

Information pursuant Art. 13 of the General Data Protection Regulation:

I herewith confirm that I have received the Information in Art. 13 of the General Data Protection Regulation which states the following:

Art. 13 - Information to be provided where personal data are collected from the data subject

1. *Where personal data relating to a data subject are collected from the data subject, the controller shall, at the time when personal data are obtained, provide the data subject with all of the following information:*
 - a) *the identity and the contact details of the controller and, where applicable, of the controller's representative;*
 - b) *the contact details of the data protection officer, where applicable;*
 - c) *the purposes of the processing for which the personal data are intended as well as the legal basis for the processing;*
 - d) *where the processing is based on point (f) of Article 6(1), the legitimate interests pursued by the controller or by a third party;*
 - e) *the recipients or categories of recipients of the personal data, if any;*
 - f) *where applicable, the fact that the controller intends to transfer personal data to a third country or international organisation and the existence or absence of an adequacy decision by the Commission, or in the case of transfers referred to in Article 46 or 47, or the second subparagraph of Article 49(1), reference to the appropriate or suitable safeguards and the means by which to obtain a copy of them or where they have been made available.*
2. *In addition to the information referred to in paragraph 1, the controller shall, at the time when personal data are obtained, provide the data subject with the following further information necessary to ensure fair and transparent processing:*
 - a) *the period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period;*
 - b) *the existence of the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability;*
 - c) *where the processing is based on point (a) of Article 6(1) or point (a) of Article 9(2), the existence of the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal;*
 - d) *the right to lodge a complaint with a supervisory authority;*
 - e) *whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data;*
 - f) *the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.*
3. *Where the controller intends to further process the personal data for a purpose other than that for which the personal data were collected, the controller shall provide the data subject prior to that further processing with information on that other purpose and with any relevant further information as referred to in paragraph 2.*
4. *Paragraphs 1, 2 and 3 shall not apply where and insofar as the data subject already has the information.*

Information in accordance with Art. 13 and 14 of Regulation (EU) 2016/679 (General Data Protection Regulation)

1. Who is responsible for processing my data and how can I contact the Data Protection Commissioner?

Responsibility for processing the data lies with the mission of the Federal Republic of Germany in Accra (postal address: P.O. Box GP 1757, Email: info@accr.diplo.de , Tel: +233 302 211 000) and the Federal Foreign Office (postal address: Federal Foreign Office, 11013 Berlin, Germany).

The Federal Foreign Office Data Protection Commissioner can be contacted as follows:

Werderscher Markt 1
10117 Berlin Germany
Email: dsb-r@auswaertiges-amt.de
Tel: + 49 30 5000 2711
Fax: + 49 30 5000 51733

Adresse:	Post / mail address:	Telefon:	Telefax:	E-mail:
No. 6, Ridge Street North Ridge, 1 Accra Ghana	P.O.Box GP 1757 Accra Ghana	(00233-30) 2211-000 bis/to 2211-010 (00233-30) 222 13 26 Infoline Konsularreferat / Consular section info line: (00233-30) 2211-057	(00233-30) 222 78 26	visa@accr.auswaertiges-amt.de

2. What data does the mission process when I apply for a visa, and where do the data come from?

The categories of personal data processed cover the data requested on the visa application form. Generally these include in particular your surname, name at birth, forename, date and place (including the country) of birth, gender, nationality/nationalities, civil status, current address, telephone number, email address, occupation, details of your travel document (type of document, serial number, issuing state and authority, date of issue, expiry date), your photograph and fingerprints.

The data in these categories derive from the information you provide in the course of the visa application process.

3. What data does the mission process when I issue a letter of invitation for someone to use to apply for a visa, and where do the data come from?

The categories of personal data processed cover the data requested on the visa application form about the person issuing the invitation. This includes in particular your surname and forename, your address, fax number and email address.

The data in these categories derive from the information you provide in the letter of invitation and the applicant provides in the course of the visa application process.

4. Why are my data collected, and what happens if they are not?

Your data are collected because it is necessary and legally required for the proper conduct of the visa application procedure. If you apply for a visa, you are required under Section 82 of the Residence Act (Aufenthaltsgesetz) to provide the data required for the processing of the application and to make available the necessary evidence. If your data are not provided, it may be that your application is rejected and the fee retained.

5. For what purposes and on what legal basis are my data processed?

Your personal data are processed solely in order to ensure the correct handling of the visa application.

The legal basis is provided by Art. 6 (1) (c) and (e) and (2) of Regulation (EU) 2016/679 (General Data Protection Regulation) in combination with Regulation (EC) No. 767/2008 (VIS Regulation) and Regulation (EC) No. 810/2009 (Visa Code) including its Annexes, and Sections 72a ff. of the Residence Act and Section 69 of the Ordinance on residence, as well as the Central Register of Foreigners implementing regulation (AZRG-DV), the Visa Warning File Act (VWDG) and further special regulations as appropriate or Section 3 of the Federal Data Protection Act (BDSG 2018).

6. How long will my data be kept?

Your data are deleted as soon as they are no longer required for completion of the visa procedure. Generally they are deleted two years after the visa procedure has been completed, but at the latest five years after the final decision on the visa application.

7. Who receives my data?

Your data are transferred to third parties only where necessary for the proper conduct of the visa procedure. As part of this procedure, it may be that your personal data are passed to the competent authorities in Germany, to the responsible visa offices of other Schengen member states or to the responsible authorities in your place of habitual residence. If an external service provider is charged with carrying out individual stages of the visa application procedure, your data will be collected by or transferred to this provider as far as necessary for the completion of the application procedure. Your data are only transferred to recipients outside the European Union to the extent permissible under Chapter V of the General Data Protection Regulation.

8. What data protection rights can I exercise?

You can request information about the personal data stored about you from the abovementioned entities responsible for data processing. In addition, under certain conditions, you can request that your data are corrected, erased or that processing is restricted. Further, under certain conditions you can object to the processing of your data.

9. Where can I file a complaint?

You have the right to file a complaint about the processing of your personal data with a data protection authority, particularly in the member state in which you have your place of residence, your place of employment or the place where the alleged breach of data privacy occurred. In visa cases, please contact the Federal Foreign Office Data Protection Commissioner (for contact information see Point 1.)

I have read and understood all of the above mentioned.

Full name

Place and Date

Signature