



EUROPÄISCHE UNION  
Europäischer Sozialfonds



Europäischer Sozialfonds  
Für die Menschen in Hessen

# Data Protection Notice and Declaration of Consent

Please read the text below carefully.

This letter focuses on:

- the data that the German Federal State of Hesse needs from you
- why you need to agree to the declaration of consent

Once you have read the text below, please fully complete the Declaration of Consent on pages 5 and 6.

Please provide full answers to the questions.

Thank you!

You are participating in a project run by the European Social Fund.

The European Social Fund will pay for part of this project.

Only certain people are allowed to participate in the project.

In order to ensure that the right people participate, we need to collect people's details.

## **Please note:**

The word **we** refers to the German Federal State of Hesse.

## **We have been commissioned to collect your data.**

When doing so, we must comply with data protection law.

### **How we obtain your data:**

We ask you questions or we ask you to fill out a questionnaire. We need your details.

For example:

- Age and gender
- Educational background, for example:  
what school leaving certificate or vocational training you have achieved/completed
- Employment status, for example:  
whether you currently have a job or are unemployed

### **Important!**

Please provide full answers to the questions.

If you do not fully answer the questions, you will not be allowed to participate in the project.

### **There are only a few questions that you do not have to answer.**

You can, however, choose to answer these questions as well.

You can choose to answer the following optional questions:

- Questions on disabilities
- Questions on discrimination
- Questions on your migration background

### **We will pass your data on to:**

- the Economic and Infrastructure Bank of Hesse (WIBank)
- organisations that are supporting and evaluating the project

### **How we protect your data:**

Your name and address will be replaced by a number.

Your answers are therefore kept separate from your name and address.

### **Your name and address may only be linked to your answers in a few very rare cases.**

Your name, address and answers can be linked:

when subsequent surveys are carried out,

for example for the scientific studies conducted for the project.

### **We write reports on the project.**

The reports are for the European Commission and the German Federal State of Hesse.

These reports never contain your name or your address.

### **You can withdraw your consent at any time.**

To withdraw your consent, please send us notice of withdrawal.

We will then delete your data.

**If you want to withdraw your consent, please send your notice of withdrawal to:**

Wirtschafts- und Infrastrukturbank Hessen

Europäische Strukturfonds, Arbeitsmarkt / ESF Consult Hessen

Standort Wiesbaden

Gustav-Stresemann-Ring 9

65189 Wiesbaden

Germany

Website: [www.esf-hessen.de](http://www.esf-hessen.de)

**When do we delete your data:**

We have to write reports on the project for the European Commission.

Once we have written all of our reports, we will delete your data.

Please now fill out the Declaration of Consent in full.

Please provide full answers to the questions.

Thank you!

## Declaration of Consent *[Einwilligungs-Erklärung]*

I have been informed about how my data will be used.

I can only participate in the project if I give my consent in this form.

I also need to provide full answers to the questions in order to participate.

I consent to this:       Yes *[Ja]*                       No *[Nein]*

*[Ich bin damit einverstanden, dass meine Daten erhoben und verarbeitet werden.]*

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Data may be obtained from me six months after the project or later.

For example:

details on my employment situation

Answering these questions is optional.

Details may be obtained by:

- organisations that were involved in the project
- organisations conducting scientific studies

I consent to this:       Yes *[Ja]*                       No *[Nein]*

*[Ich bin damit einverstanden, dass ich sechs Monate nach dem Projekt oder später befragt werde.]*

## Please enter your personal details here:

*[Bitte geben Sie hier Ihre Daten an]*

Surname *[Nachname]*: \_\_\_\_\_

First name *[Vorname]*: \_\_\_\_\_

Date of birth *[Geburtsdatum]*: \_\_\_\_\_

Street, house number *[Straße, Hausnummer]*: \_\_\_\_\_

\_\_\_\_\_

Postcode *[Postleitzahl]*: \_\_\_\_\_

Town/City *[Wohnort]*: \_\_\_\_\_

E-mail (optional) \_\_\_\_\_

Telephone number (optional) \_\_\_\_\_

Mobile number: (optional) \_\_\_\_\_

Location, date *[Ort, Datum]*: \_\_\_\_\_

**Signature *[Unterschrift]***: \_\_\_\_\_

Are you aged under 16?

If so, this declaration needs to be signed by your parents  
or your legal representative.