

Luxembourg, 1 March 2024

## REQUEST FOR SOLIDARITY BENEFITS AND / OR ENERGY ALLOWANCE 2024

Dear Madam, Dear Sir,

In order to benefit from the solidarity benefits / energy allowance granted by the City of Luxembourg for the year 2024, please complete the enclosed form and return it together with:

- a copy of the letter from the National Solidarity Fund (FNS) confirming that you are a beneficiary of the cost-of-living allowance (AVC) and/or the energy allowance for the year 2024;
- your bank account details (RIB).

The request must be sent by **24 February 2025**:

- by email to:
- by post or by hand to the following address:

allocation@vdl.lu

Maison des Affaires sociales  
Service Jeunesse et Intervention sociale  
28, place Guillaume II  
L-2090 Luxembourg

Our office is open Monday to Friday from 9:30 to 12:00 and 13:30 to 16:30.

For more information, please consult our webpage at:

<https://www.vdl.lu/en/living/aid-and-assistance/people-need/solidarity-benefits>

as well as the modified municipal regulation of 10 February 2012 creating a solidarity allowance.

Kind regards,

Service Jeunesse et intervention sociale

## Data protection (GDPR)

The *Service Jeunesse et intervention sociale* collects and processes your personal data to handle your application in accordance with the applicable legislation and, in particular, the municipal regulation of 10 February 2012 creating municipal solidarity benefits (*règlement communal modifié du 10 février 2012 créant une allocation communale de solidarité*).

The *Service Jeunesse* and other departments of the City of Luxembourg process your personal data solely for the purpose of performing their duties. As part of this process, the *Service Jeunesse et Intervention sociale* may disclose this data to other stakeholders involved in providing social assistance.

The City of Luxembourg's *Service Jeunesse et Intervention sociale* and the FNS, with whom we work together closely, are obliged to abide by the data protection regulations. Since Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data (GDPR) came into force on 25 May 2018, it has set organisational and technical rules for protecting your data.

As such, data on households receiving these benefits/allowances are disclosed by the FNS to the City of Luxembourg's *Service Jeunesse et Intervention sociale* (your usual municipality of residence) so that it can send you information regarding your rights to obtain financial assistance.

Your data will be processed for the following purposes:

- to determine your rights and to confirm your eligibility to receive these benefits/allowances;
- to maintain a database for sending information to any beneficiaries of solidarity benefits or financial assistance;
- for payment of the solidarity benefits/energy allowance;
- to produce statistics and activity reports.

Your personal data will be processed for the specified purposes and will then be deleted (maximum storage period of 10 years), unless it is transferred to the City of Luxembourg's *Service des Archives* (Archives Department) for subsequent processing for archiving in the public interest or historical research, or to the Luxembourg National Archives in accordance with the Law of 17 August 2018 on archiving (*loi du 17 août 2018 relative à l'archivage*). The data will not be transferred outside the European Economic Area or to other administrative bodies aside from those that are involved in implementing the end uses.

The rights related to GDPR apply: namely, the data subjects' rights to access, rectify and erase personal data, to restrict or object to its processing, and the right to data portability. You also have the right to object to the processing of your personal data, provided you have legitimate reasons to do so.

For more information or to make a request to exercise your rights, please contact the data protection officer or the data controller:

Délégué à la protection des données	Administration communale de la Ville de Luxembourg
42, place Guillaume II	42, place Guillaume II
L-1648 Luxembourg	L-1648 Luxembourg
dpo@vdl.lu	protectiondesdonnees@vdl.lu

To lodge a complaint, you may contact the National Commission for Data Protection (*Commission Nationale pour la Protection des Données* – CDPD): [www.cnpd.lu](http://www.cnpd.lu)

## REQUEST FOR SOLIDARITY BENEFITS AND / OR ENERGY ALLOWANCE 2024

Applicant:	
Address:	
National Identification number ( <i>matricule</i> ):	

### Household composition:

First name, last name	National Identification number ( <i>matricule</i> )
Phone number of the applicant	

### Payment of the solidarity benefits and / or energy allowance 2024:

First name, last name																					
Bank account number	<table><tr><td>L</td><td>U</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	L	U																		
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Name of the bank																					

**Date**

**Signature of the applicant**

Luxembourg, (signed on).....(signature).....

### Part reserved for the municipal administration:

Amount of solidarity benefits	
Amount of energy allowance	
<b>Total amount</b>	