 GDPR),
- the Right to restriction of processing (Art. 18 GDPR), Right to object (Art. 21 GDPR), and
- the Right to data portability (Art. 20 GDPR).

To exercise these rights, please contact the HAK, for example via email at: datenschutz@akhh.de.

You also have the right to lodge a complaint with a supervisory authority if you believe that the processing of your personal data violates the GDPR (Art. 77 GDPR).

Responsible regulatory authority:

Hamburg Commissioner for Data Protection and Freedom of Information

Ludwig-Erhard-Str. 22, 7th Floor
20459 Hamburg

Phone: +49 40 42854-4040

Email: mailbox@datenschutz.hamburg.de

Website: www.datenschutz-hamburg.de

You may also contact our Data Protection Officer at the contact details listed in Section 1 if you believe that your personal data is being processed unlawfully.

Last updated: April 2026