

≡ Volunteer agreement

Personal data

First-, last name: _____ date of birth: _____

I agree that my mobile phone number may be stored electronically and that I may be contacted via phone to coordinate meetings or activities using SMS, WhatsApp or similar services.

Landline / mobile phone number: _____

E-Mail: _____

Address: _____

Active in this group: _____ in the function as _____

I would like to receive the Exil newsletter Yes No

Agreement

The institution offers:

- Active participation in the organization
- A monthly exchange meeting with other volunteers, staff and board members
- Invitations to events and work related trainings
- Information and instructions on volunteer work
- Support in case of work related difficulties
- Feedback in a confidential atmosphere
- Volunteer certificate
- An electronic newsletter about the organization's work
- Accident- and liability insurance while volunteering

The volunteer agrees:

- To act in accordance with the organisation's objectives, attitudes and philosophy
- To act according to the confidentiality agreement
- To data processing in accordance with the privacy policy
- To participate in work related trainings, if necessary
- To provide the institution with a current extended clearance certificate

The facility reserves the right:

- To exclude volunteers from volunteering, if they violate the organization's philosophy
- To exclude volunteers from volunteering, if there are relevant entries in their extended clearance certificate

Osnabrück, _____

Signature Organization

Signature Volunteer

Interest in further volunteering

- I'm interested in interpreting
- I'm interested in translating documents.

This applies to the following language(s): _____

- I can accompany people to the
 - Immigration office
 - Social welfare office / Jobcenter
 - Doctor
 - Other

Confidentiality agreement

I hereby commit to professional secrecy within my volunteer work at Exil - Osnabrücker Zentrum für Flüchtlinge e.V.

I have been informed about my obligation to secrecy with regard to personal data and information such as names, addresses, pictures and personal stories regarding persons who I meet during my volunteer work at Exil – Osnabrücker Zentrum für Flüchtlinge e.V.

I will keep secrecy towards third parties about everything I learn about people during my volunteer work at Osnabrücker Zentrum für Flüchtlinge e. V.

The obligation to secrecy remains after ending my volunteer commitment and I will keep secrecy about data after termination.

I have been informed that violating confidentiality is a criminal offence.

Signature Volunteer

Philosophy

We support people with a flight and migration history.

We are available to people with flight and migration history as contact partners, and represent their interests. Being a social and political non-profit association we work to support and shape their life in Germany. We promote living together and stand up for cultural interaction as well as aiming to reduce prejudices and discriminations.

We stand up for their rights.

Independent of social, cultural or religious backgrounds our association advocates for refugees to live a decent and dignified life free from fear here in Germany. We stand up for their rights against the administration and public – independent of the refugees' current resident status. We also support those who do not have access to comparable services or any offers at all. In order to reach these aims we enlist cooperation and build up networks.

We encourage all people living here to support the improvement of the refugees' living conditions and with that we offer many and various possibilities of commitment. We want to play an active part in development and change. This aim demands conveying the necessity of an open society. We are politically active and involve ourselves in current discussions and debates.

We promote cultural diversity. We are interested in art and culture from around the world and aim towards making that visible.

We provide proposals for refugees and raise public awareness.

In particular for those refugees who do not have access to advisory service, educational, cultural or social offers, we create alternative arrangements.

Our advisory service serves persecuted and displaced people who are looking for secure residence in Germany. The focus here is on refugee law and immigration law as well as on initial consultation and integration consultation. We share our knowledge.

We provide educational offers for people with a flight and migration history.

We support activities which promote mutual respect and mutual understanding, such as activities which enable the participants' to develop their skills.

We point out social grievances against the treatment of refugees, and furthermore take position towards asylum and migration policy at local and national level. Public relations are used effectively to transport and inform our fellows about political issues and humanitarian concerns.

We highly appreciate each other.

For us, it is a matter of course that we interact and get along with all people in a respectful way. We work together with people with a flight and migration history, and further encourage them to join in developing our association. This applies to all association members and people whom we support. Our work is done on a voluntary basis and to all involved we offer great scope for ideas and cooperation. We emphasise collective decision making.

We promote respectful interaction and transparency in information exchange within the association. Our engagement is based on open and trustful structures. Including all generations, we aim to accomplish good collaborative work together.

As a learning association we constantly educate ourselves. We want to listen, question, analyse by engaging in dialogue situations. For us, openness, honesty and courage belong to a cooperative culture. Humour and cheerfulness serve as sources of power at our sometimes hard social work.

Data privacy statement

Data protection has a high priority for us. We treat your personal data confidentially and in accordance with this data privacy statement and the data protection regulated by law. If there is no legal basis for processing your data, we will generally request your consent. The processing of your personal data, such as your name, address, e-mail address or telephone number, is always carried out in accordance with the General Data Protection Regulation and in accordance with the applicable data protection regulations. By means of this data privacy statement, we would like to inform the public about the type, scope and purpose of the personal data collected, used and processed by us. This data privacy statement will also inform you about your rights.

