

*Dear international students, please note that there is a new option to pick up more flexible and faster your documents from the Foreigners' Office Magdeburg. Please read carefully the information about collection of documents through the new document pick up station as well as the declaration of consent with regard to data protection. **Please fill in, sign and send the original (German) version of the declaration of consent to the Foreigners' Office together with the application of extension of your residence permit.***

Translation of an Information letter from Foreigners' Authority: The document pick up station

You have applied for a residence permit in Germany. In order to pick up important documents that have been created for you, there are now two options at the Foreigners' Office:

1. Collection through an appointment visit

As before, you can pick up your documents in person. For this purpose, you will receive an appointment for the collection from our side after recording your biometric data. This appointment depends on the opening hours of the Foreigners' Office and its available appointment capacities.

2. NEW option: Collection through the new document pick up station (box)

What is the document pick up station?

Through this box, it is possible to pick up flexible your documents related to immigration law during extended opening hours without directly involving employees of the Foreigners' Office on site.

How does the document pick up station work?

Our employees of the state capital Magdeburg regularly fill in the box with documents that need to be issued. These documents are supposed to be available for collection for **7 working days**. The 7 days start with the receipt of a SMS notification to the concerned customer. The SMS contains a respective PIN code, which in turn is required by the customer in order to receive the documents at the box.

Where is the document pick up station located and at what times it can be used?

- **Location:** Julius-Bremer-Str. 8 (left entrance), 39104 Magdeburg
- **Pick-up times:** Monday to Friday from 8:00 am to 7:30 pm
- **Availability:** 7 working days after receipt of SMS notification

Please note:

In case you decide to use the document pick up station, a more flexible and faster collection of your documents will be possible.

In order to use this option, the Foreigners' Office needs your current phone number, which will be used to send you the PIN code for the collection of your documents from the document pick up station. Your old documents must be submitted when picking up your new document(s).

Please find attached the declaration of consent of the Foreigners' Office that they may collect your phone number and use it for the mentioned purposes. Please fill in the German form and send the **original (German) version** to the Foreigners' Office immediately.

If you have any questions, please call **0391/540-4389** or contact us via mail at: Dokubox-JBS@stadt.magdeburg.de.

Last edited: 24 October 2023

Please do not send the following translated document to the Foreigners' Office. Instead, please use the original German version.

The Foreigners' Office in Magdeburg will soon allow handing out documents through the document pick up station.

Declaration of consent for the use of the document pick up station

In order to use the document pick up station, the storage of your personal data is necessary. In addition, video surveillance is used during the collection of your documents based on § 8 para. 1 Datenschutz-Grundverordnungs-Ausfüllungsgesetzes Sachsen-Anhalt (DSAG LSA). The personal data which is stored includes your surname, first name, date of birth and phone number as well as pictures recorded while using the document pick up station.

Lawfulness of data processing

We process your personal data in compliance with the provisions relevant under data protection law of the EU General Data Protection Regulation (DSGVO=GDPR), the Federal Data Protection Act (BDSG) and the DSAG LSA. The legal bases for the processing refer to Art. 6 para. 1 a GDPR and concerning video surveillance to Art. 6 para. 1 c GDPR in connection with § 8 para. 1 DSAG LSA.

We process your personal data for, among other things, the following purposes:

- For the proof of collection of your document
- To protect against violence, in particular against persons and company property
- To improve criminal prosecution by storing evidence in the event of vandalism, damage to property, theft and other criminal acts
- To clarify matters of damage (in particular damage to property and personal injury) and to enforce claims for damages
- To ensure the above-mentioned purposes, the video recordings are necessarily required.

Data sharing

Your data will not be shared with third parties. The transfer of personal data to governmental institutions and authorities will only take place within the framework of mandatory national legislation or if the transfer is necessary in the case of legal or criminal prosecution.

Period of storage

The personal data will be deleted as soon as they are no longer required for the above-mentioned purposes; the deletion of the recording takes place without knowledge of the recorded images after 7 days at the latest.

Your rights

- Right to obtain information from the person in charge about which personal data was processed (Art. 15 GDPR)
- Right to immediate correction or completion of inaccurate or incomplete personal data (Art. 16 GDPR)
- In accordance with Art. 21 (GDPR). You have the right to object the processing of your personal data at any time due to a particular situation
- Right to deletion or to be forgotten only insofar as the processing is not necessary (Art. 17 GDPR)
- Right to request the processor to restrict processing in accordance with Art. 18 GDPR
- Right to revoke your declaration of consent under data protection law at any time. The revocation of consent does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation.

For requests of this type, please contact:

Landeshauptstadt Magdeburg

Amt für Statistik und Digitalisierung

Datenschutzbeauftragter

Datenschutzbeauftragter@stadt.magdeburg.de

According to Art. 77 para. 1 GDPR, you have the right to complain with a supervisory authority in case you believe that the processing of your personal data violates the GDPR. The supervisory authority for municipalities in Saxony-Anhalt is the State Commissioner for Data Protection in the Otto von Guericke street 34a, 39104 Magdeburg (can be reached by post at: Postfach 1947, 39009 Magdeburg).

- I would like to use the document pick up station and expressly consent to the data processing listed above. I understand that this consent is voluntary and can be revoked at any time:

My current phone number for receiving notifications is: _____

Note: We kindly ask you to inform us as soon as possible if you change your phone number.

- I do not wish to use the document pick up station.

Date, Signature

Last edited: 24 October 2023