Die Senatorin für Arbeit, Soziales,

Jugend und Integration

Abteilung Arbeit

ESF-zwischengeschaltete Stelle

Data protection information sheet for participants

All participants must receive the information sheet before the measure.

Dear Participant,
You take part in a measure.

The money for the measure is paid by

the European Union and other authorities,

such as the office of the Minister of Labour, Social Affairs, Youth and Integration.

We write a report about the measure.

The report states:

what the measure costs.

whether the measure is successful.

In this way, the measures can become better.

We need the report as proof.

Otherwise we will not get **any** money from the donors.

We need data about you for the report.

For example:

Your name

Information on what you did before the measure.

The data can be found on page 4 of this leaflet.

The Minister of Labour, Social Affairs, Youth and Integration receives the data.

We only need the data for the report.

We do not use the data for anything else.

We enter the data into the computer.

Then we throw the questionnaire away.

We store the data in the computer until 31 December 2035

This applies to data from the measures between the years 2021 to 2027.

We comply with data protection laws.

These include:

* Article 6 in Regulation (EU) No 2016/679 (which is also called the General Data Protection Regulation) together with
* Article 4 in Regulation (EU) No 2021/1060
* Article 22 in paragraph 3 in Regulation (EU) No 2021/1060
* Article 42 in Regulation (EU) No 2021/1060

In the federal state of Bremen, an agency takes care of data protection.

The agency is called:

The State Commissioner for Data Protection and Freedom of Information.

We abide by everything the agency tells us.

Note on your rights:

Your rights are in the GDPR.

GDPR is short for: General Data Protection Regulation.

These are your rights under Articles 15 to 21 of the GDPR:

* You may always ask us what data we have about you.
* You may determine that we should change incorrect data.
* You may determine that we should delete data.

However, we are not allowed to delete some data because of the law.

* You may determine that we may no longer use your data.

Who looks after data protection with us?

Your data are meant be safe.

The company datenschutz nord GmbH takes care of that.

Address: Konsul-Smidt-Straße 88

 28217 Bremen

E-Mail: office@datenschutz-nord.de

Phone: 0421 6966 320

Do you have any problems or complaints about our work
with your data?

That is what the data protection supervisory authority is for.

This is in the federal state of Bremen:

The State Commissioner for Data Protection and Freedom of Information of the Free Hanseatic City of Bremen.

Address: Arndtstraße 1

 27570 Bremerhaven

Phone: 0471 5962010

Master sheet data for persons funded by the European Social Fund (ESF) in the Participant Master Sheet.

**We have this data about you.**

1. Last name:
2. First name:
3. Address:

 Street:

 Postcode

 City:

1. Date of birth:

# Which option do you choose?

[ ]  Woman.

[ ]  Man

[ ]  non-binary

# When was the first day of your participation?

# When is the last day of your participation planned?

# When was the last day of your participation?

# Were your mother or father born in another country, i.e. not in Germany?

[ ]  Yes.

[ ]  No.

[ ]  There is no information about your parents.

[ ]  You cannot or do not want to say it.

# **Are there any mother tongues other than German in your family?**

[ ]  Yes.

[ ]  No.

[ ]  You cannot or do **not** want to say it.

# Did you flee from another country and at the beginning of the measure did you have:

* a temporary permission to stay or
* a residence permit due to seeking refuge or
* a suspension of deportation?

[ ]  Yes.

[ ]  No.

[ ]  You cannot or do not want to say it.

# Do you have a disability or a major problem with your health?

[ ]  A major problem with health.

[ ]  A disability, but no disabled person's pass.

[ ]  A disabled person's pass or something similar (for example, an equalstatus recognition certificate)

[ ]  No.

[ ]  You cannot or do not want to say it.

# Were you employed before the measure?

Gainfully employed means here:

You earn money with work and pay social security contributions.

Social security is, for example, statutory pension insurance and unemployment insurance.

[ ]  Yes.

[ ]  No.

[ ]  Training without pay.

[ ]  You cannot or do not want to say it.

# What is your best school-leaving qualification before the measure?

[ ]  You do not have a school leaving qualification.

[ ]  You have simple or extended vocational training leaving certificate.

[ ]  You have an intermediate school leaving certificate.

[ ]  You have a university of applied sciences entrance qualification.

[ ]  You have a secondary school graduation certificate or university entrance qualification.

