

Data protection information for mentees and their legal guardians / legal representatives in the Balu und Du mentoring programme

In order to carry out the Balu und Du mentoring programme, we process a series of personal data about you and your child, which we would like to inform you about here in accordance with the legal requirements:

1. Person responsible

Balu und Du e.V. together with the provider of the Balu und Du location responsible for your child are responsible for processing your data (hereinafter jointly: "**we**" or "**us**"). The contact details of Balu und Du e.V. are as follows: Balu und Du e.V. | Office | Georgstraße 7 | 50676 Cologne | Germany | [E-mail: info@balu-und-du.de](mailto:info@balu-und-du.de) | www.balu-und-du.de. You can find the contact details of the sponsor of your Balu und Du location on our website at www.balu-und-du.de/standorte. If you have any questions about data protection, you can contact both Balu und Du e.V. and your Balu und Du location at any time.

2. Purpose and legal basis

The purpose of processing your personal data is the implementation of the mentoring programme Balu und Du:

- Admission and placement: To accept your child into our mentoring programme Balu und Du, we first collect master data such as first and last name, gender, date of birth, languages, address, email address and telephone or mobile number. Furthermore, we collect details on information and wishes. This master data is processed in order to create you and your child in our diary tool and to find a mentor for your child. We only collect the special personal data contained in the instructions and requests within the meaning of Art. 9 (1) GDPR upon presentation of the declaration of consent signed by you.
- Implementation of the mentoring programme: Within the scope of the mentoring programme, we store further programme-related data in addition to the master data. This includes in particular the diary entries of the mentor of your child and any correspondence with us. The master data and programme-related data are processed within the framework of the implementation of the mentoring programme in order to be able to supervise and accompany your child and his/her mentor:in.
- Quality assurance and research: A fundamental component of the mentoring programme Balu und Du is the quality assurance and research that accompanies the programme. This can be carried out in two ways: On the one hand, for the purposes of quality assurance and research, we pass on contact details of you to research institutions cooperating with us, which then contact you directly with a request to participate in corresponding research projects. On the other hand, we provide researchers and research institutions with pseudonymised programme data. In this case, the

personal data is stored under an identifier that is composed of predefined parameters, so that a personal allocation would only be possible with considerable effort.

- End of the mentoring period: The data will be pseudonymised 1 year after the end of the mentoring period. For this purpose, your master data in the diary tool will be deleted and replaced by an identifier ("ID"). An assignment of the ID to your name can then only take place via a separate file, which is stored for 10 years for the purpose of asserting possible claims.

The legal basis for the consent given, Art. 6 para. 1 U para. 1 lit. b) GDPR. The provision of your data is mandatory for participation in the mentoring programme Balu und Du. If you do not provide your data, participation in the Balu und Du mentoring programme is not possible. The legal basis for the processing of special personal data pursuant to Art. 9 para. 1 DSGVO is your consent, Art. 9 para. 2 lit. a) GDPR.

3. Disclosure of your data

Within the mentoring programme Balu und Du, only persons who need the data from you and your child to complete the tasks assigned to you (coordinators, administrators) will have access to it. Outside the mentoring programme, service providers who support us in fulfilling our tasks may have access to your data. These are, for example, service providers that we have commissioned to operate our servers, send newsletters, analyse data or evaluate programmes. Service providers we use must meet special confidentiality requirements. They are only given access to your data to the extent and for the period of time that is necessary for the fulfilment of the tasks. Furthermore, we pass on data to third parties if this is necessary to fulfil our contractual obligations towards the participants (e.g. to insurance companies in the event of an insured event). Otherwise, we only pass on your data to third parties if we are legally authorised to do so or if you have consented to the transfer.

4. Storage period

The data will be pseudonymised 1 year after the end of the mentoring period and stored in this form for a total of 10 years. After 10 years, the data is completely anonymised and only used for scientific purposes.

