

Mit finanzieller Unterstützung des Landes Nordrhein-Westfalen und der Europäischen Union



Kofinanziert von der
Europäischen Union

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



Data protection information and Explanation of NRW education voucher (professional access)

Data controller in the sense of Art. 4 No. 7 of the General Data Protection Regulation:

Ministry for Labour, Health and Social Security of the
State of North Rhine-Westphalia

Mr. Daniel Jansen

Fürstenwall 25
40219 Düsseldorf

Email: ESF-2021-2027@mags.nrw.de

Data Protection Officer:

Ministry for Labour, Health and Social Security of the
State of North Rhine-Westphalia

Dr. Gudrun Szewczyk

Fürstenwall 25
40219 Düsseldorf

Email: datenschutz@mags.nrw.de

Supervisory authority:

The State Commissioner for Data Protection
and Freedom of Information North Rhine-Westphalia

Kavalleriestrasse 2-4
40213 Düsseldorf

Data processors (Art. 28 GDPR):

Information and Technology North Rhine-Westphalia
40193 Düsseldorf

Proximity Technology GmbH
Bahnstraße 2
40212 Düsseldorf

Why is your data being collected and what is the legal basis? Your data is being collected based on the basis of §3 Para. 1 DSG NRW combined with Art. 6 Para. 1 lit e) GDPR as well as Art. 6 Para. 1 lit. c) GDPR combined with the Regulation on the EU Structural Funds (EU) 2021/1060 from 24.06.2021.

The Education Voucher will be co-financed from funds from the EU Structural Fund. In order for these funds to be approved, it is necessary to record your personal details. These details are needed because, pursuant to the Regulation on the EU Structural Funds (EU) 2021/1060 from 24.06.2021, the State of North Rhine-Westphalia must fulfil certain reporting requirements toward the European Commission. If the State of North Rhine-Westphalia does not fulfil these obligations or fulfils them insufficiently, the State is threatened with the recovery of funds already allocated in accordance with this regulation.

Additionally, the data collected is needed to evaluate whether the labour policy objectives for the funding are actually reached. Based on the information received, the funding measure will be analysed, adapted according to new findings, improved and its efficiency increased.

What data is collected? Data is collected via the questionnaires you have completed (e.g. name and address).

Where does my data go? The consulting office you visited is commissioned with data processing in the sense of Art. 4 para. 2 of the EU General Data Protection Regulation (GDPR). The data is forwarded to the responsible regional government as the approving authority and stored there. The ESF Administrative Authority receives this data, summarises it and forwards it in anonymous form to the European Commission. This data cannot then be traced back to specific individuals.

Who processes the data? The following institutions and persons may process your data:

- **The responsible district government**
Employees of the department of the responsible district government that is responsible for the ESF are authorised to have access. The employees of the ESF Administrative Authority are authorised to have access.
- **The ESF Administrative Authority** in the Ministry for Labour, Health and Social Security of the State of NRW (MAGS) as well as **the ESF Inspecting Authority** in the Ministry of Finance for the State of North Rhine-Westphalia (FM)
The employees of the ESF Administrative Authority and the ESF Inspecting Authority are authorised to have access.
- **The Society for Innovative Employment Promotion (G.I.B. NRW)** (*on commission from the Ministry for Labour, Health and Social Security of the State of North Rhine-Westphalia*)
Employees who are entrusted with controlling/monitoring as well as monitoring the programme are authorised to have access.
- **Independent assessors and personnel who carry out the assessment study.**
(*commissioned by the Ministry for Labour, Health and Social Security of the State of North Rhine-Westphalia or commissioned by the European Commission for the Implementation of*

Evaluation Studies for ESF Funding).

Employees who are entrusted with the evaluation studies are authorised to have access.

Except for programme implementation, the assignment of name and address information to the characteristic data is only permitted for the purpose of carrying out checks and additional surveys within the framework of evaluation studies for ESF funding.

How long will your data be stored?