[ ]  You graduated from school in another country.
The school leaving certificate is not recognised here.

[ ]  You have a different school-leaving qualification.

[ ]  You **cannot** or do **not** want to say it.

# **Have you completed vocational training?**

[ ]  Yes.

[ ]  No.

[ ]  You cannot or do not want to say it.

# If you have vocational training: **What is your best vocational qualification?**

[ ]  You have a vocational qualification according to BBiG and HwO.

BBiG is short for: Vocational Training Act.

HwO is short for: Trade and Crafts Code.

[ ]  You have a degree from a vocational school.

[ ]  You have a degree from a technical college.

This includes a further education profession, master craftsman or technician.

[ ]  You have a degree from a university of applied sciences.

[ ]  You have a degree from a university.

[ ]  You have a degree from another country. The degree is not valid in Germany. Or the degree cannot be assigned otherwise.

[ ]  You have a different degree.

[ ]  You cannot or do not want to say it.

# Are you a single parent?

That means: you live alone with your child or children.

Or do you care for another person who needs care?

[ ]  Yes.

[ ]  No.

[ ]  You cannot or do not want to say it.

# Are you planning to graduate?

[ ]  You want to graduate from school.

[ ]  You want to get a vocational qualification.

[ ]  You want to do a certificate.

[ ]  You want to do an educational provider certificate.

# Before the measure: Were you employed?

Gainfully employed means here:
You earn money from work and pay social security.

[ ]  Yes.

[ ]  No.

[ ]  Training without pay.

# **Before the measure: Were you unemployed?**

Unemployed means here: You were registered as unemployed with the employment agency.

[ ]  Yes.

[ ]  No.

[ ]  You cannot or do not want to say.

# If you were unemployed: Do you get money from the employment agency?

[ ]  Yes, money from the Employment Agency, this is called unemployment benefit 1 (ALG I).

[ ]  Yes, money from the Job Centre, this is called unemployment benefit
2 (ALG II).

[ ]  Yes, money from the Office for Social Services, which is the name of all
benefits under Social Code 12 (SGB XII).

[ ]  No, no ALG I or ALG II or benefits according to Social Code XII (SGB XII).

[ ]  You cannot or do not want to say it.

# **If you were not in employment and not unemployed: Do you belong to the group of persons who are not on the labour market?**

[ ]  You do not have a job and receive nothing from the agency.

[ ]  You are in prison.

[ ]  You are not on the labour market for other reasons.

# **If you were not gainfully employed: Do you live alone in an apartment?**

[ ]  Yes.

[ ]  No.

[ ]  You cannot or do not want to say it.

If you have **not** been gainfully employed and do **not** live alone in an apartment:

# Do you live in an apartment where no one is gainfully employed?

[ ]  Yes.

[ ]  No.

[ ]  You cannot or do not want to say it.

# If you were not gainfully employed and do not live alone in an apartment and no one is gainfully employed: Are there people living in your apartment who receive maintenance?

Maintenance is, for example, money that children receive from their father.

[ ]  Yes.

[ ]  No.

[ ]  You cannot or do not want to say it.

# If you were unemployed: How long were you unemployed before the measure?

[ ]  1 to 5 months

[ ]  6 to 11 months

[ ]  12 to 23 months

[ ]  24 months and longer

# If you were gainfully employed: What are you at work?

[ ]  You are a boss

[ ]  You are a skilled worker with suitable training.

[ ]  You work without suitable training. This is also called semi-skilled or unskilled.

[ ]  You work as a self-employed person. For example, you have your own
company.

[ ]  You are a trainee.

[ ]  You cannot or do not want to say it.

# Which measure are you taking part in?

The answers are not in simple language.

Ask the head of the measure, if there is anything you do not understand.

[ ]  A measure for adolescents and young people in the transition system.

[ ]  A measure for vocational training in the dual system.
This means: You work in a company and learn at a vocational school.

[ ]  A measure for inter-company or extra-company vocational training.

[ ]  A measure for publicly funded employment.
You pay social security contributions. Social security is, for example, statutory pension insurance and unemployment insurance.

[ ]  A measure for publicly funded employment.
You do not pay social security contributions. Social security is, for example, statutory pension insurance and unemployment insurance.

[ ]  A measure for qualification or activation of unemployed persons.
This also includes measures in support centres.

