

Data protection declaration

for the **participants** of the project “**Professional qualification for young professionals from North Macedonia and from Kosovo**” on the storage and use of personal data by GIZ in Düsseldorf, OE 3910. As the protection of personal data is very important for GIZ, this declaration explains what data relating to the participants and Alumni of the project “**Professional qualification for young professionals from North Macedonia and from Kosovo**” is stored and the purpose for which it is used.

- **The responsible office for data processing is:**
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Friedrich-Ebert-Allee 36+40, 53113 Bonn
Dag-Hammerskjöld-Weg 1-5, 65760 Eschborn
- **Personal data** (Name, date and place of birth, personal address, E-Mail address, phone number and university/company/organization) that are/were transmitted in connection with the implementation of the project in OE 3910 are stored on GIZ servers.
- Your data is used solely for organizational purposes (informing the Embassy of the Federal Republic of Germany and GIZ offices, booking of flight tickets, insurance and hotel accommodation for introduction or Alumni workshops, organization of transportation by train/ bus, organization of visits in Germany or in North Macedonia/ Kosovo).
- Legal basis for processing is your consent to this statement.
- GIZ uses appropriate technical and organizational measures to secure your data against unintentional or intentional falsification, destruction, loss or access by unauthorized persons. Access to your personal data is restricted to GIZ staff within the division OE 3910 and the GIZ office in Kyiv who need to process the data for the above-mentioned purpose, and who will handle the information you provide in a proper and confidential manner.
- GIZ is also authorized to forward data (Name, date and place of birth, personal address, E-Mail address, phone number, photographs and organization) to other project participants and the following organizations/entities to be processed for the above-mentioned purposes: Federal Ministry for Economic Cooperation and Development (BMZ), State Chancellery of North Rhine-Westphalia, Germany, Consultants of GIZ, the Embassy of the Federal Republic of Germany and GIZ offices, GIZ Travel Department for flight bookings, insurance company “EUROPA Versicherung” for insurance cover, hotels for introduction or Alumni workshops.
- **GIZ is authorized to forward your CV to German companies with the purpose to obtain an internship place in Germany for you (only for new starters, not for Alumni).**
- GIZ is authorized to store your data including CV/ your professional profile in a **CV database** with restricted access for registered and interested companies which could be potential employers in the future (during a period of 3 years).
- The data will not be passed on to any other third parties, except those specified above.
- The data will be used exclusively for the declared purposes. Any other use will always be dependent on your consent being obtained again.
- The person signing this declaration is entitled to enquire about his/her personal data, to have the data corrected if necessary, and to demand the deletion of the data. The data will then be erased. The consent given to use personal data can also be revoked at any time.

Declaration of Consent:

- GIZ is authorized to forward data (name, personal address, e-mail address, telephone number and organization) to the following other organizations for further processing within the scope of Alumni work and audits by state and federal authorities: Institutions, authorities, tax office, contractor of GIZ, consultants. Before transfer of your data to other persons or institutions outside the division OE 3910 and the organizations / bodies mentioned above the respective person in charge will personally contact the persons concerned.**
- I agree that my personal data (CV, name, personal address, e-mail address, phone number and organization) may be kept by the division OE 3910 for a further period of 3 years after the end of the programme in a CV database with restricted access for registered and interested companies for the purpose of matchmaking with these companies which could be potential employers in the future.**
- I agree that the list of participants (name, personal address, e-mail address, phone number, photo and organization) will be provided to the other participants and Alumni / donor / project partners.**
- I agree that photographs and videos being made during my participation in the internship programme and Alumni workshops may be used for public relations purposes by GIZ GmbH, including the publication on project factsheets and flyers and the project website and on GIZ web pages. The photographs/videos will not be used for commercial purposes, only for information about the programme and for acquisition of new participants.**

I agree that my personal data will be stored and used by GIZ in accordance with the above-described statement. This consent remains, even if no project participation takes place and is valid for a period of 3 years after signature.

Given name, family name: _____

Date, signature: _____

Rights of the persons affected

You have the right to ask for your personal data, to be rectified if necessary, or request the restriction of processing or deletion of the data. The data will be deleted then. In addition, the granted permission to use the personal data can be revoked at any time. The legality of the processing up to the time of the revocation is unaffected.

In case of revocation a participation in activities of the project "Training programme for future professionals and managerial staff from North Macedonia" is not possible. To revoke your consent, please send an e-mail to: nrw@giz.de

If you have questions or complaints about this declaration or processing, you can contact the GIZ data protection officer at the following e-mail address: datenschutzbeauftragter@giz.de. You have the right to address complaints to supervisory data protection authorities. The responsible authority is the Bundesbeauftragte für den Datenschutz und die Informationsfreiheit (BfDI).