5. Your rights

You have the following rights with regard to personal data relating to you, which you can exercise against us:

- Right to information: You can request information in accordance with Art. 15 GDPR about your personal data that we process.

- Right to correction: If the information concerning you is not (or no longer) accurate, you can request a correction in accordance with Art. 16 GDPR. If your data is incomplete, you can request that it be completed.
- Right to erasure: You can request erasure of your personal data in accordance with Art. 17 GDPR.
- Right to restriction of processing: You have the right to request a restriction of the processing of your personal data in accordance with Art. 18 GDPR.
- Right to object to processing: You have the right to object at any time on grounds relating to your particular situation to the processing of your personal data which is carried out on the basis of Art. 6 para. 1 page 1 lit. e) or lit. f) GDPR in accordance with Art. 21 para. 1 GDPR. In this case, we will not further process your data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or if the processing serves the purpose of asserting, exercising or defending legal claims (Art. 21 para. 1 GDPR). Moreover, at any time you have the right to object to the processing of personal data concerning you for the purpose of direct marketing in accordance with Article 21 para. 2 of the Data Protection Regulation; this also applies to any profiling insofar as it is connected with such direct marketing. We draw your attention to the right to object in this privacy policy in connection with the respective processing.
- Right to withdraw your consent: Insofar as you have given your consent for processing, you have a right of revocation in accordance with Art. 7 para. 3 GDPR.
- Right to data transferability: You have the right to receive the personal data concerning you that you have provided to us in a structured, common and machine-readable format ("data portability") as well as the right to have this data transferred to another controller if the prerequisites of Art. 20 para. 1 lit. a, b GDPR apply (Art. 20 GDPR).

You can exercise your rights by notifying the contact details listed in the "Controller" section. If you believe that the processing of your personal data violates data protection law, you also have the right to complain to a data protection supervisory authority of your choice in accordance with Art. 77 GDPR. This also includes the data protection supervisory authority responsible for Balu und Du e.V. at its headquarters in Osnabrück, Germany: The State Commissioner for Data Protection of Lower Saxony, Prinzenstraße 5, 30159 Hanover, Germany, telephone: +49 (0)511 / 120 45 00, E-mail: poststelle@lfd.niedersachsen.de.

6. Information on mutual responsibility

We have set down the obligations arising from joint responsibility in writing within the framework of an agreement concluded between Balu und Du e.V. and the Balu und Du locations:

- Accordingly, the Balu und Du location is responsible for collecting the master data, recording it in the diary tool as well as storing and destroying the analogue contracts, recording sheets and consent forms. Balu und Du e.V. is responsible for the storage and erasure of the master data in the diary tool as well as the collection, recording, storage and deletion of the programme-related data in the diary tool. Any further processing shall be the responsibility of the party carrying out the data processing.
- According to the agreement reached, the Balu und Du site is obliged to provide you, as the data subject, with the mandatory information in accordance with Art. 13 and Art. 14 GDPR when collecting the data and to provide you with the essential parts of the joint responsibility agreement (Art. 26 (2) GDPR).
- For the processing of requests and data subject rights (Art. 15 - 22 GDPR) as well as for informing data subjects about measures taken or not taken in response to a request in accordance with Art. 15 - 22 GDPR, the contracting party receiving the respective request is obliged.
- Finally, under the agreement, each contracting party is responsible for notifying data subjects in the event of a personal data breach (Art. 34 GDPR), engaging and auditing processors (Art. 28 GDPR) and notifying the competent supervisory authority of personal data breaches (Art. 33 GDPR).
- Both the Balu und Du locations and the Balu und Du e.V. are obliged to define technical and organisational measures (Art. 32 GDPR) and to keep a register of processing activities (Art. 30 GDPR).

You can assert your rights arising from Art. 13, Art. 14 and Art. 15 of the GDPR, irrespective of the areas of responsibility defined in the agreement on joint responsibility in the internal relationship, at your choice vis-à-vis the Balu und Du locations and Balu und Du e.V.