

Volunteer agreement

Personal data

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

Phone number: _____ Email: _____

Address: _____

Active in this group: _____ in the function as _____

☐ 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.

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
- To inform the organisation about any changes regarding the voluntary activity and to confirm annually – e.g., via email – whether the activity continues
- To acknowledge that if there is no response after 3 contact attempts, the voluntary activity will be considered ended

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 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 e.V.

I will keep secrecy towards third parties about everything I learn about people during my volunteer work at Exil 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.

Osnabrück, _____

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 e.V.
Möserstraße 34
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 email to us 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 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 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 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.

Data Deletion Policy

Exil e.V. sends out an annual survey (e.g. by email) to all volunteers, asking them to confirm their continued interest in volunteering. If no response is received after three surveys, it is assumed that the purpose of processing has ceased to exist – analogous to the termination of voluntary work. In this case, the personal data of the data subject will be deleted.

The deletion is carried out in accordance with the provisions of the DSGVO (in particular Art. 17) and our internal data protection guidelines and serves to ensure the responsible handling of personal data. The processing of personal data is carried out in accordance with the DSGVO (Art. 6 para. 1 DSGVO) and serves exclusively for the purpose of coordinating voluntary work.

Data that is required for billing and accounting purposes or is subject to statutory retention obligations remains unaffected by this.

Our data protection officer

The organization's data protection officer is:

Anna Meier
Exil e.V.
Möserstraße 34
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.

Osnabrück, _____

Signature Volunteer

Consent for data protection purposes for communication via messaging services.

I consent that Exil e.V. may process my personal data (e.g. name, telephone number, email address, address, date of birth) and personal documents for communication regarding support and participation in the organisation's offers, as well as for personal counselling, via the following instant messaging services:

- **WhatsApp** (WhatsApp Ireland Limited),
- **Signal** (Signal Messenger LLC),
- **Telegram** (Telegram FZ-LLC).

I am aware that when using these services, personal data (especially communication metadata, possibly message contents and usage data) may be processed and stored on servers outside the European Union. This particularly applies to **WhatsApp** and **Telegram**, whose servers may be located in third countries such as the USA or the United Arab Emirates.

I understand that **Exil e.V. has no influence on how these service providers handle data**. The data processing is subject to their respective privacy policies:

- WhatsApp: <https://www.whatsapp.com/legal/#privacy-policy>
- Signal: <https://signal.org/legal/>
- Telegram: <https://telegram.org/privacy>

I am aware that **I can revoke this consent at any time without giving reasons**. An informal email (ehrenamt@exilverein.de) or a letter to Exil e.V., Möserstr. 34, 49074 Osnabrück is sufficient.

I have also been informed that the use of WhatsApp, Signal, or Telegram is voluntary. **Alternative communication methods are always available** – for example via email, telephone, or in-person meetings.

Osnabrück, _____

Signature Volunteer



≡ Consent for Volunteer Mailing List & Exil Newsletter

Explanation of use of your contact data for voluntary work:

We use the contact data collected as part of your voluntary engagement to coordinate your preferred assignments.

Additionally, we use a volunteer mailing list to inform you about:

- Opportunities for further voluntary engagement
- Invitations to networking meetings
- Qualification workshops
- Events hosted by Exil e.V. and partner organisations

Furthermore, we publish the Exil Newsletter, which includes updates from all areas of the organisation's work.

Consent:

Providing consent is voluntary. You can withdraw your consent at any time without giving reasons. An informal email to: ehrenamt@exilverein.de is sufficient.

More information about data protection can be found in our privacy policy at: www.exilverein.de/datenschutz

☐ I consent to my email address being used for the volunteer mailing list.

☐ I consent to my email address being used to receive the Exil Newsletter.

Osnabrück, _____

Signature Volunteer