

## CONSENT FORM

### Processing and disclosure of personal data and information

#### **Collection and processing of personal data:**

Personal data is used in accordance with the provisions of the German Federal Data Protection Act (*Bundesdatenschutzgesetzes* or *BDSG*). Personal data refers to information that can be used to identify a person. This information includes the name, address, postal address and telephone number, among other data. It does not include information that cannot be directly linked to a person's real identity.

Personal data is collected and required during counselling to cooperate with relevant authorities and institutions. All information is stored for up to two years after counselling ends and is then destroyed. The need to store the data is reassessed every three years. This necessity is set out in the processing operations register and is available to be viewed by the client.

#### **Security:**

The counselling centre is required to take technical and organisational security measures in accordance with para. 9 of the German Federal Data Protection Act to protect the data it manages against accidental or deliberate manipulation, loss, destruction or access by unauthorised persons.

Access to the data is restricted to a small number of authorised persons and to persons particularly bound to data protection who are charged with managing the technical and administrative aspects of data.

#### **Disclosure to third parties:**

Your data is processed and used for the purpose of counselling, for formal applications or when cooperating with authorities or institutions only with the client's explicit consent. Data is never sold, loaned or made available to third parties in any other way. Personal data is only divulged to state-run facilities and authorities if required by binding national laws.

#### **Statistical information:**

Counselling centres collect statistical information for funders, country reports, etc. The stored data is only used for statistical purposes and contains no reference to individual persons.

#### **Right of access:**

As provided by para. 34 of the German Federal Data Protection Act, you have an unconditional right to free access to your data stored by the counselling centre and, as provided by para. 35 of the German Federal Data Protection Act, to have unlawful data deleted or blocked, and to have any inaccurate data corrected.

#### **Data Protection Officer/Contact:**

Personal data is stored, processed and, provided you did not object to its use, only used to provide professional counselling and support by the counselling centre  in accordance with the German Federal Data Protection Act. If you do not consent to data processing and storage, you can object to processing and storage in writing at any time.

#### **Contact:**

Name:

Address:

Telephone:

Email:

I, , hereby declare that I agree to the counselling centre staff storing and processing the information and data concerning me as described above.

In

Date

Signature