

Application for Social Counselling

In order to advise and support you in the best possible way, we require information about your personal circumstances. Please complete this form carefully.

Providing this information is voluntary. You are not obliged to provide us with this information. However, if you do not provide this information, we may not be able to advise or assist you, or only to a limited extent.

I have already participated in a counselling session: **yes** **no** Date:

I have already received financial support from the Catholic University Chaplaincy: **yes** **no**

If yes, how many times:

Personal Information

Name, First Name:

Address:

Telephone Number:

E-Mail-Address:

Gender: female male diverse

Year of Birth:

Nationality:

Country of Birth:

Marital Status: single married separated divorced

Children: Number of Children: Age of Children:

Information about the studies

University:

Field of Study:

☐ Bachelor's Program ☐ Master's Program ☐ Doctorate ☐ Language Course

Type of Studies: Second / Postgraduate Studies Other:

Number of semesters in main subject: Number of University Semesters: Expected Duration of Studies:

Financial Information

You only need to provide the following information if you are seeking financial support!

Monthly amount available to me: €

Type of Study ☐ BAfög ☐ Mini-job/Occasional Work ☐ Support from Parents or Family

Financing: ☐ Blocked Account ☐

☐ Rent excluding (Basic rent)

☐ Rent including utilities (Gross rent)

Monthly Rent: € ☐ Share of rent

Health Insurance Contribution: € Health insurance found:

Broadcasting fee (GEZ): € Sole payer Shared by flatshare Exempt

Explanation of my current situation • Need for assistance:

Data Protection Information according to Sections 14 – 16 of the Church Data Protection Act (KDG) for Social Counselling

Who is the controller for processing my personal data?

The **controller** for processing your personal data is:

Erzbistum Paderborn (Archdiocese of Paderborn), represented by Msgr. Dr. Michael Bredeck, Vicar General, and Prelate Thomas Dornseifer, Vicar General, Domplatz 3, 33098 Paderborn, Germany

Phone: +49 (0)5251 125-0

E-Mail: generalvikariat@erzbistum-paderborn.de

How can I contact your Data Protection Officer

Our Data Protection Officer can be contacted at:
bdsb@erzbistum-paderborn.de

For what purposes is my personal data processed?

We process your data to advise and, if necessary, support you in your specific personal situation.

We require the following information from you:

- **Personal information** (e.g., name, first name, gender)
- **Contact information** (e.g., telephone number, e-mail address)
- **Registration date and, where applicable, reason for counselling and previous consultations**

Further data processed in the course of counselling may include:

- **Personal data** (e.g., year of birth, religious affiliation, nationality, marital status, language, residence permit)
- **Information regarding your studies** (e.g., university, duration of studies, number of subject semesters)
- **Details of your personal situation** (e.g., housing situation, number and age of children)
- **Financial information** (e.g., income, debts, creditors, financial obligations, study financing)
- **Information about the counselling itself** (e.g., content of counseling, recommendations, outcome, agreements)
- **Payment data (e.g., bank account details)**

In order to assess your financial situation and your need for support, we require documentation, which may include: bank statements, insurance letters, enrollment certificates, passport, contracts, payment reminders, thesis registration.

Additional information may be provided voluntarily.

What is the legal basis for processing?

The legal basis for processing is:

The necessity for the performance of a contract and for taking steps prior to entering into a contract (performance of the counselling contract initiated by your registration) pursuant to Section 6(1)(c) of the Church Data Protection Act (KDG).

Processing of voluntarily provided data based on your consent pursuant to Section 6(1)(b) KDG

Am I obliged to answer all the questions from the counselling center?

You are not obliged to provide the information or documents. However, providing the information is necessary to ensure comprehensive and accurate counselling.

If you do not provide all the necessary data, we may not be able to advise or support you adequately.

When will my personal data be deleted?

The documents concerning your studies, personal situation, and financial circumstances that you provide will be deleted or returned to you immediately after the conclusion of counselling.

If no counselling takes place and you have not been advised by us, your data will be deleted immediately.

Otherwise, your data will be deleted once they are no longer required for the purposes for which they were collected, provided no statutory retention periods apply — at the latest after ten years.

To whom will my data be disclosed?

Your data will be treated confidentially.

Data will only be disclosed to third parties if we are legally obliged to do so (e.g., tax authorities, offer to diocesan archives) or if you have consented to the disclosure (Section 6(1)(b) KDG).

Where necessary, we may engage strictly instructed service providers (e.g., document destruction, IT specialist services) under a data processing agreement in accordance with Section 29 KDG.

What rights do I have?

Subject to the conditions set out in the KDG, you have the following rights:

- **Right of access** (Section 17 KDG)
- **Right to rectification** (Section 18 KDG)
- **Right to erasure** (Section 19 KDG)
- **Right to restriction of processing** (Section 20 KDG)
- **Right to data portability** (Section 22 KDG)
- **Right to withdraw consent if processing is based on Section 6(1)(b) or Section 11(2)(a) KDG.** The withdrawal should be addressed to the controller mentioned above. **The withdrawal does not affect the lawfulness of processing carried out prior to the withdrawal.**

Where can I lodge a complaint about the processing of my personal data?

Notwithstanding other legal remedies, you have the right to lodge a complaint pursuant to Section 48 KDG with the supervisory authority:

Katholisches Datenschutzzentrum, Brackeler Hellweg 144, 44309 Dortmund, Phone: +49 231 1389859, E-Mail: info@kdsz.de