



Raphaelswerk e.V.

## **Consent for the Processing of Data and Storage of Files**

I am aware that the Counselling Office for Resettlement Issues of Raphaelswerk r.a. offers a wide variety of services for those resettling including advice on German residence rights, asylum procedure law and social legislation and provides support for clients in various situations.

Depending on the services I use, different forms of personal data need to be processed. In addition, my personal data will be processed for statistical purposes.

I consent that the data required for the respective purpose be collected and processed.

If my data is required when dealing with third parties or for legal reasons in foreign legislation and other authority procedures it may be only with my executive prior consent transferred to the third parties.

In addition, any personal data gathered during my contact with these third parties will be recorded.

I give my consent voluntarily. I am aware that if I withhold my consent, only limited advice services will be available to me and no action regarding third parties can be carried out.

## **My Rights**

I am aware that I have the right to information about the data processed about me and to have this data corrected or deleted. I have the right to restrict the processing of data and the right to have the data transferred to me or to a third party.

## **The right to revoke consent**

I know that I can revoke my hereby declared consent at any time with future effect. If I revoke my consent, this does not affect the legality of any data-processing already carried out.

These rights can be asserted at any time with

**Birgit Klaissle-Walk**  
**Generalsekretärin**

**Raphaelswerk e.V.**  
**Generalsekretariat**  
**Adenauerallee 41, 20097 Hamburg**  
**E-Mail: [kontakt@raphaelswerk.de](mailto:kontakt@raphaelswerk.de)**  
**[www.raphaelswerk.de](http://www.raphaelswerk.de)**

### **Our Data Protection Officer**

You also have the right to contact our Data Protection Officer at any time who is compelled to treat your request confidentially. The contact details of our Data Protection Officer are as follows:

**Kim Schoen – ITEBO GmbH**  
**Stüvestraße 26; 49076 Osnabrück**  
**+49 (0)541 9631 222**  
**[dsb@itebo.de](mailto:dsb@itebo.de)**

### **Shredding of Files and Deletion of Data**

I have been informed that the Advice Service will shred my documents when the counselling process is completed or terminated and the annual statistics have been compiled. My data will be deleted if it is not required for accounting, auditing or tax purposes or if it is in the legitimate interests of the Advice Service to continue to retain or save it.