Information on data processing in connection with Federal Foreign Office expression of interest procedures

1. Purpose and legal basis for the processing of data
The Federal Foreign Office conducts expression of interest procedures pursuant to Section 7 (2) of the Federal Budget Code (BHO) in order to fill a register comprising companies which conduct complex evaluations for evaluation assignments.

Participation in tendering procedures is effected by submitting expressions of interest and requires the participating companies or persons to cooperate, in particular by making available the data specified in paragraph 2 below.

The Federal Foreign Office uses personal data in this context to communicate with candidates and tenderers and to assess their suitability (qualifications and capacities). The processing of the data is therefore lawful pursuant to Article 6 1 (e) of the General Data Protection Regulation (GDPR) in conjunction with Section 3 of the Federal Data Protection Act (BDSG), because it is necessary for the performance of tasks within the remit of the Federal Foreign Office.

2. Type and source of data processed
The following types of data will ordinarily be processed:
- contact details of the tenderer’s staff (e.g. name, position in the company, office telephone number and email address);
- details of the company’s size, revenues and number of employees;
- data needed to assess the qualifications of the tenderer in the field of evaluation (e.g. reference projects and experience).

In addition to information provided by the company itself, the Federal Foreign Office also uses data from publicly available sources.

3.Retention and deletion of data
Requests for expressions of interest and related documentation from a tendering procedure will be stored until revoked. Other retention periods specified in legal and administrative regulations, e.g. pursuant to the Administrative Regulation for Payments, Accounts and Invoices (VV-ZBR BHO), shall remain unaffected. Documents will be destroyed or deleted at the end of the retention period.

4. Data recipients
The Federal Foreign Office may work together with external service providers and will, if necessary, grant them access to personal data for the performance of their tasks. External service providers are used as a rule:
- to run the electronic tendering platform (Procurement Office of the Federal Ministry of the Interior) and
- to assist in the preparation and conduct of tender procedures, including the evaluation of tenders and any review procedures (external legal, specialist and organisational consultants).
The service providers are only permitted to process the personal data on behalf of the Federal Foreign Office and not for their own purposes and are under an obligation to treat the data confidentially.

5. Your rights
All data subjects have a number of rights with respect to the processing of their personal data, in particular:

- right of access to information (Article 15 GDPR)
- right to rectification (Article 16 GDPR)
- right to erasure of data (Article 17 GDPR)
- right to restriction of processing (Article 18 GDPR).

In accordance with Article 21 (1) of the GDPR, all data subjects have the right to object, on grounds relating to their particular situation, at any time to processing of personal data concerning them. Data subjects also have a right to lodge a complaint with the supervisory authorities pursuant to Article 77 of the GDPR. The supervisory authority responsible for the Federal Foreign Office is the Federal Commissioner for Data Protection and Freedom of Information:

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

6. Contact points for data subjects
The data controller within the meaning of the GDPR is the Federal Foreign Office:

Auswärtiges Amt
Division S 06
Werderscher Markt 1
10117 Berlin
Germany
Email: evaluierung@auswaertiges-amt.de

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

Der Datenschutzbeauftragte des Auswärtigen Amts
Werderscher Markt 1
10117 Berlin
Germany
Email: DSB-R@auswaertiges-amt.de