Your personal data will be deleted by 31.12.2036 (period pursuant to Art. 82 Para.1 of Regulation (EU) 2021/1060 from 24.06.2021).

What are your rights?

- Right to information: Upon request, you have the right to information concerning the data saved with respect to your person (Art. 15 GDPR).
- Right to rectification: You can demand the immediate correction of incorrect data about you (Art. 16 GDPR).
- Right to deletion: You have the right to have your data deleted, to the degree and the extent that the legal preconditions are established (Art. 17 GDPR).
- Right to restriction of processing: Where the legal conditions exist, you may request the restriction of processing of your personal data (Art. 18 GDPR).
- Right to object: You have the right to object to the processing of your personal data carried out on the basis of Art. 6 Para. 1 lit. e) or f) if the legal preconditions for the objection are fulfilled (Art. 21 GDPR).

I. Information about the employee

Criteria for issuing an education voucher

* Required fields

Company*: _____

Title*: Ms. Mr

First name*: _____

Surname*: _____

Date of birth*: _____

Street, number*: _____

Postcode, town/city*: _____

1. According to your information, is there an individual entitlement to other funding from federal or other state programmes or on the basis of legal provisions (e.g. funding of course and examination fees under the Upgrading Training Assistance Act, www.aufstiegs-bafoeg.de) for the planned CET measure?*

Yes No

2. Is there a legal obligation to cover the costs of the planned further training on the part of the company named above?*

Yes No

II. Statistical information on the employee

1. Nationality*

Are you a German citizen?

Yes No No answer

Are you or is one of your parents an immigrant from abroad?

Yes No No answer

2. Diploma or degree*

What is your highest school-leaving qualification?

- None (yet)
- Special school
- Certificate of secondary education
- Intermediate school-leaving certificate / Intermediate certificate / Intermediate school graduation
- School technical leaving examination, technical college/university entrance qualification
- University entrance qualification (A-levels, high school diploma)
- No answer

What is your highest professional qualification?

- No professional training completed (yet)
- In-house/external vocational training (apprenticeship)
- School-based vocational training (professional school/vocational school)
- Specialised school/vocational school (e.g. master, technician, school of the healthcare professions)
- Bachelor's degree (university or technical college)
- Master's degree (university or technical college)
- No answer

Note: If you completed your school or professional diploma or certificate abroad, select an equivalent diploma or certificate from the list.

3. Type of employment (voluntary disclosure)

Are you working as an unskilled or semi-skilled worker or have you worked in your training occupation for less than four years?

- Yes No No answer

Is your employment relationship fixed-term?

- Yes No No answer

Are you a temporary employee?

- Yes No No answer

Are you marginally employed (mini-job)?

Yes No No answer

Are you employed part-time?

Yes No No answer

4. Are you a single parent*?

Yes No No answer

Note: The next question is very personal. It is being asked in order to develop better offers. Your response is voluntary.

5. Do you have an identity card for disabled persons and/or “equivalent assessment notice”?

Yes No No answer

III. Information about further education/training

1. Topic of the further education/training*:

- Mercantile professions
- Commercial professions
- Social, nursing and healthcare professions
- Interdisciplinary topics
- IT (information technology)
- languages

2. Content of the further education/training*:

3. Provider of the further education/training* (as far as is already known):

4. Purpose of further education/training: The further education/training serves*:

- the acquisition/catching up on a school-leaving certificate in a training profession
- the acquisition of a certificate/diploma in an advanced vocational trade
- the recognition of professional certifications/qualifications obtained abroad

- the acquisition of a certificate of qualification/certificate of competence
- the updating or extension of existing qualifications

5. Is the planned further education/training associated with digitisation of your professional working conditions?

- Yes, in the following way: _____
- No
- I don't know.
- No answer

6. Form of teaching/training in the planned further education/training

- Classic classroom instruction
- E-learning
- Various organisational forms (blended learning)
- Other, please specify: _____
- No answer

7. Will the planned further education/training be conducted as an in-house seminar?

- Yes No