

# Privacy Policy: Personal Information Collection and Use in IQ-Counselling Services in MigraNet – IQ Network Bavaria

## **IQ-Counselling Programs: Recognition Counselling, Qualification Counselling, Qualification Supervision, Skilled Personnel Immigration Counselling in Augsburg, Nürnberg and Passau**

The counselling services in Augsburg, Nürnberg and Passau are part of MigraNet – IQ Network Bavaria, the German federal Program ‘IQ – Integration through Qualification’. The aim of this program is to help immigrants to find suitable work and education in Germany. If you receive counselling, your counselling office will process your personal details. All counselling offices process (save and use) personal information in the same way. This is why the three counselling offices (Augsburg, Nürnberg and Passau) have one privacy policy document. This privacy policy document will inform you how your personal information is processed when you receive counselling by one of the counselling offices in MigraNet.

Responsible for processing of personal information is your counselling office (the one you work with, either Augsburg, Nürnberg or Passau). Your counselling office will not share your personal information with any other counselling office. For example: If your counselling office is in Nürnberg, your personal data is only processed by the counselling office ‘Bildungszentrum Nürnberg’.

The responsible party is either one of these institutions:

### **Responsible for Information Collection and Use in Augsburg**

Tür an Tür – Integrationsprojekte gGmbH

Wertachstrasse 29

D-86153 Augsburg

Email: [info@tuerantuer.de](mailto:info@tuerantuer.de)

Web: [www.tuerantuer.de](http://www.tuerantuer.de)

Phone: +49 821 90799-0

### **Responsible for Information Collection and Use in Nürnberg**

Bildungszentrum Nürnberg

Zentrale Servicestelle zur Anerkennung ausländischer Qualifikationen in der Metropol-Region Nürnberg (ZAQ)

Gewerbemuseumsplatz 1

D-90403 Nürnberg

E-Mail: [BZ-ZAQ@stadt.nuernberg.de](mailto:BZ-ZAQ@stadt.nuernberg.de)

Web: [www.bz.nuernberg.de](http://www.bz.nuernberg.de)

Telefon: +49 911 23110552

### **Responsible for Information Collection and Use in Passau**

Wirtschaftsforum der Region Passau e.V.  
Dr.-Hans-Kapfinger-Str. 20  
D-94032 Passau  
E-Mail: [buero@wifo-passau.de](mailto:buero@wifo-passau.de)  
Web: [www.wifo-passau.de](http://www.wifo-passau.de)  
Telefon: +49 851 9662560

### **Purpose and Legal Basis of Information Collection and Use**

Your counselling office collects and uses personal data only in accordance with applicable data protection regulations. Your personal data will only be collected and used

- To provide counselling services (Art. 6 Abs. 1 lit. b DSGVO)
- If requested by you: To send you further information on MigraNet and IQ via email. Your counselling office will provide you with a consent form if necessary (Art. 6 Abs. 1 lit. a DSGVO)
- For statistical analyses, for which your counselling office will only use anonymized data (Art. 6 Abs. 1 lit. f DSGVO)

### **Which personal information is collected**

- Name and surname, contact details – to communicate with you in the counselling process.
- Details of your professional education, school education, work experience and other formal and informal qualifications – to provide counselling on professional options and education options in Germany, if you request it.
- Your visa status in Germany and documents you send us – to provide counselling on immigration and visa, if you request it.
- Your Germany language skills and documents you send us – to provide counselling on specific language requirements and classes, if you request it.
- Your current professional situation and documents you send us – to provide counselling on financial aids for recognition, further qualification and language classes, if you request it.
- Communication between you and your counselling office – to document the counselling process and to answer your questions individually.

### **Data Storage Period, Reasons For Data Storage**

Your counselling office saves your personal information only as long as necessary to provide counselling services. Your counselling office saves your personal information for a period of max. 5 years to provide counselling services, which include but are not limited to initial counselling, necessary subsequent counselling, visa support, support with German language acquisition, support in the process of professional qualification. After 5 years, your personal information will be deleted or access will be disabled according to legal regulations. Your counselling office has installed standard procedures to make sure that personal information is deleted regularly.

### **Disclosure of Information to Third Parties**

Disclosure of information to third parties in order to provide counselling services (Art. 6 Abs. 1 lit. b DSGVO): Your counselling office may disclose information on your professional qualification, if this is necessary to provide counselling services, such as

- Inquiries on participation requirements for a professional training or language classes with the responsible school
- Receive recommendation by the responsible recognition office.

Your counselling office will only disclose the minimum of necessary information, and only to minimum necessary third parties.

Disclosure of information to third parties based on our legitimate interests (Art. 6 Abs. 1 lit. f DSGVO):

- Your counselling office will publish results of statistical analyses that are only based on anonymized data.
- Your counselling office will disclose only anonymized data for statistical analyses to these parties: Fachstelle „Beratung und Qualifizierung“ beim Forschungsinstitut Betriebliche Bildung (f-bb) gGmbH; Bundesministerium für Bildung und Forschung (BMBF); Bundesministerium für Arbeit und Soziales (BMAS); Bundesinstitut für Berufsbildung (BIBB).

### **Rights of Affected Persons**

You have the right to request information about your personal data. You can also request the correction of incorrect personal data. Under certain conditions, you may request to delete your personal information, to restrict processing of your personal information, and to transfer your personal information.

### **Right of Withdrawal**

You can withdraw your consent to communication with third parties during the counselling process and to receive further information on MigraNet and IQ at any time. Therefore, please send an email, a letter or call your responsible counselling office:

#### **Data Protection Contact for Augsburg**

Datenschutzkanzlei Lenz GmbH & Co. KG  
Bahnhofstraße 50, D-87435 Kempten  
Telefon: +49 831 930653-00  
E-Mail: datenschutz@tuerantuer.de

#### **Data Protection Contact for Nürnberg**

Stadt Nürnberg  
Behördlicher Datenschutz  
Rathausplatz 2  
90403 Nürnberg  
Telefon: +49 911 2 31 - 51 15  
Kontaktformular: [Datenschutzbeauftragter der Stadt Nürnberg](#)

#### **Data Protection Contact for Passau**

Wirtschaftsforum der Region Passau e.V.  
Dr.-Hans-Kapfinger-Str. 20, D-94032 Passau  
Phone: +49 851 966256-17  
E-Mail: buero@wifo-passau.de

### **Right to Complain to the Supervisory Authority**

You have the right to complain to a Supervisory Authority for Privacy Protection, if you feel that processing of your personal information is illegal. The responsible Supervisory Authority for Privacy Protection is:

Bayerisches Landesamt für Datenschutzaufsicht (BayLDA)  
Promenade 18; 91522 Ansbach  
Phone: +49 (0) 981 180093-0