**Data protection annex**

 **for agreements between sending organisations and volunteers**

Information correct as at: February 2019

Each sending organisation is subject to the provisions of the European General Data Protection Regulation (GDPR), Germany’s Federal Data Protection Act (BDSG) and any national data protection legislation to be applied.

We recommend that you seek advice from an appropriate source on how the points mentioned below are to be incorporated into your volunteer agreement so as to ensure that you comply with the data protection provisions.

The information presented here is merely intended as a summary of the data protection matters that you need to be aware of in your role as a sending organisation.

1. **Information to be provided**

Articles 13 and 14 of the European General Data Protection Regulation (GDPR) stipulate that the party responsible (referred to as the “controller” in the regulation) must provide the person whose data is collected and processed (referred to as the “data subject” in the regulation) with information about the processing of their data. In your case, this means that you must provide the volunteers with information about the processing of the personal data you collect from them in connection with their voluntary service.

As a minimum, this means you must provide them with information concerning:

* the processing activities,
* how to contact the person responsible for the processing,
* how to contact the data protection officer,
* why the data is processed,
* the legal basis for the processing of their data,
* the recipients or categories of recipients of their personal data,
* any transfer of data to third countries,
* how long the data is stored and
* their rights (including rights regarding complaints).

Your obligation in this respect arises from both the GDPR itself and the forwarding agreement between your organisation and Engagement Global, which includes a duty of non-disclosure and an obligation to prove that the volunteers have been given comprehensive information regarding the processing of their data.

1. **Consent**

Certain forms of data processing require the explicit, voluntary and verifiable consent of the person whose data is to be processed (the “data subject”). Your forwarding agreement with Engagement Global stipulates that you must obtain this consent and keep a record of it. You will have to determine which types of consent you require on a case-by-case basis.

Typical cases of data processing requiring consent are, for example:

* photos of volunteers and publication thereof,
* forwarding of volunteers’ data for promotional purposes (this can include invitations to future events),
* use of personal data in presentations of your organisation and in publications,
* transfer of particular categories of personal data to third parties and
* processing of personal data beyond the deletion dates stipulated in law.
1. **Compliance with the legal provisions concerning data protection**

In addition to the above-mentioned points, which relate to the specifics of the relationship between the volunteer, sending organisation and Engagement Global, there are numerous other data protection provisions that you are required to observe in your role as controller. Please implement the duties placed on you by the GDPR and the Federal Data Protection Act (BDSG) and ensure that the level of data protection you provide does not fall below what is required by law.