

GIZ Data Protection Declaration regarding the Identity/Personal Data sheet for emergency and crisis situations

Since experience has shown that the usual communication data is often insufficient for the necessary initial measures in emergency and crisis situations in which rapid action must be taken on the ground, GIZ has decided, following the example of international organizations, to give its contractors and their employees the opportunity to voluntarily document their most important information in an Identity Sheet/Personal Data Sheet.

In addition, GIZ would also like to grant its own employees the opportunity to provide information on contact persons, personal identifiers and/or health conditions on a voluntary basis. Since some of these data are already requested from employees elsewhere as part of the statutory duty of care, the present form exclusively contains additional voluntary information.

In this respect, protecting your personal data is extremely important to us, so we set out below the data protection principles to which GIZ is committed and explain the related processes and provisions.

Responsible for data processing and contact details

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. GIZ can be contacted by post [Friedrich-Ebert-Allee 36 + 40, 53113 Bonn, Germany or Dag-Hammarskjöld-Weg 1-5, 65760 Eschborn, Germany, Postfach 5180, 65726 Eschborn, Germany], by email [krisenbeauftragter@giz.de].

Collecting your data

To enable rescue and identification in crisis and emergency situations or the information of relatives and contact persons in this respect, the GIZ needs some data. This includes:

1. Your given name and family name
2. Your date of birth
3. Your email address
4. Your address in country of assignment and home country
5. Your telephone number
6. Passport no./expiry date,
7. medical issues and/or preexisting conditions,
8. particular features (e.g. birthmarks, liver spots, visible scars)

How we use your data

For purposes for which you have consented to processing of your data (Article 6 1(a) of the GDPR) as a contractor or a contractor's employee

As far as you are a contractor or a contractor's employee, your personal data may be processed with your consent to enable rescue and identification in crisis and emergency situation or for the information of relatives or other contact persons. This data is voluntarily disclosed in an identity/personal data sheet.

You may withdraw this consent at any time. Withdrawal of consent normally applies only to future use and processing. It does not affect any processing carried out prior to withdrawal of consent, which remains permissible under the law.

For processing for employment purposes based on your consent as an employee of GIZ (Art. 88 DSGVO iVm § 26 Abs. 2 BDSG)

To the extent that, as an employee of the GIZ, you disclose specific personal information (personal identifiers or data about your health status) this can also be based on your consent.

Such a declaration of consent as an employee, however, is only possible if this results in a justified advantage for you. As such advantages we classify that we can support you in particularly dangerous situations (kidnapping), that your identification is facilitated in case of emergency and/or that relatives or other contact persons are informed under such circumstances.

You may withdraw this consent at any time. Withdrawal of consent normally applies only to future use and processing. It does not affect any processing carried out prior to withdrawal of consent, which remains permissible under the law.

Transfer of data to third parties

GIZ will not transfer your personal data to any third parties except where the law requires it to do so.

Storage and erasure of your data

The information you provide and documents you submit will be stored during your stay in the country office of your country of operation. In case you retrieve the envelope at the end of your assignment abroad or instruct your office to destroy it unopened, the data is erased, e.g. the sheet destroyed.

In the event that the envelope is not picked up by you, GIZ will destroy the envelope and the information contained therein when it no longer needs, given there are no retention obligations.

Technical organizational measures to protect your data

The Personal Data Sheet will be kept in an envelope sealed by you and kept under lock at the GIZ Office. The envelope is only opened by the GIZ country director or security risk management advisor if the information is vital to take action in an emergency and cannot be obtained elsewhere.

Your rights

You have the right to view, update or delete your provided data and the information contained in the Personal Data Sheet within it at any time.

You can ask GIZ to rectify, delete or restrict processing of individual personal data at any time. You have the right to request from GIZ full disclosure of the data it holds on you at any time.

You also have the right to withdraw your consent at any time and to amend or withdraw any consent already given for the future or entirely, without specifying reasons. This will result in all documents you have submitted being deleted, e.g. the destruction of the Personal Data Sheet. You may notify GIZ of your withdrawal of consent by post [Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Postfach 5180, 65726 Eschborn, Germany], by email krisenbeauftragter@giz.de. If you believe your personal data has been processed unlawfully, you have the right to make a complaint to the supervisory body, the Federal Commissioner for Data Protection and Freedom of Information (BfDI).

In line with Article 14 of the GDPR, you may also contact GIZ's Data Protection Officer by email datenschutzbeauftragte@giz.de or telephone +49 228 4460 1703.

Declaration of consent:

"I hereby affirm that I voluntarily consent to the processing of my data by GIZ and that I have been informed about the respective data processing and my rights. The consent extends to all the information provided in this sheet.

I may revoke this consent for the future at any time vis-à-vis GIZ. I can have all information provided in the Identity Sheet/Personal Data Sheet deleted for the future at any time.

Insofar as I have named third parties as contact persons, I hereby affirm that the data transmitted to GIZ in this respect are free of any rights of third parties that could affect the use of these data for purposes of emergency and crisis situations concerning me."

Place/Date

Signature

In case of family members younger than 16 years old

Place/Date

Signature of legal guardian