### Annex 05 Declarations

**Declaration regarding reduction of the eligible costs**

Hereby I confirm awareness of the possible reduction of applied investments by the contracting authority due to mistakes, ineligible investments or any other errors occurred in course of the application preparation.

**Declaration regarding compliance with national minimum standards**

Hereby I declare that all investments related to this project will comply with the relevant national minimum standards concerning employment conditions, non-discrimination, food safety, animal welfare.

**Declaration regarding the unchanged purpose of investment for the 3 years monitoring period**

Hereby, I confirm that there will be no change of the purpose of the grant awarded investment within the 3 years monitoring period. I also confirm that the grant awarded investment will not be sold during the 3 years monitoring period.

**Declaration regarding newly hired employees**

Hereby, I declare that in case my project creates new jobs and has earned points for this during the selection process I will create these jobs and will prove it by paying pension contributions and payroll taxes starting at the latest a month before the handover of equipment. Furthermore, I declare to keep these newly created jobs within the 3 years monitoring period.

**Declaration regarding on-the-spot controls**

Hereby I accept on the spot controls performed by contracting authority inspectors. I will provide access to the buildings, premises, land sites, documents and any information related to investment for which I am applying, and for which on-the-spot controls are required by the contracting authority.

**Declaration on no double funding**

Hereby, I declare that for the investment I’m applying I have not received other public funds, i.e. it has not been funded by other national or donor projects or programs.

**Declaration on no liabilities towards MAFRD**

Hereby, I declare that I have no outstanding liabilities, including unresolved debts or other obligations, toward the Ministry of Agriculture, Forestry and Rural Development (MAFRD).

**Declaration of consent for use of co-owned property**

Hereby, I confirm that I have obtained the consent of the co-owners of the family or jointly owned property, as referenced in this application form, to use the property as planned in this project proposal.

**Declaration on correct data and information**

Hereby, I confirm that all data and information provided in the application is accurate and true.

**Signature Date, place**

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**Information on data processing in accordance with Article 13 of the EU General Data Protection Regulation (GDPR) (‘data privacy statement’)**

The Entrepreneurship Promotion project collects and processes personal of beneficiaries of the investment grant scheme. As part of your application to the investment grant scheme personal data is collected (see chapter 2.).

Personal data shall be processed in order to enable services providers A) to match beneficiaries with business coaches and mentors, B) to conduct regular surveys with the beneficiaries of the investment grant scheme, and C) for internal and external auditing purposes.

Please note the monitoring and evaluation survey shall collect no additional personal data. The data collected through the survey shall support the continuous monitoring of the implementation of the activities proposed by the beneficiaries of the investment grant scheme.

1. **Contact data of the data controller**

The data controller for processing purposes is Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Address: Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH; Street Arkitekt Karl Gega No.38, 10000 Pristina, Republic of Kosovo

Contact: by email: giz-kosovo-buero@giz.de

Data processor:

**Service provider for Monitoring and Evaluation: Smart Innovation Centre**

**Address:** Str. "Agim Ramadani", 10000 Prishtina, Republic of Kosovo
**Phone:** +383 45 321 797
**E-mail:** info@sic-ks.com

**Service provider for Business Coaching & Mentoring: D&D Business Support Center L.L.C.**

**Address:** Str. Xheladin Hana, Iliria Building, no.10, 10000 Pristina, Republic of Kosovo

**Phone**: +383 (0) 38 748 701

**E-mail**: info@dd-bsc.com

* Purpose: monitoring and evaluation of the investment grant scheme
* Data Category: Personal Data (see 2. Collecting your data)
* Purpose: matching between business coaches and the beneficiaries of the investment grant scheme
* Data Category: Personal Data (see 2. Collecting your data)
* Purpose: external and internal audits
* Data Category: Personal Data (see 2. Collecting your data)
1. **Collecting your data**

We process your personal data as follows:

The following personal data is collected during the application process to the investment grant scheme via the Good Grants software:

* Given name and family name
* Phone number
* Email address
* Address of business
* Gender
* Age range

The following sensitive data is collected: Last revised: February 2023 Authors: Data Privacy Management Page 2

* Ethnicity

The following personal data is provided by GIZ to service providers (see chapter 1) via the secure filetransfer system:

* Given name and family name
* Phone number
* Email address
* Address of business

The following personal data is collected, and stored separately in an aggregated manner for monitoring and evaluation purposes:

* Gender
* Age range

The following sensitive data is collected, and stored separately in an aggregated manner for monitoring and evaluation purposes:

* Ethnicity
1. **Purpose of data processing and legal basis**

**Purposes covered by your consent (Article 6(1)(a) GDPR)**

For specific purposes, your personal data can also be processed on the basis of your consent. You may withdraw this consent at any time.

