



Privacy Policy Schwerte Asylum Working Group

The Schwerte *Asylum Working Group* exclusively and directly pursues non-profit purposes. Our concern is to care for refugees of all nations. We see ourselves as their representative vis-à-vis the city of Schwerte, the district of Unna and other authorities and institutions. We carry out these tasks without exception with volunteer helpers and in cooperation with the *Diakonie Schwerte*, the *Caritas* of the district of Unna, the *SKF Schwerte* and the *Refugee Council* of the district of Unna. An additional part of our tasks is to recruit volunteers and donations to finance our diverse tasks through information events.

1. Data collection

The Schwerte Asylum Working Group only collects and manages personal data that is directly necessary to fulfil its tasks. These are:

- For the recruitment, coordination and support of volunteers, data such as name, address, date of birth and contact details are collected. These are only collected with the express written consent of the persons concerned.
- Data of refugees to be cared for such as name, gender, nationality, date of birth, residential address and marital status as well as contact details (telephone, email address).
- For donors, the legally required data for tax recognition such as name, address and donation amount.
- Additionally, at events, images and film material are taken by people authorized by us and who are immediately recognizable as such. This material is used in the *Historical Archive* of the *Schwerte Asylum Working Group* and to enrich articles on the respective events in the press and other media. The recording and use of this image data only takes place with the consent of the persons/groups of people concerned. If the persons concerned are children, the consent of the legal guardians must be obtained before recording - if possible in writing.

2. Processing and transfer of personal data

The processing of personal data, such as the name, address, date of birth, email address, or telephone number of a data subject shall always be in line with the European General Data Protection Regulation (GDPR) and the countryspecific data protection regulations. If the processing of personal data is necessary and there is no legal basis for such processing, we generally obtain the consent of the data subject.

Personal data will only be processed for the purposes described above.

We have entrusted the coordination and support of the volunteers to *Diakonie Schwerte gGmbH*. A corresponding agreement on order data processing has been concluded for the forwarding of personal data of refugees (to collect and prove the

type and extent of support) and of volunteers (for invitations, sending information and offers of support as well as related administrative tasks) to *Diakonie Schwerte*. This was also concluded for the transfer and processing of financial and donor data to *Diakonie Schwerte*.

Any further forwarding of personal data to external persons or organizations outside the purposes described above only takes place if this is necessary to fulfill a contractual relationship with the data subject or to provide the services selected by them and if the consent of the data subject has been obtained or there is a legal obligation. This essentially includes the following data

- Name and bank details for grants and donations to the *Diakonie Schwerte*
- Name and, if applicable, other data for specific purposes of advising and representing the interests of refugees and asylum seekers to the above-mentioned cooperation partners
- Name and contact details of refugees and volunteers to *Diakonie Schwerte*.

3. Deletion and blocking of personal data

As a general rule, we process and store personal data of the data subject only for the period necessary to achieve the purpose of storage or as far as this has been provided for by the European legislator or another legislator in laws or regulations to which the controller is subject (e.g. retention obligations under tax law).

If the purpose of storage no longer applies or if a storage period prescribed by the European legislator or another competent legislator expires, the personal data will be blocked or deleted in accordance with the statutory provisions.

Any person we have recorded can request that their personal data be changed or deleted at any time. This must be done in person at the official representative of the *Asylum Working Group*, presenting their ID, or in writing with a copy of their ID. Requests made by telephone or electronically are not sufficient. We will comply with this request within 4 weeks. This does not apply to data that requires a longer retention period for legal reasons (tax laws, asserting claims).

If the data subject requests complete deletion from all internal and external databases (right to be forgotten), we will comply with this immediately using our technical means and in accordance with Art. 17 Para. 1 GDPR (responsibility for informing external controllers).

4. Disclosure of personal data

Any person concerned may request information from us at any time

- whether their personal data are being processed,
- what personal data are being stored for what purpose,
- the recipients or categories of recipients to whom the personal data are being disclosed,
- the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period,
- the existence of a right to lodge a complaint with a supervisory authority.

If a data subject wishes to exercise this right to information free of charge, he or she can contact the controller informally at any time. In order to disclose the requested information, the person's entitlement must be proven by presenting their ID or by sending the request for disclosure by mail with a copy of their ID.

Contact person in the *Arbeitskreis Asyl Schwerte*:

Birgit Lohmann

E-Mail info@ak-asyl.schwerte.de

5. Legal basis and right of appeal

The data protection declaration of the *Arbeitskreis Asyl Schwerte* is subject to the general European Data Protection Regulation.

The supervisory body and contact point for complaints is the “State Commissioner for Data Protection and Freedom of Information of the State of North Rhine-Westphalia”
<https://www.lidi.nrw.de/kontakt>

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