

# Questionnaire for participants in a Hamburg REACT-EU project with data protection guidance and declaration of consent by the participant with respect to data collection, processing and usage

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## Guidance for participants

The project in which you wish to participate is part-financed through the Corona Krisenhilfefonds REACT-EU. In order to be granted these funds, it is necessary to collect information from all participants. This information is primarily needed so that the Ministry of Social Affairs (the Hamburg Ministry of Labour, Social and Family Affairs and Integration) can fulfil applicable reporting and evaluation obligations for the European Commission. If the Ministry of Social Affairs does not (adequately) fulfil these obligations, there is a danger that funds that have already been provided will be reclaimed.

**For this reason, support cannot be provided to individuals who do not provide the required information accurately and in full.**

This data collection and the processing and usage of the data is based on the applicable legal provisions of the European Union ((VO(EU) 1303/2013, VO(EU)1304/2013, VO(EU) 1046/2018 und VO(EU) 2221/2020).

The reporting and evaluation obligations include data on current support as well as information on the effectiveness after the funding period of any support that was provided. Hence, data on your career situation will also be collected after leaving the project – firstly on a date up to a month after leaving and secondly on a date up to six months after leaving.

The project promoter has been appointed to collect and store the required data and is obliged to adhere to legal data protection provisions. The data that is collected is exclusively forwarded, in pseudonymised form, to the ESF managing authority at the Ministry of Social Affairs and from there, in an aggregated form that cannot be traced back to you personally, to the European Commission. Pseudonymised means that instead of your name and address, a neutral designator is used (e. g. a number).

This ensures that only a named group of the project promoter’s employees has access to your personal information and is able to provide you with information about it. Reallocating name and address details to the attribute data is only permitted for the purposes of carrying out mandatory checks and retrospective surveys in the context of evaluative studies of ESF/ REACT-EU support.

The condition for conducting data collection and processing as described is that you are informed of these matters and that you confirm that you have been thus informed. Only then is it possible for you to participate in the project. If you have any questions about this data protection guidance, about how to fill in the questionnaire or about the following declaration, the project promoter’s contact representative will be glad to help.

## Declaration of consent by participant

Answering the questions is voluntary, but support cannot be provided to individuals who do not provide the **mandatory information (questions 1-2, 10 and 11)**. However, these restrictions do not apply to questions about immigration background, membership of a minority, suffering from any disabilities or other disadvantages (see questions no. 6-9). You can decline to provide information in answer to these questions by selecting “Prefer not to say” without being excluded from the project.

I hereby declare that I consent to my data being collected, processed and shared for the purposes of reporting, evaluation and auditing in relation to the project.

I consent to the project promoter or an institution (scientific institute) appointed by the European Union, the Federal Republic of Germany or the ESF managing authority contacting me after I leave the project or after the project comes to an end in order to collect data about my career situation. (Questions 12 and 13) This data is used for the purposes of scientific monitoring and analysis. The project promoter for this project (recipient of funding) must provide all information required for this. As a rule, this data is collected firstly on a date up to a month after leaving and secondly on a date up to six months after leaving. If you do not grant your consent, you will be excluded from the project.

The responsible data protection officer is the Ministry of Social Affairs data protection officer, Hamburger Straße 47, 22083 Hamburg, Germany, telephone: +49 (0)40 426 630 (switchboard), email: datenschutz@soziales.hamburg.de.

The project promoter has been appointed by the Ministry of Social Affairs to collect and process required personal data relating to me. The promoter has been specifically instructed regarding compliance with the provisions of data protection law and declared their commitment to observing these provisions. The data controller is the Ministry of Social Affairs. I have the right to request information from the data controller about my personal data (right of access) and to request that inaccurate data be rectified (right of rectification).

My personal data is shared exclusively with

* Ministry of Social Affairs, as the ESF managing authority

Contact: ESF-Programme Management, Mr Burkhard Strunk (Head of Unit)

Hamburger Straße 47, 22083 Hamburg, Germany

* Ramböll Management Consulting GmbH as the institute appointed to evaluate/assess the support programme

Contact: Ramböll Management Consulting GmbH, Evaluation ESF-Hamburg, Jürgen-Töpfer-Straße 48, 22763 Hamburg

My data will be stored until the end of 2027.

