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# Requesting information about stored personal data from federal authorities in accordance with the General Data Protection Regulation (GDPR)

Heruntergeladen am 21.06.2025

<https://fimportal.de/xzufi-services/121335164/L100002>

| Modul                     | Sachverhalt                                                                                                                                 |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Leistungsschlüssel        | 99032014023000, 99032014023000                                                                                                              |
| Leistungsbezeichnung I    | Requesting information about stored personal data from federal authorities in accordance with the General Data Protection Regulation (GDPR) |
| Leistungsbezeichnung II   | Requesting information about stored personal data from federal authorities in accordance with the General Data Protection Regulation (GDPR) |
| Typisierung               | 1 - Bund: Regelung und Vollzug, 3 - Bundesaufsichtsverwaltung: Regelung                                                                     |
| Quellredaktion            | Nordrhein-Westfalen                                                                                                                         |
| Freigabestatus Katalog    | fachlich freigegeben (gold)                                                                                                                 |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus                                                                                                                 |

| Modul                         | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Begriffe im Kontext           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Leistungstyp                  | Leistungsobjekt mit Verrichtung                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Leistungsgruppierung          | Datenschutz (032)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Verrichtungskennung           | Auskunft (023)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| SDG-Informationsbereich       | Ausübung der Rechte der Betroffenen im Zusammenhang mit dem Schutz personenbezogener Daten                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Lagen Portalverbund           | Verbraucherschutz (1150300), Datenschutz, Auskünfte und Akteneinsicht (1150400)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Einheitlicher Ansprechpartner | Nein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Fachlich freigegeben am       | 09.08.2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Fachlich freigegeben durch    | Federal Ministry of the Interior and for Home Affairs (BMI)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Handlungsgrundlage            | <a href="https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX%3A02016R0679-20160504&amp;from=DE#toId2">https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX%3A02016R0679-20160504&amp;from=DE#toId2</a>                                                                                                                                                                                                                                                                                                                                                                                                 |
| Teaser                        | If you would like to know what personal data is stored about you, you can make use of your right to information and request a comprehensive inspection of your data.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Volltext                      | <p>As a citizen of the European Union, you have the right to know what personal data is stored about you. You can assert this right against public and non-public bodies. Public bodies are, for example, public authorities, non-public bodies, commercial enterprises, associations or clubs.</p> <p>Personal data includes, for example</p> <ul style="list-style-type: none"> <li>• Online data, such as IP address, location data, e-mail address</li> <li>• Bank data, such as account balances, account numbers</li> <li>• Identification numbers, such as identity card number or social security number</li> </ul> |

## Modul

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- Land register entries
- Health information such as genetic data, medical data
- certificates
- General personal data, such as name, address, age, marital status
- Physical characteristics, such as gender, skin, hair or eye color, height

The European General Data Protection Regulation (GDPR) grants you the right to information and enables you to gain comprehensive insight into any data stored about you.

You can also find out, for example

- the purposes for which your data is processed
- to which recipients your data is disclosed or
- how long your data will be stored.

You can request information about the personal data stored about you online or in writing by post.

If you wish to submit a written request by post or require general information, please contact the relevant authority with your questions. The contact details of the relevant authority can be found in the list of authorities on the portal "service.bund.de - Service Online.

## Erforderliche Unterlagen

- Copy of your identity card
- alternatively: copy of your passport with a copy of your registration certificate

## Voraussetzungen

- When providing information, the rights and freedoms of other persons must be respected. This primarily means the personal data of third parties. For you, this means It must be personal data that relates to you personally.

## Kosten

Gebühr: Es fallen keine Kosten an  
If necessary, you will receive a copy of your personal data. The first copy is free of charge. If you request further copies, you may have to bear the costs.

## Verfahrensablauf

You can request information about the personal data stored about you online or in writing by post.

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Request information from public authorities online:

- Call up the online application on the federal portal [verwaltung.bund.de](http://verwaltung.bund.de). This will guide you step by step through the necessary information, which you can enter electronically.
- Note: You will need an electronic ID document for the online application, for example the online function of your ID card.
- Upload the required documents as a file (in the file formats PDF, DOC, JPEG, PNG, maximum 10 megabytes per file) and send the application. Alternatively, you can also submit the required documents by post.
- The public authority will usually send you the corresponding response by post to your registration address or, under certain circumstances, by e-mail.

Request information from public authorities in writing:

- You can submit your request informally.
- Send your request with the required documents by post to the public authority.
- The public authority will send you the corresponding reply by post to your registration address.

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|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bearbeitungsdauer</b>            | 4 Woche(n)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Frist</b>                        | There is no deadline.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>weiterführende Informationen</b> | <a href="https://www.bfdi.bund.de/DE/Buerger/Inhalte/Allgemein/Betroffenenrechte/Betroffenenrechte_Auskunftsrecht.html">https://www.bfdi.bund.de/DE/Buerger/Inhalte/Allgemein/Betroffenenrechte/Betroffenenrechte_Auskunftsrecht.html</a><br><a href="https://www.bfdi.bund.de/SharedDocs/Downloads/DE/Flyer/Recht-auf-Datenschutz.html?nn=341930">https://www.bfdi.bund.de/SharedDocs/Downloads/DE/Flyer/Recht-auf-Datenschutz.html?nn=341930</a><br><a href="https://www.service.bund.de/Content/DE/Behoerden/Suche/Formular.html">https://www.service.bund.de/Content/DE/Behoerden/Suche/Formular.html</a> |
| <b>Hinweise</b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Rechtsbehelf</b>                 | There are no generally applicable legal remedies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Kurztext</b>                     | <ul style="list-style-type: none"> <li>• Processing of personal data Information</li> <li>• EU citizens have the right to obtain information from public and non-public authorities about the personal data stored about them</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |

| Modul             | Sachverhalt                                                                                                                                                                                                                                                          |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <ul style="list-style-type: none"> <li>• Information can be requested informally in writing or online</li> <li>• Information is free of charge</li> <li>• Processing time: 4 weeks</li> <li>• Responsible: competent authority</li> </ul>                            |
| Ansprechpunkt     |                                                                                                                                                                                                                                                                      |
| Zuständige Stelle |                                                                                                                                                                                                                                                                      |
| Formulare         |                                                                                                                                                                                                                                                                      |
| Ursprungsportal   | Auskunft über gespeicherte personenbezogene Daten nach Datenschutz-Grundverordnung (DSGVO) bei Bundesbehörden anfordern, Requesting information about stored personal data from federal authorities in accordance with the General Data Protection Regulation (GDPR) |