

## German courses for asylum seekers and persons with tolerated status according to the "VwV Deutsch für Flüchtlinge" (German for Refugees Administrative Regulation)

Last name:		First name:	
Date of birth:		Gender:	
Street/house number:	Postal code:	Town/city:	Resident at (c/o) (if applicable)
Nationality:	Residency status / <b>valid until</b> :		Current language proficiency level (initial estimate):
e-mail:			Mobile phone:

I hereby undertake to participate in the modules of the planned language course **on a regular basis**. My goal is to improve my German language skills so that I can start work as soon as possible or commence vocational training or a course of studies.

As a rule, failure to attend at least 50% of a module will invalidate the entitlement to continue participating in the language course. Continued participation may be possible in justified individual cases.

The cost of teaching materials is to be borne by myself, as are any travel expenses.

If the distance between the place of residence and the course venue is more than 3 km and there is an actual attendance of more than 50% per module (100 lessons), a lump sum of € 50.00 may be reimbursed after completion of each module, provided that the travel expenses incurred exceed € 70.90.

The difference between the travel costs incurred and the lump sum shall be borne by the course participant. The minimum own contribution is € 20.90 per module of 100 lessons.

Payment shall be made upon presentation of the proven travel costs by the language course provider.

I hereby undertake to fully observe and follow the rules of conduct laid down for the courses by the language course providers. I shall be **immediately** excluded from the language programme in the event of non-compliance.

If the student drops out of the course, then it will **not** be possible to participate again at a later date!

I have understood the points set out above and, by affixing my signature, undertake to attend a language course in accordance with the German for Refugees Administrative Regulation.

Place, date, signature

Please complete the application form in German (using clearly legible letters).

## Declaration of consent

### concerning the collection, storage and transfer of personal data by the Rhine-Neckar Region District Administration

I \_\_\_\_\_ (last name) \_\_\_\_\_ (first name), date of birth \_\_\_\_\_,  
with place of residence \_\_\_\_\_, hereby agree that my personal data (last name, first name, date of birth,  
address, nationality, residence status) as well as the data from the planned language course (result of the  
language test at the beginning of the course, course format, duration, language level at the end of the course,  
documentation of my actual participation in the administrative regulation course and my personal further  
development within the framework of the "German for Refugees Administrative Regulation") will be stored by the  
language course provider and the Rhine-Neckar Region District Administration in accordance with the EU's  
General Data Protection Regulation.

I also agree that this data may be exchanged between the language course provider and the Rhine-Neckar  
Region District Administration and the Social Services Office at the temporary accommodation or the integration  
manager of the municipality in which I live as well as the Employment Agency for the purpose of further  
qualification for the labour market.

Storage and transmission of the data is necessary for the proper provision of the language courses and for the  
purpose of settlement with the Ministry of Social Affairs and Integration of the Federal State of Baden-  
Württemberg.

For this purpose, we require your written consent on the basis of Art. 6 EU GDPR (pursuant to Art. 7 EU GDPR).

The Rhine-Neckar Region District Administration cannot guarantee that the data will be transmitted via a secure  
data connection in every case.

My social data may only be used and transmitted by the above-mentioned public institutions for the purpose  
described above.

I have been informed that consent is voluntary. I can revoke the consent at any time in the future relative to the  
above-mentioned public institutions.

I have been informed that refusal to grant this consent will not have any detrimental legal consequences for me.

Participation in an administrative regulation course is not, however, possible without a declaration of consent.

I have received a copy of this declaration.

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(Place, date)

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(signature)

Please complete the application form in German (using clearly legible letters).