[ ]  A measure for extra occupational qualification for people in employment.

# If you are participating in a publicly funded employment measure:Why are you in the measure?

The answers are not in simple language.

Ask the head of the measure, if there is anything you do not understand.

[ ]  Work opportunity

[ ]  Participants funded exclusively by the state

[ ]  Participation according to section 45 in Social Code 3. For example, because you are new to finding a job.

[ ]  Voluntary social commitment

[ ]  Employment subsidy (BEZ) according to Section 16a of the German Social Security Code 2

[ ]  Funding of employment relationships (FAV) according to section 16e old version Social Code 2. The funding is for people who have not had a job for a long time.

[ ]  Integration of the long-term unemployed according to section 16e new version Social Code 2. The support is for people who have not had a job for a long time.

[ ]  Free funding according to section 16f of the Social Code 2. The funding is for people, that do not match any other funding.

[ ]  Participation in the labour market according to section 16i of the Social Code 2.

[ ]  It has not yet been decided.

# **If you are in the measure extra occupational qualification for people in employment: Where do you live?**

[ ]  Bremen

[ ]  Bremerhaven

[ ]  Not in the federal state of Bremen

[ ]  You cannot or do not want to say it.

# If you are in the measure extra occupational qualification for employed persons: Where do you work?

[ ]  Bremen

[ ]  Bremerhaven

[ ]  Not in the federal state of Bremen

[ ]  You **cannot** or do **not** want to say it.

# In which company do you work or have you done an internship?

# If you have participated in an extra occupational qualification: What qualification did you achieve?

[ ]  Vocational training leaving certificate

[ ]  Extended vocational training leaving certificate

[ ]  Intermediate school leaving certificate, which is a high-school diploma

[ ]  University of applied sciences entrance qualification

[ ]  recognised vocational qualification (Vocational Training Act, Trade and Crafts Code)

[ ]  Education provider certificate

[ ]  other

# If you did not attend the measure until the end: Why did you stop?

[ ]  Start of employment/self-employment

[ ]  Start of training

[ ]  Change to another support measure

[ ]  Lack of performance/excessive demands

[ ]  Longer absences/illness

[ ]  Other reasons for discontinuation

# If you are unemployed after the end of the measure: What do you do after the end of the measure?

The answers are not in simple language. Ask the head of the measure, if there is anything you do not understand.

[ ]  Non-funded employment subject to social security contributions (without training)

[ ]  Publicly funded employment (subject to social security contributions)

[ ]  unemployed

[ ]  Continuation of participation in follow-up project

[ ]  Self-employment

[ ]  Training (in the dual system, intercorporate, school-based)

[ ]  Training preparation

[ ]  Special-order contracts, fee-based contracts

[ ]  Employment below the level of compulsory social security contributions (mini/midi-jobs)

[ ]  Qualification measure/activation measure

[ ]  Publicly funded employment (not subject to social security contributions)

[ ]  Other measures not subject to compulsory social security contributions

[ ]  Voluntary military service/voluntary service

[ ]  Pension/early retirement

[ ]  Other

[ ]  no information/unknown

# If you are unemployed after the end of the measure:What do you do 6 months after the end of the measure?

[ ]  Non-funded employment subject to social security contributions
(without training)

[ ]  Publicly funded employment (subject to social security contributions)

[ ]  unemployed

[ ]  Continuation of participation in follow-up project

[ ]  Self-employment

[ ]  Training (in the dual system, intercorporate, school-based)

[ ]  Training preparation

[ ]  Contracts for work and labour, fee-based contracts

[ ]  Employment below the level of compulsory social insurance (mini/midi-jobs)jobs)

[ ]  Qualification measure/activation measure

[ ]  publicly subsidised employment (not subject to social insurance)

[ ]  Other measures not subject to social insurance

[ ]  voluntary military service/voluntary service

[ ]  pension/early retirement

[ ]  Other

[ ]  no information / unknown

# If you have a job 6 months after the measure:What has the measure brought you 6 months later?

[ ]  from precarious employment to permanent SVpfl. employment

[ ]  from underemployment to full-time employment

[ ]  career advancement

[ ]  higher competences/skills/qualification

[ ]  Securing employment

[ ]  Planning and implementation of subsequent

[ ]  qualification measure

[ ]  no direct effects

[ ]  unknown