Note on the responsible department

The organization responsible in the sense of the General Data Protection Regulation, other data protection laws applicable in the Member States of the European Union and other data protection regulations is

Exil – Osnabrücker Zentrum für Flüchtlinge e.V.
Krahnstraße 11
49074 Osnabrück
Tel. 0541 380699-0
kontakt@exilverein.de
www.exilverein.de

Revocation of your consent to data processing

Many data processing operations are only possible, if you express consent. You can recall an already given consent at any time. An informal e-mail to kontakt@exilverein.de is sufficient for this purpose. The legitimacy of the data processing carried out until the revocation remains unaffected by the revocation.

Right of appeal to the surveillance authority in charge

In the case of non-compliance with data protection laws, you have the right to complain at the surveillance authority. The surveillance authority authority for data protection issues is the State Data Protection Commissioner of Lower Saxony, where our organization is based:

Barbara Thiel
Prinzenstraße 5
30159 Hannover
Telefon: 05 11/120-45 00
poststelle@lfd.niedersachsen.de
www.lfd.niedersachsen.de

Right to data transferability

You have the right to obtain data which we process automatically on the basis of your consent or in fulfilment of a contract. It can be handed out to you or a third party in a common machine-readable format. If you request the direct transfer of the data to another responsible person or organization, this will only be done as far as it is technically feasible.

Information, blocking, deletion

Exil - Osnabrücker Zentrum für Flüchtlinge e.V. processes and stores your personal data only for the period of time necessary to achieve the storage purpose or insofar as the storage has been required by the European Directive and Regulation Giver or another legislator in laws or regulations to which the organization is subject.

If the purpose of storage no longer applies or if a storage period prescribed by the European directive and regulation disposer or another competent legislator expires, the personal data will be blocked or deleted routinely and in accordance with the provisions by law.

Within the framework of the applicable legal provisions you have the right to free information about your stored personal data, their origin and recipient and the purpose of the data processing at any time. If necessary, you have the right to correction, blocking or deletion of this data. You can contact us at any time regarding this topic and other questions on the subject of personal data.

Your rights at a glance

It is up to you how Exil - Osnabrücker Zentrum für Flüchtlinge e.V. should handle your personal data. You can always:

- object to the use of your personal data for the future,
- revoke your consent to the use of your personal data for advertising purposes,
- receive information about the personal data stored about you or receive a copy, to which recipients or categories of recipients your data were passed on and what the purpose of the storage is,
- correct or update your personal information,
- block,
- or delete it.

Calling us or sending an e-mail is enough. Instead of deletion your data will be blocked, if legal regulations request certain retention periods. This does not affect data that is required for accounting and bookkeeping purposes or that is subject to retention requirements by law.

Our data protection officer

The organization's data protection officer is:

Anna Meier
Exil – Osnabrücker Zentrum für Flüchtlinge e.V.
Krahnstraße 11
49074 Osnabrück
anna.meier@exilverein.de
www.exilverein.de

Every person concerned can contact our data protection officer directly at any time with all questions and suggestions regarding data protection.

I have read the privacy policy.

Signature volunteer

Consent form for the purpose of data protection for communication via WhatsApp

I agree that Exil - Osnabrücker Zentrum für Flüchtlinge e.V can process my personal data (for example name, phone number, email address, address, birth date) and personal documents for communication regarding support, participation in offered services and personal counselling by making use of the instant-messaging service "WhatsApp" of WhatsApp Ireland Limited, 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland.

I am aware that WhatsApp, Inc. receives personal data (including communication metadata) which is also processed on servers in countries outside of the EU (for example, in the USA). WhatsApp also shares this data with other companies inside and outside of the Facebook consortium. The privacy policy of WhatsApp contains more information (<https://www.whatsapp.com/legal/#privacy-policy>).

Exil – Osnabrücker Zentrum für Flüchtlinge e.V. does not have complete knowledge nor any influence on WhatsApp data processing. WhatsApp is certified under the privacy-shield-framework (<https://www.privacyshield.gov/participant?id=a2zt0000000TSnwAAG&status=Active>) and therefore offers a guarantee to uphold the European privacy policy.

I am aware that, moving forward, I can recant this agreement at any time without giving reasons by informing Exil – Osnabrücker Zentrum für Flüchtlinge e.V. postal (Krahnstraße 11, 49074 Osnabrück) or via E-Mail (kontakt@exilverein.de) of my choice to retract permission in the processing of my personal data.

I am also aware that I use the Instant-Messaging-service „WhatsApp“ voluntarily and that I am free to contact Exil – Osnabrücker Zentrum für Flüchtlinge e.V. via other means of communication to receive information, for example via phone, in person or via email.

Signature Volunteer