**Information pursuant to Article 13 EU GDPR concerning the processing of personal data by the  
Integration Unit (Office 05) at the Rhine-Neckar Region District Administration**

**Processing designation: Intensive Language Course pursuant to the German for Refugees Administrative  
Regulation**

**List of processing activities:**

**1. Obligatory information**

**1.1 Name and contact data of the Data Controller**

Rhine-Neckar Region District Administration  
Kurfürsten-Anlage 38 – 40  
69115 Heidelberg  
Tel. 06221 522-0  
Fax: 06221 522-91477  
[post@rhein-neckar-kreis.de](mailto:post@rhein-neckar-kreis.de)

Authorised Representative: District Councillor Stefan Dallinger

Integration Unit  
Czernyring 22/12  
69115 Heidelberg  
Tel.: 06221 522-2209  
Fax: 06221 522-2209  
[integration@rhein-neckar-kreis.de](mailto:integration@rhein-neckar-kreis.de)

**1.2 Contact data of the Data Protection Officer**

Official Data Protection Officer  
Kurfürsten-Anlage 38 – 40  
69115 Heidelberg  
Tel.: 06221 522-0  
Fax: 06221 522-91477  
[post@rhein-neckar-kreis.de](mailto:post@rhein-neckar-kreis.de)

**1.3 Purposes of the processing and legal basis**

An administrative regulation course based on the German for Refugees Administrative Regulation of the Federal State of Baden-Württemberg is designed to enable you to improve your German language skills. In order to coordinate, plan and settle the courses with the Federal State of Baden-Württemberg, personal data concerning participation in the language course, as well as data concerning the development of language skills following participation in the language course, are collected.

Following your consent, your data may be processed by the employees responsible for the course organisation at the Rhine-Neckar District Administration exclusively for the specified purpose. This also includes the reciprocal transmission of data between language course providers, the Rhine-Neckar Region District Administration, the municipality of your place of residence, the Employment Agency as well as the Ministry for Social Affairs and Integration of the Federal State of Baden-Württemberg as well as the Federal Office for Migration and Refugees.

The transmission of data is necessary for the coordination and efficient planning of your language course and for further qualification.

The data needs to be recorded in order to enable the German for Refugees Administrative Regulation (of 11 May 2016 - File Ref.: 3-5913/3-3-) to be implemented.

1.4 Recipients or categories of recipients, if the personal data is regularly forwarded.

The data is recorded by the District Social Services Office or Integration Management Office of the municipality in which you are resident, and is forwarded to the Rhine-Neckar Region District Administration. This data is also exchanged between the language course providers, the District Administration, your Social Services Office and the German Employment Agency. In addition, the respective language course provider records data on your attendance rate and passes this to the other bodies.

## 2. Information needed for fair and transparent processing

2.1 Duration of the data storage or criteria used to determine the duration

In general terms, your data will be saved for as long as is necessary in accordance with the above-mentioned legal purpose. After 10 years, the datasets will be reviewed and, if necessary, data that is no longer used or is inactive will be deleted.

2.2 General rights of data subjects

The data subject has the following rights set out in the Articles:

- the right to information pursuant to Art. 15 GDPR,
- the right to correction pursuant to Art. 16 GDPR,
- the right to deletion pursuant to Art. 17 GDPR,
- the right to restrict processing pursuant to Art. 18 GDPR,
- the right to data portability pursuant to Art. 20 GDPR,
- the right to object pursuant to Art. 21 GDPR.

2.3 Right to revoke issued data processing consent pursuant to Art. 6 Para. 1a or Art. 9 Para. 2a EU GDPR for the future

Pursuant to Art. 7 Para. 3 GDPR, the revocation may be addressed to:

Integration Unit  
Czernyring 22/12  
69115 Heidelberg  
Postal address: 69036 Heidelberg, PO Box 10 46 80  
e-mail: [integration@rhein-neckar-kreis.de](mailto:integration@rhein-neckar-kreis.de)

Revoking consent will not affect the lawfulness of the processing that was performed prior to revocation on the grounds of the consent.

2.4 Existence of the right to appeal to the supervisory authority

Regional Officer for Data Protection and Freedom of Information, Stuttgart  
Königstrasse 10 a, 70173 Stuttgart  
PO Box 10 29 32, 70025 Stuttgart  
Tel.: 0711/615541-0, Fax: 0711/615541-15  
e-mail: [poststelle@fdi.bwl.de](mailto:poststelle@fdi.bwl.de)

2.5 Consequences of failure to provide the personal data:

The coordinated and efficient planning of administrative regulation courses is not possible without this data.

The German for Refugees Administrative Regulation (dated 11 May 2016 - File Ref.: 3-5913/3-3-) cannot be implemented without the recording of personal data.