

# Consent form for the use of personal data

This form is intended to indicate together with you which sensitive and other personal data is necessary for carrying out the following activity:

Social Assistance for Refugees

By signing this form, you hereby authorise Humanitas to process the following data:

**A. Contact details:**

- name
- gender
- date of birth
- address
- postal code and town/city
- telephone
- email

**B. Sensitive personal data:**

Sensitive and other data may be necessary for carrying out the activity, such as information about your health, your background, your family composition, financial data, your residence permit and/or legal authority. By signing this form, you hereby authorise Humanitas to process this sensitive personal data if necessary and compatible within the framework of social assistance for the following purposes:

- support with activities concerning housing
- assistance with income and debts
- support in taking out subscriptions and insurance policies
- support with language, education and work
- assistance with the participation statement process
- linking to a volunteer (coach) or referral

All data will be used confidentially in accordance with the Humanitas Association’s privacy statement. You are always entitled to inspect this data.

**C. Sharing personal data with relevant parties**

In order to carry out our tasks properly, we sometimes need to exchange data with other parties involved with these objectives. You can find more information about which parties these are, and about this consent form, on the back of this form. By signing this form, you hereby authorise Humanitas to share your personal data with these parties.

Agreed and signed on:

Name

Signature

### **'Social assistance' from Humanitas**

The Humanitas Association is a national volunteer organisation. Our volunteers provide social assistance to holders of a residence permit who come from an immigrant detention centre to live in Groningen.

The goal is for residence permit holders to live, integrate and participate as quickly and as well as possible in the city of Groningen. The volunteers help with things like finding a house or applying for benefits, but also help you to find your way around your new community.

All of the support that you receive from Humanitas is called 'social assistance'. In order to provide you with social assistance and find a suitable volunteer to help you, we need personal data from you. The following is an explanation of what personal data means.

### **Personal data and sensitive personal data**

Personal data includes information such as your name, address and date of birth. So we can help you as effectively as possible, we ask for your written consent for the use of your personal data, and the storage of it in our digital registration system. In addition to this, there is also 'sensitive personal data'. This is data about a person's race or ethnic origin, political opinions, religion or personal beliefs, trade union membership, genetic or biometric data used for unique identification purposes, health, sexual life, and criminal record. We are only allowed to record this information with your consent, and if it's necessary for providing social assistance, such as looking for a suitable house or finding a suitable volunteer to assist you.

### **Collaboration with external parties**

In order to provide social assistance, we need to work with a number of other organisations or companies. These parties include COA, the Municipality of Groningen, WIJ Teams, Woningnet and Woningbouwverenigingen (Housing Associations). We also work together with Stichting Nidos (Nidos Foundation) where unaccompanied minor refugees are concerned. In addition, we sometimes have contact with other parties, but only when necessary for carrying out the purposes of the social assistance.

If social assistance is needed that Humanitas is unable to provide, we can assist with the referral to another organisation. In this case, we will only share the personal data necessary for the referral.

### **Privacy legislation**

Humanitas handles personal data with due care and acts within the limits set by law, including the General Data Protection Regulation (GDPR). All of the Humanitas Association's volunteers and professionals have confidentiality obligations and deal with your data confidentially. You can always inspect or change your personal data that is stored by us, or have it deleted. If you would like more information about this subject, or if you are not satisfied with the way in which Humanitas deals with your personal data, please feel free to contact us or view our privacy statement. This describes your rights, and how you can submit a complaint.