



EUROPÄISCHE UNION  
Europäischer Sozialfonds



Ministerium für Arbeit,  
Gesundheit und Soziales  
des Landes Nordrhein-Westfalen



## EU-co-finances grant programme of the state's employment and social policy

### Data protection notice to participants

#### GENERAL

Reference/File No. (GZ): **ESF** -

Participant No. in ABBA:

## Data protection notice (how we use your information)

**The measure you are joining receives grants from the European Social Fund (ESF).** To make this possible, we need to collect from you the information hereinafter specified. This is needed because of the North Rhine Westphalia Government's reporting obligations under the European Structural and Investment Funds Regulation - (EU) 1303/2013 - of 17 December 2013. Failure to meet these obligations in full would expose the government to the risk of having to repay grants already allocated. **It is for that reason that we need to make participation in the measure contingent on collection of the required data.**

The information the State Government is compelled to forward to the European Commission includes data on current funding as well as the benefits delivered by EU funding well beyond the duration of the measure itself. This is why data will continue to be collected after you leave the measure and when the funding project expires. In the main, such information will relate to why and when you left the measure, how long you had been taking part, the qualifications gained, your job market position and the effectiveness of the measure.

Crucially, the information collected will also facilitate evaluation and improvement of the effectiveness and efficiency of the funding programme, especially with regard to how successful the various segments of the job market are targeted.

The project organiser has been asked to process the data in terms of section 3(2) of North Rhine Westphalia's Data Protection Act (*DSG NRW*) – which is then going to be transmitted for storage to the prefecture (*Bezirksregierung*) that has jurisdiction. Access is strictly limited to designated staff of the institutions listed below. **Name and address data may be linked to the – otherwise anonymised - identifiers only for follow-up, evaluation or verification purposes.** Your personal data will be deleted by 31 December 2028, when the mandatory retention period for documentation relating to the use of funds ends.

The reporting obligations to the European Commission are fulfilled by the North Rhine Westphalia Ministry of Work, Health and Welfare (*MAIS NRW*) as the agency administering ESF funds. For this purpose, *MAIS* is given the anonymised identifier data. ***MAIS* or the prefecture will only submit anonymised information to the Commission. These data cannot be used to identify people.**

**The project organisers' staff that is in charge of running the measure you'd like to participate in, is authorised to process names, addresses and individual data.** Additionally, the following agencies are authorised to process your data:

- **Prefectures having jurisdiction (*Bezirksregierung*)**  
Access limited to ESF unit staff.
- **Gesellschaft für innovative Beschäftigungsförderung mbH (G.I.B. NRW)**  
(*they evaluate and monitor the programme on behalf of MAIS NRW*)  
Access is limited to staff tasked to carry out the evaluation and monitoring activities.
- **Independent researchers and authors of the follow-up study**  
(*acting on behalf of MAIS*)  
Access limited to those actually working on the programme.

**Your written consent is needed for collection and processing of the data.** Under section 18(1) of North Rhine Westphalia's Data Protection Act (*DSG NRW*) you have the right to ask – and be told – about any personal details held on you.

Under section 4(1) of the *DSG NRW* Act, you may revoke your consent to the procedure with future effect, in which case no more personal details on you would be collected or processed.

### Declaration of consent

I agree to the information supplied by me on the form, 'To be filled in by participants upon commencement of the programme' as well as the other information as mentioned above to be processed and forwarded to the agencies specified above.

I have been told about my rights with regard to my personal details. I am aware of my right to revoke my consent to have my details collected and processed at any time. I hereby declare my consent to the procedure described above.

Family name:

Given name:

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature of participant (if applicable, the parent or legal guardian)