

## Information about how we use your data

Are you looking for advice?

The information below is intended to let you know how our advisory service uses your personal data. Please read it thoroughly and get in touch if you have any questions.

### 1. What data do we store and use?

We will normally store

- Your name
- Your contact details (address, phone number, email address)

However, it is open to you to arrange an anonymous consultation with our staff. Please let us know if you require this. We will then tell you whether we are storing your data, and discuss with you precisely which data we store and the impact that this may have on our advice.

We also note and store any information provided to us by you in relation to your case.

This might include:

- Where and when you were a victim of discrimination;
- Who discriminated against you;
- Whether there were any witnesses;
- Any other authorities with whom you have been in contact.

This information is important, as it helps us to identify joint approaches for dealing with the discrimination.

As part of our consultation, we may need to store **personal data** from what are known as **special categories** (as defined by article 9 of the GDPR\*). These include:

- Data concerning your health
- Data concerning your experiences of racism
- Data concerning your nationality
- Data concerning your sexual orientation
- Data concerning your religion or beliefs

For example, whether you have experienced religious discrimination and wish to work with us to take action against it. We store data relating to your religious affiliation in order to enable us to take the appropriate action in relation to your case.

## 2. Why do we need to store your data?

We store your data to enable us to

- Contact you;
- Remind ourselves about consultations and appointments with you;
- Undertake tasks you have asked us to complete;
- Discuss cases with colleagues during team meetings;
- Ensure that other colleagues in our advice centre have the information they will need if they have to take over your case.

We also collect internal, anonymised statistics about discrimination cases, but it is not possible to identify you from these statistics.

## 3. Where do we store your data?

Your data is stored in:

- Your advisor's records/notes and email system;
- Case files, which are kept safe in a metal filing cabinet

## 4. Do we pass your data on to other authorities?

We will always discuss any transfer of data with you in advance. We will not pass on your data without your consent.

For example, if it is necessary to refer you to another specialised advisory service or a lawyer, we will pass on data such as your contact details and information about the case. We will discuss this with you in advance and obtain your authorisation to do so.

Our advisory service also stores your digital case files on an external server (located in Germany), the provider of which guarantees compliance with the GDPR\*.

## 5. How long is my data stored for?

Our advice centre retains stored data for 5 years after the end of our advisory relationship with you. At the end of this period, we remove/destroy the data.

## 6. What are my rights in relation to the storage and use of my data?

### **The right to withdraw consent (GDPR article 7 (3))**

If you have given us your consent to store and use data, you have the right to withdraw this consent with future effect. You do not have to give reasons for withdrawing your consent. Once we receive your withdrawal of consent, we will not store any new data that is particularly sensitive. However, data that has already been stored will continue to be stored.

### **The right of access and the right to data portability (articles 15 and 20 GDPR)**

You have the right to obtain information about data concerning you that we have stored. If you wish to obtain information about data concerning you that we have stored, we will provide you with it in an electronic format.

### **The right to rectification and erasure and the right to restriction of processing (GDPR articles 16 to 19)**

If the information concerning you that we have stored is inaccurate or incorrect, you have the right to have this data rectified or erased. In the event that we have passed on inaccurate data to other authorities, we will inform them about such rectification or erasure. It is also open to you to require us not to use data that you consider to be incorrect until it has been verified.

Information about/rectification of/erasure of data is free of charge.  
Please contact [beratung@adb-sachsen.de](mailto:beratung@adb-sachsen.de)

### **The right to lodge a complaint (GDPR article 77)**

If you believe that there has been a breach of data protection rules, you have the right to lodge a complaint with the state data protection authorities.

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The legal basis for data processing is the advisory relationship between you and the advice service (GDPR\* articles 6(1)(a), FDPA\*\* article 22 1)) and your consent in respect of particularly sensitive data (GDPR article 9(2)(a)).

\*GDPR = EU General Data Protection Regulation

\*\*FDPA = Federal Data Protection Act