I have the right to obtain from the data controller the erasure of my personal data (“right to be forgotten”) in accordance with article 17 GDPR and restriction of processing of my data in accordance with article 18 GDPR.

I have the right to lodge complaints about the processing of my personal data with the Hamburg Commissioner for Data Protection and Freedom of Information.

I am aware of my right to withdraw my consent. A request to withdraw consent should be made to the project promoter, either verbally or in writing (including by email). I may be required to prove my identity. Once my declaration has been received, my data may no longer be processed and must be promptly deleted. However, this does not affect processing that took place prior to this time.[[1]](#footnote-1)

**I have been informed that withdrawing my consent while participating in the project will result in my immediately being excluded from the project. I cannot be forced or compelled to declare or maintain my consent.**

**I have been made aware by the project promoter that the project is supported by the Corona crisis aid fund REACT-EU of the European Union.**

**The information I have provided is accurate and complete.**

City Date

Signature of participant (In case of participants under 18 years of age: signature of parent or guardian)

## Questionnaire

### Project promoter basic data (to be completed by project promoter)

Designation of ESF/ REACT-EU project: Klicken Sie hier, um Text einzugeben.

INEZ number (see grant notice):Klicken Sie hier, um Text einzugeben.

Participant number (to be allocated by project promoter): Klicken Sie hier, um Text einzugeben.

### Participant basic data (to be completed by participant)

Surname:Klicken Sie hier, um Text einzugeben.

First Name:Klicken Sie hier, um Text einzugeben.

Date of Birth:Klicken Sie hier, um Text einzugeben.

Street and house number:Klicken Sie hier, um Text einzugeben.

Postcode:Klicken Sie hier, um Text einzugeben.

City: Klicken Sie hier, um Text einzugeben.

Telephone number:Klicken Sie hier, um Text einzugeben.

E-mail address:Klicken Sie hier, um Text einzugeben.

**Participant basic data, pseudonymised** (to be completed by participant)

(The following information is forwarded to the ESF managing authority)

Participant number (project promoter basic data)

Klicken Sie hier, um Text einzugeben.

Gender:

Female  Male

Age at start of participation in project: Klicken Sie hier, um Text einzugeben.

Date of start of participation in project: Klicken Sie hier, um Text einzugeben.

### **1 - Employment status immediately before start of participation in project**

Only one category can be selected (either “Unemployed” or “Employed” or “Inactive”).

When selecting one of the categories, please also indicate the relevant subcategory, as applicable.

**Unemployed**

Unemployed (i. e. registered with a job centre or the German Federal Employment Agency (public employment service):

Long-term unemployed (i. e. for people aged 25 or over: registered as seeking work for at least 12 months, for people aged under 25: registered as seeking work for at least six months)

Not long-term unemployed

**Employed**

Employed (i. e. carrying out paid work, regardless of whether this is for an employer or on a self-employed basis, whether it is temporary or permanent, whether you are subject to social insurance contributions or are marginally employed, and whether you are a civil servant, a salaried/office worker or a waged/manual worker, including family workers, trainees and professional soldiers):

In training

Self-employed

Other form of employment

**Inactive**

Inactive (i. e. neither unemployed nor employed as specified above, including military service volunteers, voluntary service participants, individuals on full-time parental leave and job-seekers who are not registered as seeking work):

School pupil

In school-based training (e.g. vocational college, general education with a practical component)

University student (full-time)

In training (full-time)

Househusband/housewife

Inactive and not in training

### **2 - What is your highest level of qualification?**

For a precise definition of the categories, see explanatory notes.

If the educational or professional qualification was acquired abroad, please select an equivalent qualification.

