Privacy notice on the collection and processing of personal data pursuant to Articles 13 and 14 of the EU General Data Protection Regulation (GDPR) in the context of the authentication of German public documents for their use outside Germany

We hereby inform you about the processing of your personal data by the Federal Office of Administration (BVA) as well as about your rights pursuant to the data protection rules:

Which data do we use and where do they come from?

The personal data we process include the surname you provide, your given name(s), your postal address, your e-mail address, your telephone number, and your bank account details in the case of repayments.

What are the purposes of and the legal basis for processing the data?

We process your personal data for the handling of:
- your applications for apostilles for federal documents,
- your applications for the final authentication of German public documents.

With regard to apostilles, data are processed on the basis of the Convention Abolishing the Requirement of Legalization for Foreign Public Documents of 5 October 1961 in conjunction with the Federal Ordinance/ Regulation on the Issuing of Apostilles (ApostAussV).

Data processing in the context of final authentication is based on the Law on Fees and Expenses Charged Abroad (AKostG), the Foreign Costs Ordinance (AKostV), and the Federal Administrative Procedure Act (VwVfG).

How long are your data stored?

Personal data in paper form are retained in accordance with the applicable time limits for record retention and erasure (5 years).

Electronically stored data are retained in accordance with the same rules.

What rights do you have under data protection regulation?

Every data subject has, at his or her request, various rights with respect to the processing of his or her personal data, in particular
- the right of access to any personal data being processed (Article 15 GDPR ),
- the right to rectification of inaccurate data (Article 16 GDPR),
- the right to erase data that are no longer necessary (Article 17 GDPR),
- the right to restriction of processing (Article 18 GDPR),
- the right to object to processing (Article 21 GDPR),
- the right to submit a complaint to the supervisory authority (see below).

Please note that, in particular, the right to erasure, the right to restriction of processing, and the right to object to processing are subject to certain conditions.
Contact details

Controller as defined in Article 4 (7) GDPR:

Bundesverwaltungsamt
50728 Köln
Germany
Email: poststelle@bva.bund.de
De-Mail: Poststelle@bva-bund.de-mail.de

Data Protection Officer pursuant to Articles 37 et seq. GDPR:

Der Datenschutzbeauftragte des Bundesverwaltungsamtes
DGZ-Ring 12
13086 Berlin
Germany
Email: Datenschutzbeauftragter@bva.bund.de

Supervisory authority pursuant to Articles 51 et seq. GDPR:

Die Bundesbeauftragte für den Datenschutz und die Informationsfreiheit (BfDI)
Husarenstr. 30
53117 Bonn
Germany
Email: poststelle@bfdi.bund.de

As at July 2019