Withdrawal of consent is generally only applicable to the future use and processing of data. It does not affect any processing carried out prior to the withdrawal of consent, which remains lawful.

Provided you have given your consent, we process the following personal data:

* given name and family name
* Phone nr
* E-mail address,
* Address
* Address of business
* Age range
* Gender
* Ethnicity

for the following purposes:

Informing applicants and beneficiaries of the investment grant scheme via E-mail and Phone about the status of their application, to conduct sample visits to beneficiaries of the investment grant scheme, to be able to provide the service providers with the contact information of the applicants and beneficiaries (please see purposes below on business coaching and mentoring and evaluation).

**Purposes for the performance of a contract or pre-contractual measures (Art. 6(1)(b) GDPR)**

We process your personal data for the following purposes:

Service provider shall match beneficiaries with business coaches and business mentors, as part of the technical assistance provided during the investment grant scheme. GIZ shall share with the service provider the following personal data: name, surname, phone number, email address, address of the beneficiary.

Without this personal data the contractor is unable to fulfil their contract.

The service provider shall conduct surveys with beneficiaries of the investment grant scheme to monitor and evaluate its implementation. The service provider shall survey the beneficiaries up to four times and conduct monitoring visits. The collected data shall be provided to GIZ only on an aggregated manner.

GIZ shall share with the service provider the following personal data: name, surname, phone number, email address, address of the beneficiary.

Without this personal data the contractor is unable to fulfil their contract.

**Purposes in the public interest or to perform a task assigned to GIZ (Article 6(1)(e) GDPR)**

We process personal data for the following purpose(s):

* Training measures
* Monitoring and evaluation

Processing of your personal data is necessary for the performance of a task carried out in the public interest.

1. **Disclosure to third parties**

The data are not passed on to third parties unless GIZ is legally obliged or entitled to do so. Last revised: February 2023 Authors: Data Privacy Management Page 3

1. **Transfer of data to a third country**

Data are transmitted to third countries for the purpose of monitoring and evaluation, fulfilment of contractual obligations. When transmitting data to third countries, suitable safeguards are applied to ensure an adequate level of data protection (Article 44 GDPR).

1. **Retention and erasure of your data**

Your personal data will be erased after 10 years after the final invoice has been issued.

Your data will not be retained any longer than this is necessary

* in order to fulfil the purpose for which they were collected,
* to fulfil another purpose that is compatible with the purpose for which the data are initially collected, as set out in Article 6(4) GDPR in conjunction with Section 23 of the German Federal Data Protection Act (BDSG), or
* to comply with statutory retention periods.
1. **Technical and organisational measures to protect your data**

GIZ uses appropriate technical and organisational measures to protect data against unintended or deliberate falsification, destruction, loss or access by unauthorised persons. These measures are updated accordingly based on technical developments and adapted continuously in line with the given risks.

1. **Your rights**

In accordance with the General Data Protection Regulation, you have the right

* to obtain **information** about your data stored by us (Article 15 GDPR),
* to have your data stored by us **rectified** (Article 16 GDPR),
* to have your data stored by us **erased** (Article 17 GDPR),
* to obtain **restriction** of processing of your data stored by us (Article 18 GDPR),
* to **object** to the storage of your data if they are processed on the basis of Article 6(1)(1)(f) and (e), GDPR (Article 21 GDPR),
* to receive data that concern you in a commonly used and machine-readable format from the controller such that they can be potentially transmitted to another controller (right to **data portability,** Article 20 GDPR),
* to **withdraw your consent** to the extent that the data have been processed on the basis of consent (Article 6(1)(a) GDPR). The lawfulness of processing on the basis of consent given remains unaffected until receipt of the withdrawal.
* In accordance with Art. 77 GDPR, you have the right **to lodge a complaint** with the competent data protection supervisory authority. The competent authority for GIZ is the Federal Commissioner for Data Protection and Freedom of Information (BfDI).

If you have any questions about the processing of your personal data, you can contact GIZ's data protection officer at datenschutzbeauftragte@giz.de.

1. **Declaration of Consent for Data Processing**

**Right to revocation**

You are entitled to revoke this consent for future data use at any time without giving reasons. Simply email us at giz-kosovo-buero@giz.de. Withdrawal of consent does not affect the lawfulness of any processing conducted on the basis of the consent up to the point of withdrawal.

**Consequences of non-acceptance**

You are not obliged to accept this declaration of consent. However, since subsequent activities depend on the collection and processing of the data categories stated in the declaration, non-acceptance would preclude any use of these services/activities.

**The data subject’s consent**

I hereby consent to the processing of my personal data, as specified in the above data protection notice under paragraph Article 6(1)(a) GDPR, by the Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH for the aforementioned processing purpose.

**Signature Date, place**

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