ISCED 0 – has not completed primary education (only if no longer of school-going age)

ISCED 1 – primary education

ISCED 2 – lower secondary education

(e. g. Stadtteilschule (“district school”), gymnasium, comprehensive school, night school, Berufsaufbauschule (“professional development college”), vocational preparation year)

ISCED 3 – higher secondary education

(e. g. Oberstufe at gymnasium, vocational Oberschule/gymnasium/college, vocational basic education year)

ISCED 4 – post-secondary education

(e. g. school year 13 at vocational Oberschule, vocational colleges that award professional qualifications, dual system (additional training combined with a university entrance qualification, night school, healthcare colleges respectively))

ISCED 5 – tertiary education (very short preparatory courses for master tradesperson training)

ISCED 6 – tertiary education

(e.g. BA or equivalent, professional colleges, public administration colleges, master tradesperson/technician training)

Master tradesperson training is uniformly assigned to ISCED 6 by federal and state agencies when collecting participant data in ESF/REACT-EU projects

ISCED 7 – tertiary education (e.g. MA or equivalent)

ISCED 8 – tertiary education (e.g. PhD, Habilitation)

### **3 - ~~Do you live in a household in which all members are jobless?~~**

Question removed from questionnaire on 1 August 2018.

### **4 - ~~If you answered “Yes” to the previous question (3): Do any financially dependent children – yourself included – live in your household?~~**

Question removed from questionnaire on 1 August 2018.

### **5 - ~~Are you a single parent or are you the only adult in a household with (financially) dependent children?~~**

Question removed from questionnaire on 1 August 2018.

### **6 - Which of the following statements applies with regard to your citizenship?**

By ticking the option “Prefer not to say”, you can decline to answer this question without being excluded from the project.

I do not hold German citizenship

I hold German citizenship and have an immigration background (i. e. I was not born in Germany and emigrated to Germany after 1949 and/or one of my parents was not born in Germany and emigrated to Germany after 1949)

I hold German citizenship and do not have an immigration background (in the above-specified sense)

Prefer not to say

### **7 - Are you part of a minority that is recognised in Germany?**

(Minorities that are recognised in Germany include the German Sinti and Roma, Sorbs, Friesians and the Danish minority in Schleswig-Holstein, each with German citizenship)

By ticking the option “Prefer not to say”, you can decline to answer this question without being excluded from the project.

Yes

No

Prefer not to say

### **8 - Do you have a disabled person’s pass or an equivalent official document?**

By ticking the option “Prefer not to say”, you can decline to answer this question without being excluded from the project.

Yes

No

Prefer not to say

### **9 - Are you disadvantaged in any other way?**

This indicator relates to any disadvantages not covered by other indicators. You can record any type of disadvantage here, for instance if you face social exclusion.

By ticking the option “Prefer not to say”, you can decline to answer this question without being excluded from the project.

No

Yes, I am disadvantaged in other ways

If you wish, you can describe your disadvantage in greater detail:

Current and released prisoners

Individuals with substance addictions

Refugees, asylum seekers, individuals granted discretionary leave to remain

Victims of violence

Have not completed primary education (ISCED 0, see also question 2)

Prefer not to say

### **10 - Are you homeless or living in emergency accommodation?**

Hamburg is statistically defined as a non-rural area. This also applies if you live in an area with a rural character that is part of Hamburg, e.g. if you live in the Vier- und Marschlande area.

Yes

No

### **11 - Are you living in a rural area?**

Yes

No

**Results**

Participant number (project promoter basic data)

Klicken Sie hier, um Text einzugeben.

Date of leaving project: Klicken Sie hier, um Text einzugeben.

### **12 - Immediate results up to one month after leaving the project**

**(To be completed by the participant immediately after leaving the project or by the project promoter)**

**Required information: the status of the participant up to one month after leaving the project**

Engaged in job searching upon leaving (only if employment status is unemployed, see question 1)

In education or training upon leaving

Gaining a qualification

Integration in (self-)employment (job) (only if employment status is unemployed or inactive, see question 1)

Participated until the end of the project, but has not achieved any of the abovementioned project goals within a month of leaving

Left before the end of the project and has not achieved any of the abovementioned project goals within a month of leaving

### **13 - Longer-term results**

**(To be completed by project promoter)**

**Required information: the status of the participant six months after leaving the project**

For participants whose employment status at the start of participation in the project was unemployed or inactive

In employment (incl. self-employment) six months after leaving

For participants whose employment status at the start of participation in the project was employed

Improved labour market situation six months after leaving

For both participant groups

Neither of the specified long-term results has been achieved

### **10 - Project-specific success indicator**

By ticking the option “Prefer not to say”, you can decline to answer this question without being excluded from the project.

