



Master data sheet and declaration of consent

for the collection of data for the monitoring of the Initiative for Adult Education and the ESF

Details of the project: (in case of ESF co-financing in accordance with the funding contract)

Name of the project:	##### Stammdatenblatt nur auf Deutsch ausfüllen! #####
Project number:	#####
Institution:	#####
Responsible Intermediate Body	Department of Adult Education, BMBWF

1. Master data of the participant:

Last name(s): #####	
First name(s): #####	
Gender: <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> non-binary ¹	Social security number: #####
Street: #####	House No./Stairs/Door: #####
Postcode: #####	Location: #####
<input type="checkbox"/> no residence ²	
Telephone number: #####	E-mail address: #####
Birthday: #####	Country of birth: #####
Nationality: #####	First language: #####
Country of birth of the father: #####	Country of birth of the mother: #####

¹ includes “divers”, “inter”, “open” and “no entry”

² Homeless, unsecured or insufficient living according to ETHOS categories, see https://www.feantsa.org/download/ethos_de_2404538142298165012.pdf



Highest completed education:

- No school attendance or ISCED 0
- Basic Education (ISCED 1): up to 4 years of school attendance, elementary school or special school or comparable school abroad
- Lower secondary education (ISCED 2) – no completion: up to 9 years of school attendance, secondary school, AHS, Special School, Polytechnic School or comparable school abroad
- Lower secondary education (ISCED 2) – positive completion: up to 9 years of school attendance, secondary school, AHS, Special School, Polytechnic School or comparable school abroad
- Upper secondary education (ISCED 3 and 4): Apprenticeship, BMS, AHS upper level, A levels or comparable school/training abroad
- Higher completed training (ISCED 5-8): BHS, post-secondary education (Kolleg, academy), Master's School, Studies University/FH (Bachelor, Master), Doctorate or equivalent training abroad

The highest training was completed in: Austria another country

2. History data of the participant:

<p>Date of entry to the course: ##### ##### #####</p>	<p>Employment status when entering the project:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unemployed <input type="checkbox"/> Long-term unemployed <input type="checkbox"/> Inactive <input type="checkbox"/> Employed (or self-employed)
<p>Special features when entering the project (in case of ESF co-financing; these data are classified as "sensitive":</p> <p>Members of minorities³ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No indication</p> <p>Participants with disabilities <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No indication</p>	
<p>Childcare (only for ESF co-financing for basic education):</p> <ul style="list-style-type: none"> <input type="checkbox"/> The childcare provided by the project promoter will be used. <input type="checkbox"/> The existence of the child to be cared for has been proven. Proof of this can be found in copy with the project promoter. 	

I confirm the correctness of all information under points 1 and 2, as well as that all data have been queried, including those on which I have not provided any information.

I confirm that I have been informed that I am participating in a project co-financed by the European Social Fund (ESF).

³ according to the Volksgruppengesetz: Croatian, Slovenian, Hungarian, Czech or Slovak ethnic group, Roma



3. Information on data processing for ESF co-financed projects:

For the implementation of the relevant EU Regulations (EU) 2021/1056 (Articles 17, 23), the data provided by the participants (with the exception of the data “Special features upon entry into the project”) must be collected by the project promoter in order to receive funding from the European Social Fund. For all reports, the data is used without your name, i.e. without direct personal reference (but with an identification number or summed up). Your name is not mentioned in any publication.

The data will be kept for 10 years in accordance with the legal regulations (Section 24(2)(4) of the ARR 2014). The period begins at the end of the year in which the last disbursement was made. The period shall be extended insofar as this is necessary for the assertion, exercise and defence of legal claims.

You have a right to access, correct, delete or restrict the processing of your stored data as well as an objection to the processing in accordance with the provisions of the General Data Protection Regulation (EU) 2016/679 (GDPR). You can also exercise your rights via: datenschutz.arbeit@bmaw.gv.at. Legally binding retention periods are not shortened. You also have a right of appeal. You can do this with the supervisory authority (Austrian Data Protection Authority; www.dsb.gv.at).

