



Public Directory of Procedures of the Düsseldorfer Drogenhilfe e.V.

In accordance with Section 4g BDSG (German Data Protection Act - BDSG), the data protection commissioner has to disclose the following information as specified in Section 4G BDSG in an appropriate manner to anyone upon request.

1. Name of the responsible body	Düsseldorfer Drogenhilfe e. V. District court of Düsseldorf VR-Nr. 4909 (registry of associations No. 4909)
2. Address of the responsible body	Erkrather Str. 18 40233 Düsseldorf Tel.: 0211 89-93990 Fax: 0211 89-29386 Email: duesseldorfer@drogenhilfe.eu
3. Board	Arbeiterwohlfahrt Kreisverband Düsseldorf e. V. (Workers' welfare union - Düsseldorf local branch) Michael Kipshagen (1 st chairperson) Deutsches Rotes Kreuz Kreisverband D'dorf e. V. (German Red Cross, District Chapter of D'dorf) Thomas Jeschkowski (2 nd chairperson) Jüdische Gemeinde Düsseldorf K.d.ö.R. (Jewish Community of Düsseldorf) Michael Szentei-Heise (member)
4. Management	Joachim Alxnat Brigitte Krämer (deputy)
5. Manager responsible for data processing	Brigitte Krämer
6. Intended purpose of data collection, processing and use:	<p>The purpose of the charitable association is the promotion of health as well as social, medical, nursing and preventive work in the field of drug advice. This task is performed in particular by the counselling, support, therapy and addiction prevention of people in need of help in the field of work carried out by the drug assistance services of the Drogenhilfe association.</p> <p>The way the personal data is gathered, processed and used is done, where required, with reference to the task as specified in the statute of the association and for statistical purposes. As well as for the administration of the association's personnel, the administration of the members of the associations and sponsors, the support of interested parties, marketing and PR work.</p>



7. Definition of affected group of persons and the relevant data or data categories

Insofar as these data are required to fulfil the purposes specified under point 6, personal data on the following groups, insofar as they are natural persons, will in essence be gathered, processed and used:

- Data on employees (as well as their family members), on applicants and former employees:
Address data, holiday dates as well as data relevant for calculating the payroll.
- Data on clients:
Address data as well as other data required to provide care and support.
This includes, among other things, documents that are required to apply for certain kinds of assistance, for example: support plans (determination of the help needed, the objectives, the state of the problem, resources, disturbances, current life situation of the clientele among other things), welfare reports (data on history of addiction, life story as well as academic and career development of the clientele, among other things).
- Data on suppliers and service providers for the purposes of meeting contractual obligations:
Address data, details on hourly rates, invoices, etc.
- Data on sponsors:
Address data, details on sums donated, etc.
- Data on cooperation partners:
Participants of working groups (name, telephone numbers, institutions), list of stand-in doctors, people in charge at the relevant institutions, etc.)

8. Data recipients or categories of recipients

- Public sector bodies that receive the data because of legal rules and regulations (among them, revenue authorities, social insurance institutions)
- External offices and internal departments in order to fulfil the purposes of the association specified under point 6 (including cooperation partners, sponsors)
- Internal offices (personnel administration, book-keepings, accounting, purchasing, and marketing among other things)
- External suppliers in line with Section 11 BDSG (e. g. payroll accounting)

9. Standard terms for the deletion of data

Various record retention obligations and periods have been laid down by law. Upon expiry of these periods, the respective data is deleted as a matter of routine if it is no longer required for the performance of the contract. Where data are not affected by these regulations, they will be deleted once the purposes specified under Point 6 have ceased to exist.

10. Planned data transfer to third states

There are no plans at present to transfer personal data to third countries.

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