See answers to questions 12/13

Prefer not to say

Seeking work

Voluntary activities

Continuing with already-commenced training course or similar

Official voluntary services (e. g. Bundesfreiwilligendienst)

In training

In employment (including self-employment)

Doing work placement/internship

Attending school/college

Studying at university

Placement in project, course, other institution

**Supplementary information on project results**

**(To be completed by project promoter)**

Participant number (project promoter basic data)

Klicken Sie hier, um Text einzugeben.

### **12a - Project results immediately after leaving**

No information, since the participant could no longer be contacted (i.e. at the point of data collection, no valid address, telephone number or email address was available)

No information, since the participant declined to provide information (no response, no reply to written requests, telephone contact attempts were unsuccessful even though the telephone number is presumed to be correct, participant was reached but declined to provide information on this question, or similar)

Contact attempts must be documented separately.

### **13a - Longer-term project results six months after leaving**

No information, since the participant could no longer be contacted (i.e. at the point of data collection, no valid address, telephone number or email address was available)

No information, since the participant declined to provide information (no response, no reply to written requests, telephone contact attempts were unsuccessful even though the telephone number is presumed to be correct, participant was reached but declined to provide information on this question, or similar)

Contact attempts must be documented separately.

## Explanatory notes

The explanatory notes are based on an agreement between federal and state ESF managing authorities on the use of uniform definitions of common indicators as per Annex 1 of Regulation (EU) 1304/2013.

**Minimum thresholds:**

As a rule, participant data is not collected for:

* Short-term participation (duration max. one day or eight hours) or consultation
* Participation in information events (duration max. one day or eight hours)

**Participant data (name, date of birth, gender, contact details)**

Participant data must be recorded in full. It must be possible to contact the participant after leaving the project/after the conclusion of the project.

On question 1:

**Unemployed, including long-term unemployed**

In accordance with the regulations of SGB III, unemployed persons comprise individuals registered as seeking work with the German Federal Employment Agency (public employment service) or a job centre.

Individuals who have been unemployed for over 12 months are long-term unemployed. According to the definition of the European Commission, young people aged under 25 count as long-term unemployed if they have been unemployed for over six months. In some cases where an individual reacquires unemployed status, the measurement of their period of unemployment will be continued from where it left off rather than starting from zero; the following interruptions of unemployment do not affect the measurement of the duration of unemployment according to the measurement principles of the German Federal Statistical Office:

* Participation in measures as per section 45 SGB III
* Interruptions due to inability to work (especially illness) lasting up to six weeks (in line with the six-week period for the expiry of registration as seeking work following an interruption and continued payment of unemployment benefits in case of illness).

However, leaving unemployment

* due to beginning a job,
* participating in other labour market policy measures
* or inability to work lasting more than six weeks

always results in the measurement of the duration of unemployment being discontinued. A new measurement will begin if the person becomes unemployed again.

In the questionnaire, the relevant subcategory should also always be indicated, since the status of an unemployed participant can always be categorised as either unemployed or long-term unemployed.

**Employed/worker/self-employed**

The definition of the European Commission is used. Employed persons and workers are individuals who carry out paid work, i. e. all employees (waged/manual workers, salaried/office workers, civil servants, trainees, professional soldiers), regardless of whether they are subject to social insurance contributions or are marginally employed and not simultaneously registered as seeking work, as well as all self-employed persons and family workers.

**Inactive**

The definition of the European Commission is used on the basis of the national definition of unemployment: persons who are not part of the labour market, i.e. neither registered as seeking work nor in employment. This includes military service volunteers, voluntary service participants, school pupils, full-time university students and individuals on full-time parental leave. Job-seekers who are neither employed nor registered as seeking work also count as inactive.