The monitoring of data entry by the educational institution as well as the preparation of the pseudonymised data for the funding providers is carried out in accordance with “Agreement under Article 15a B-VG between the Federation and the States on the promotion of educational measures in the field of basic education and of educational measures to subsequently obtain the compulsory school leaving certificate” by the office of the Initiative for Adult Education. The processing of the data is carried out recurring for the duration of your participation in the educational offer.

4. Declaration of consent and consent to data processing:

The participant acknowledges that the personal data provided by him/her (with the exception of the data “Special features upon entry into the project”) will be processed for the purpose of carrying out and billing the project and, in the event of a project audit, must be disclosed to the statutory supervisory bodies of the federation, state and European Union, including the respective auditors, as well as other locally and objectively competent auditing bodies or their responsible agents. In the case of an ESF co-funded work or funding contract, it is strictly necessary to provide evidence of participation (name, date of birth, gender, contact details and date of entry and exit) and proof of membership of the eligible target group in order to comply with the audit trail. If he/she wish to participate in the project, the participant is obliged to provide these minimum information. Otherwise, the costs incurred would no longer be eligible and would not be reimbursed.



If the participant is registered as unemployed at the Public Employment Service Austria (AMS), the following data on participation in the project (name, date of birth, gender, contact details, period and termination of project participation – with or without a certificate) can be sent to the labour market service to prevent overlaps with AMS measures.

I expressly agree that my personal data referred to in points 1 and 2 and the following data:

- Course entry and exit dates
- Reasons for leaving (termination, drop-out, etc.)
- Completion/success and exam success (if there is an exam)
- Situation at completion/termination (e.g. status on the labour market or similar)
- Person ID (= encrypted pseudonym)
- Proof of the existence of the child (if childcare is offered)
- Data when leaving or up to 4 weeks after (e.g. looking for a job, training, etc.)
- Consulting services (in hours, no content)

for the purpose of the implementation, control and evaluation of this project/education by the educational institution

Name of the institution: _____

Address: _____

Data Protection Officer: _____

(if one has been named)

are entered into the federal monitoring database and stored on a server operated by Bundesrechenzentrum GmbH (BRZ).

I expressly agree that my personal data may be processed by the above-mentioned educational institution in the monitoring database of BEKO GmbH as a commissioned processor in accordance with the Regulation (EU) 2016/679 in order to establish an indirect personal reference by means of a pseudonym and subsequently to make the indirectly personal data (without mentioning my name) available to the funding bodies of the Initiative for Adult Education for the purpose of implementation, accounting, control and evaluation.

I expressly agree that my personal data (name, address, date of birth) will be recorded, processed and stored for use on the course completion certificate.

I expressly agree that my contact details (name, address, telephone number) will be transmitted to the service providers responsible for the evaluation for survey purposes. Participation in a survey is voluntary.



Kofinanziert von der
Europäischen Union



Bundesministerium
Bildung, Wissenschaft
und Forschung

I expressly agree that my personal data will be sent to the Federal Ministry of Education, Science and Research, and the Federal Ministry of Labour in accordance with the relevant EU Regulations No. 1304/2013 and 1303/2013 for the purpose of billing, auditing, statistical evaluation and evaluation.

I expressly agree that the sensitive data I have provided (“special features upon entry into the project”) will be processed by the project promoter and transmitted to the Federal Ministry of Education, Science and Research and the Federal Ministry of Labour for the purpose of implementation, billing, auditing and evaluation.

I can revoke **this consent(s) at any time**. A revocation shall result in the inadmissibility of the further use of the data. The legality of the processing carried out until the withdrawal is not affected. I can bring the revocation, restriction of processing or deletion of my data by means of an informal written declaration to the above-mentioned educational institution.

Location, date

Signature Participant

The data collection and the declaration of consent were additionally explained orally by

First name family name

Date, signature