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**Logo of**

**project management organisation**

# Information sheet regarding collection of your personal data (Article 14 GDPR)

(Date: 22 July 2020)

The scheme in which you are participating is financed from federal funds. As the project management organisation and therefore the party responsible for the project,       must use certain criteria and indicators to prove that the scheme’s objective has been achieved. Your personal data is also recorded as part of this.

      is responsible for the protection and security of your data and is obliged to inform you about the processing of this data and about your rights. The following information is provided to you for this purpose:

Contact details for the data controller:

Contact details for the data protection officer:

Purpose of processing:

As part of the project funding, the success of the project must be verified by monitoring the performance. Certain data about you needs to be collected to ensure that the scheme has been implemented correctly and to provide the necessary statistical reporting on the achievement of objectives (in particular the number of participants reached).

In accordance with Article 4 (1) (1) of the General Data Protection Regulation (GDPR), personal data means any information relating to an identified or identifiable natural person.

As the management organisation for the scheme,      is obliged by the grant allocation decision [/ transfer agreement with the central body      ] to collect the data and to comply with the data protection regulations. The data will be collected, managed and stored only to the extent required to monitor the project performance. Personal data in this context includes your surname, first name, date of birth, country of origin.

Legal basis for processing your personal data:

The legal basis for recording your personal data is provided by the grant allocation decision including the General Auxiliary Conditions for Grants Provided for Projects (ANBest-P), which the project management organisation received upon project approval.

Duration of data storage:

In accordance with No. 6.5 of the General Auxiliary Conditions for Grants Provided for Projects (ANBest-P), the retention period for all documents associated with the funding is in principle five full calendar years following the submission of the documentation of the use of funds (No. 6.5 ANBest-P, Administrative Instruction No. 7.1 to Article 44 of the Federal Budget Code (Bundeshaushaltsordnung – BHO). The period begins at the end of the budget year in which the documentation of the use of funds was submitted. The data will be routinely deleted after the end of the period. If the monitoring/administrative procedure is extended (for example in the event of an appeal process), the retention period will be extended in line with the duration of these procedures.

Recipient category

The project management organisation       [and the central body that has taken on the central coordination and administration of the schemes in the federal state of      ] will send the list of participants that includes your personal data to the funding body as evidence of the scheme’s implementation, and on request will also send the attendance records bearing your signature. The funding body – in this case the Federal Office for Migration and Refugees (BAMF) – will process your data based on Article 6 (1) (c) GDPR in conjunction with Article 44 of the Federal Budget Code (BHO). The lists of participants can be used to track correct implementation of the scheme and monitor the performance.

In cases where third parties perform tasks as part of overarching related projects (such as evaluation of the funding programme, organising overarching networking events, providing software) that are associated with the recording and processing of data, these third parties have been explicitly instructed to observe the data protection regulations and are obliged to comply with these.

In the course of monitoring the project performance as prescribed by budgetary law, the funding body may forward data to public authorities that are charged with checking the information that underlies the application.

Your rights relating to data protection:

If personal data is processed, data subjects have the right to receive information about the personal data stored in relation to them (Article 15 GDPR).

If inaccurate personal data is processed, the data subject has the right to rectification (Article 16 GDPR).

If the legal requirements are met, you have the right to demand erasure or restriction of processing or to object to processing (Article 17, 18 and 21 GDPR).

If you make use of one of your aforementioned rights, the public authority will check whether the legal requirements for this are met.

You also have the right to complain to the Federal Commissioner for Data Protection and Freedom of Information (BfDI).

Objections to processing (Article 21 GDPR) and the right to complain to the relevant data protection supervisory authority[[1]](#footnote-1):

1. Contact details for the relevant data protection officers in the federal states and the supervisory authorities for the private sector can by found on the website of the Federal Commissioner for Data Protection and Freedom of Information ([www.bfdi.bund.de](http://www.bfdi.bund.de/)) in the ‘Infothek’ section under ‘Anschriften und Links’ (on the German version of the site). [↑](#footnote-ref-1)