On question 2 – ISCED categories

|  |  |  |
| --- | --- | --- |
| **ISCED category** | **Sub-category** | **Education/training type** |
|  |  |  |
| **Pre-primary education**  **ISCED 0** | 010  020 | Crèches  Nurseries |
| **Primary education**  **ISCED 1** | 100  100  100  100 | Primary schools  Comprehensive schools (school years 1 to 4)  Waldorf schools (school years 1 to 4)  Special needs schools (school years 1 to 4) |
| **Secondary education I**  **ISCED 2** | 244  241  244  244  244  244  244  244  244  244  244  254 | *Hauptschulen*  Orientation stage, school years 5/6  *Realschulen*  Special needs schools (school years 5–10)  Schools with multiple education types  Gymnasiums (school years 5–9/10 ) 1)  Comprehensive schools (school years 5–9/10 ) 1)  Waldorf schools (school years 5–10)  *Hauptschule* night schools  *Realschule* night schools  Vocational colleges leading to intermediate qualifications  Vocational preparation year (and other vocational preparation programmes) |
| **Secondary education II** |  |  |
| **(general education)** **ISCED 3** | 344  344  344  344  344  344  344 | Gymnasiums (*Oberstufe*) 1)  Comprehensive schools (*Oberstufe*) 1)  Waldorf schools (school years 11–13)  Special needs schools (school years 11–13)  Vocational *Oberschulen* – two years  (without prior professional training)  Vocational/business/technical gymnasium  Vocational colleges leading to a (vocational) university entrance qualification |
| **(vocational)** **ISCED 3** | 351  354  354  353  353 | Vocational basic education year (and additional basic vocational programmes that count for first apprenticeship year)  Vocational colleges (dual system)  Vocational colleges that award a professional qualification  (excluding healthcare, social work and educator training)  One-year programmes at training institutes/colleges for healthcare and social work professions  Middle-grade civil service candidates |
| **Post-secondary, non-tertiary education** |  |  |
| **(general education)** **ISCED 4** | 444  444  444 | Night gymnasiums, colleges  Vocational *Oberschulen* – one year (after prior professional training)  Vocational/technical *Oberschulen* |
| **(vocational)** **ISCED 4** | 453  454  454  454  454  454 | Two- and three-year programmes at training institutes/ colleges for healthcare and social work professions  Vocational colleges (dual system)  (additional training after university entrance qualification)  Vocational colleges that award a professional qualification (additional training after university entrance qualification)  Vocational programmes that award both a professional qualification and a university entrance qualification (simultaneously or successively)  Vocational colleges (dual system) (additional training, prof.)  Vocational colleges (dual system) – conversion students |
| **Short tertiary education programme** **ISCED 5** | 554 | Very short preparatory courses for master tradesperson training |
| **BA or equivalent education programme** **ISCED 6**  **Note: master tradesperson training is uniformly assigned to ISCED 6 by federal and state agencies when collecting participant data for ESF projects** | 655  655  655  645      647  645  645  645  647 | **Vocational focus**  Vocational colleges  (excluding healthcare, social work and educator training) incl. master tradesperson training (880+ hour preparatory courses) Technician training  Training institutes/colleges for educators  *Fachakademien* (Bavarian vocational academies)  **Academic**   * BA degrees at   - Universities  (academic universities, as well as  colleges of arts, teacher training colleges,  theological colleges)  - Vocational universities (including engineering colleges, universities of applied sciences)  Baden-Württemberg Cooperative State University  - Public administration colleges  - Professional academies   * Second BA degree * *Diplom* (vocational university) degree * *Diplom* (vocational university) degree at a public administration college * *Diplom* degree at a professional academy * Second *Diplom* (vocational university) degree |
| **MA or equivalent education programme**  **ISCED 7** | 747  748  746  748 | **Vocational focus**  **---**  **Academic**   * MA degrees at   - Universities  (academic universities, as well as colleges of arts, teacher training colleges, theological colleges)  - Vocational universities (including engineering colleges, universities of applied sciences)  Baden-Württemberg Cooperative State University  - Public administration colleges  - Professional academies   * Second MA degree * *Diplom* (university) degree (including teacher training, state examinations, *Magister* degree, arts degrees and other comparable courses) * Second *Diplom* (university) degree |
| PhD  ISCED 8 | 844 | PhD degree |

On question 3:

If someone is not part of a household but e. g. lives in a hostel, they should also select “No”.

