

**Responsible position in the Main Office in Cologne:  
Board Member for Finances, Staff and Administration**

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**Purposes of the data processing and legal basis:**

The purpose of the association is to support women and girls in war and crisis zones who are affected by traumatic experiences - irrespective of their political standing, ethnic origin or religious affiliation.

**Data types / categories**

The following data types / categories are the subject of the processing of personal data:

**Working area: Fundraising**

- Personal master data (e.g. name, date of birth, gender, address)
- Communication data (e.g. telephone, e-mail, internet)
- Bank transfer data (e.g. name, IBAN, BIC, account number)
- Direct debit data (e.g. name, IBAN, BIC, account number)
- Donor data (e.g. name, credit card data)
- Client history

### **Working area: Finances**

- Personal master data (e.g. name, date of birth, gender, address)
- Client and delivery data (names, address, staff, telephone)
- Contract master data (contractual relationship, product and/or contractual interests)
- Bank data (account details and name)
- Client history
- Contract billing and payment data

### **Working area: Trauma / Training**

- Personal master data
- Communication data
- Client history

### **Website**

- Shortened IP addresses
- Digital fingerprints
- User agents
- Geoinformation
- Hashed mobile device codes
- Hashed cross device identifiers
- Pseudonymised e-mail recipient IDs
- E-mail addresses via opt-in dialogues
- Contact data

In individual cases, the data processing will be carried out for the following purposes:

- **Data processing according to Art. 6 (1) (b) EU-GDPR**

We process data to fulfil contractual obligations or to carry out pre-contractual measures according to Art. 6 (1) (b) EU-GDPR.

The purposes of the data processing are primarily intended to serve the products or the services which you are seeking to use.

- **Working area: Fundraising**

- Receipts of donation
- Book-keeping for donations
- Direct debits
- Address changes
- Cancelling direct debit authorisations
- Orders for donation gift cards
  
- **Working area: Finances**
  - Settling invoices
  - Invoicing, issuing reminders
  - Bank transfers
  - Book-keeping
  - Contract preparation
  
- **Working area: Trauma / Trainings**
  - Training certificates
  - Training satisfaction surveys among participants
  - Invoicing
  - Payment reminders
  - Registrations for training courses

- **Data processing according to Art. 6 (1) (f) EU-GDPR**

Furthermore, we also process data required for safeguarding the legitimate interests of medica mondiale insofar as your interests or fundamental rights and freedoms do not override these.

This data processing serves to provide information about the activities and projects of the association and covers, for example,

- postal mailings with information about our work
- postal invitations to training courses

- **Data processing according to Art. 6 (1) (c) EU-GDPR**

We continue to process data necessary for the performance of legal obligations to which medica mondiale is subject, such as

- Employee and client data according to the Lobby Register Act

- **Data processing according to Art. 6 (1) (a) EU-GDPR**

Furthermore, we process personal data with the consent of the data subject in accordance with Art. 6 (1) (a) and its relation to Art. 7 EU-GDPR.

This data processing covers e.g.

- Contact and contact details
- Ordering the newsletter by e-mail
- Electronic invitation to training courses
- Electronic mailings with information about our work
- Thank-you telephone calls to new donors
- Telephone clarification of the relationship between new donors and medica mondiale after multiple donations (request for direct debit)

### **Recipients or categories of recipients of the personal data:**

At medica mondiale e.V. only those employees who need to access your data in order to fulfil their contractual and/or legal duties will have access to this data.

### **Service providers:**

Service providers or contractors used by medica mondiale e.V. may also have access to personal data in individual cases. medica mondiale has agreed a supplementary contract with its contractual partners specifically covering commissioned data processing in accordance with Art. 28 EU-GDPR .

We will gladly provide you with a list of companies with which we have more than temporary business relationships upon request (GF folder AVV).

### **Storage period:**

The data will be stored by medica mondiale for as long as it is needed for the purposes for which it was collected. If the data is no longer needed, it will be deleted, unless legal and contractual storage obligations prevent deletion.

For example, we store data for six to ten years in accordance with the relevant regulations of the German Fiscal Code (Abgabenordnung) or German Commercial Code (Handelsgesetzbuch).

In individual cases, longer storage periods may be required by funding bodies.

Furthermore, we store your data within statutory limitation periods as long as claims can still be asserted against us.

### **Data Subject Rights:**

You can receive information free of charge at any time, without giving reasons, about your data we have stored. Under certain conditions, you can have any of your data we have collected blocked, corrected or deleted. You also have the right to the release of your data in a structured, common and machine-readable format.

You can also withdraw your consent to data collection and processing at any time

without giving reasons or you can object to the data processing. To do so, please contact us at the address given above. When revoking consent, please take into account the fact that the lawfulness of the processing of your data prior to the revocation remains unaffected.

You also have the right to complain to the competent supervisory authority, if you are of the opinion that your personal data is not being processed lawfully. The competent authority is the NRW State Data Protection Commissioner:

State Commissioner for Data Protection and Freedom of Information  
North Rhine-Westphalia  
Postfach 20 04 44  
40102 Düsseldorf  
<https://www.ldi.nrw.de/>

### **Obligation to provide data:**

In the context of our business relationships, you are obliged to provide the data that we need to carry out the business relationship. For the preparation of donation receipts, for example, we require certain data and we are generally unable to prepare them without this data. This also applies to other obligations such as:

- Payment of invoices by bank transfer
- Issuing of invoices
- International money transfers
- Participation in training courses
- Employee and client data according to the Lobby Register Act

### **Automated decision-making, including profiling:**

As a matter of principle, we do not use automated decision-making for the establishment or implementation of business relationships.

Profiling does not take place.

### **Information in cases of third-party data collection (Art. 14 EU-GDPR)**

With regard to all personal data that medica mondiale receives via third parties, i.e. not from the data subject directly, the information provided above applies. In addition, we comply with the obligation to provide information under Article 14 of the EU-GDPR in the following cases:

#### **Origin of the data:**

- **Donation portals**
  - Clicks4charity

- betterplace

- **Address traders**
- **Public sources**

e. g. internet, websites, telephone book

### **Data processing according to Art. 6 (1) (f) EU-GDPR**

Data collected from third parties is not processed to safeguard the legitimate interests of medica mondiale.

### **Rights of the data subject and revocation of consent given to third parties**

The data subject's rights listed above apply (see above p. 4 and p. 5).

You can also withdraw any consent given to third parties for the collection and use of data at any time without giving reasons or you can object to the processing of this data.

For this, please contact [info@medicamondiale.org](mailto:info@medicamondiale.org).

When revoking consent, please take into account the fact that the lawfulness of the processing of your data prior to the revocation remains unaffected.