

*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 prolongation of residence permit.***

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

Surname, First Name: _____ Date of birth: _____ Reference number: _____

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

1. Collection within the framework of 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 successfully recording your biometric data. This appointment depends on the opening hours of the Foreigners' Office and its available appointment capacities.

2. NEW option: Collection via our document pick up station (box)

What is the document pick up station?

With 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 the box with the 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 the customer needs 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
- **Duration of 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 handed in when picking up your new document(s).

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

If you have any questions, please call 0391/540-4389.

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 under data protection law for the use of the document pick up station and for video surveillance when collecting documents.

Your personal data will be stored in the data pick up station. In addition, video surveillance is used during the collection of your documents. The personal data processed includes your surname, first name, date of birth and phone number as well as pictures recorded while using the document output box.

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) and the Federal Data Protection Act (BDSG). The legal bases for the processing are § 4 BDSG and Art. 6 para. 1 b (DSGVO).

Within the framework of the balancing of interests (Art. 6 para. 1 f DSGVO), 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 preserving 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 necessary.

Passing on your data

Your personal data will be passed to the following categories of recipients only if necessary:

- Police, public prosecutor's office, courts

Period of storage

The personal data will be deleted as soon as they are no longer required for the above-mentioned purposes. In case that no incidents are detected - which make a securing/evaluation necessary - the deletion of the recording takes place without knowledge of the recorded images after 7 days.

Your rights

If you believe that the processing of your data violates the DSGVO, you can contact your data protection officer or a data protection supervisory authority.

Responsible data protection supervisory authority:

Landesbeauftragter für den Datenschutz Sachsen-Anhalt
Otto-von-Guericke-Straße 34a
39104 Magdeburg

Responsible data protection officer IT

Landeshauptstadt Magdeburg
Amt für Statistik und Digitalisierung
Datenschutzbeauftragter
E-mail: Datenschutzbeauftragter@stadt.magdeburg.de

- 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 revocable at any time:

My current phone number for receiving notifications is: _____

Note: In case of loss or change of the phone number, please inform the Foreigners' Office as soon as possible.

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

Date, Signature