On question 11:

**Rural area**

Hamburg is statistically defined (DEGURBA) as a non-rural area. This also applies if participants come from areas of the city with a rural character. Since participants in Hamburg ESF/REACT-EU projects must come from Hamburg (in a few exceptional cases, they can also come from the metropolitan region), “No” should generally be selected here.

On question 12:

**Immediate results concerning the participant**

***Engaged in job searching upon leaving***

The definition of the European Commission is used.

Inactive participants who are engaged in job searching upon leaving. The participant is registered as a new job-seeker with the German Federal Employment Agency (public employment service) or a job centre up to four weeks after leaving the project. This indicator should be understood as a change of situation after leaving a project. Hence, at the start of participation in the project the participant must have been inactive (question 1) and not registered as seeking work.

***Participants who are in education or training upon leaving***

The definition of the European Commission is used.

Participants who are in general education or training, including taking a degree, up to one month after leaving the project. This indicator should be understood as a change of situation after leaving a project. Hence, at the start of participation in the project the participant must not have been in education or training. Consequently, the employment status of the participant (question 1) must not be “in education” or “in training”. If an ESF/REACT-EU-supported school pupil begins training immediately upon leaving the project, this is also recorded under this indicator.

***Participants gaining a qualification upon leaving***

The definition of the European Commission is used.

* The formal result of an evaluation and validation process after a responsible body has determined that the learning outcomes of an individual correspond to the defined standards,
* A certificate of completion following a professional qualification/training project, or
* The attainment of a higher standard of education in accordance with ISCED or the European or German Qualifications Framework (EQF/DQR)

There must be a certificate of qualification (a certificate of participation in a course leading to a qualification) showing the duration and subject matter of the qualification and providing evidence that the participant has completed the designated components of the qualification successfully and in full (formal result). The project promoter can be the “responsible body”. The qualification should be gained as a result of participation in a project.

***Integration in employment/participants in employment, including self-employment, upon leaving***

The definition of the European Commission is used.

Up to four weeks after leaving the project, the participant is in (self-)employment (within the meaning of the definition of the indicators employed, including self-employed in question 1). This indicator should be understood as a change of situation after leaving a project. Hence, at the start of participation in the project the participant must have been unemployed or inactive.

On question 13:

**Longer-term results concerning the participant**

***In employment (incl. self-employment) six months after leaving***

Up to six months after leaving the project, the participant is in (self-)employment (within the meaning of the definition of the indicators “employed, including self-employed” in question 1). This indicator should be understood as a change of situation after leaving a project. Hence, at the start of participation in the project the participant must have been unemployed or inactive.

***Improved labour market situation six months after leaving***

Participants who, six months after leaving the project, have made the transition from precarious employment conditions to a permanent job subject to social security contributions outside the temporary employment sector and/or have switched from underemployment in the sense of non-voluntary part-time work to full-time employment and/or have switched to a job with higher skills/abilities/qualifications as well as more responsibility and/or have been promoted.

This indicator should be understood as a change of employment situation due to the support in comparison with the situation prior to participation in an ESF/REACT-EU project. It only covers employees.

Definitions of “precarious employment”:

Employment with a temporary contract (definition of European Commission)

Marginal employment (mini-job) (within the meaning of the definition of the Institute for Employment Research (IAB)) Subcontracted employment (within the meaning of the definition of the Institute for Employment Research (IAB))

On question 14:

As part of its programme monitoring, the European Commission requires data to be collected across Europe on participants’ outcomes, with the aim of measuring whether there has been any positive change in employment status between the start of a project (indicator 1) and immediately (indicator 12) or six months (indicator 13) after leaving. As a result, indicators 12/13 are linked to indicator 1, which limits the possible answers that participants can give about their status after leaving the project. This means the results do not always adequately show whether a project has been a success for individual participants. The ESF managing authority has therefore introduced a new indicator, “project-specific success”, for all ongoing projects which makes it possible to measure successful outcomes for specific participants that are not captured by the EU success criteria. However, this new indicator only complements the existing outcome indicators; it must be used in addition to, not instead of, indicators 12 and 13. Participants can decline to answer this question by selecting “Prefer not to say”.

1. For non-Hamburg-based project promoters, complaints can be lodged with the data commissioner responsible for the federal state in which the promoter is based. [↑](#footnote-ref-1)