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# Processing of personal data Deletion

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/397263241/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99032014064000, 99032014064000
Leistungsbezeichnung I	Processing of personal data Deletion
Leistungsbezeichnung II	
Typisierung	1 - Bund: Regelung und Vollzug, 3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Datenschutz (032)
Verrichtungskennung	Löschung (064)
SDG-Informationsbereich	Ausübung der Rechte der Betroffenen im Zusammenhang mit dem Schutz personenbezogener Daten
Lagen Portalverbund	Verbraucherschutz (1150300)

Modul	Sachverhalt
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#tocId2">https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX%3A02016R0679-20160504&amp;from=DE#tocId2</a>
Teaser	As part of your self-determination under data protection law, you can, under certain conditions, demand that bodies that process your personal data must delete your data completely.
Volltext	<p>As a citizen of the European Union (EU), you can request that any body that collects and processes personal data about you deletes your data completely. However, this is subject to certain conditions.</p> <p>Irrespective of this, such a body must delete your personal data even without your request if it no longer needs the data for the respective purpose.</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> <li>• Land register entries</li> <li>• Health information, such as genetic data, medical data</li> <li>• certificates</li> <li>• General personal data, such as name, address, age, marital status</li> <li>• Physical characteristics, such as gender, skin, hair or eye color, height</li> </ul> <p>You can assert the right to erasure against public and non-public bodies. Public bodies are, for example,</p>

Modul	Sachverhalt
	<p>authorities, non-public bodies are, for example, commercial enterprises, associations or clubs.</p> <p>You must request the erasure of your personal data directly from the responsible public or non-public body.</p> <p>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 "service.bund.de - Service Online" portal.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• Copy of your identity card or</li> <li>• Copy of your passport in connection with the copy of your registration certificate</li> </ul>
Voraussetzungen	<p>In order for you to have your personal data erased</p> <ul style="list-style-type: none"> <li>• the body from which you request erasure must have collected or processed personal data about you</li> <li>• it is personal data that relates to you personally,</li> <li>• the data must be personal data, is no longer necessary for the body processing it, which have been processed unlawfully, for the processing of which you have withdrawn your consent in the meantime and there is no other legal basis for the processing to the processing of which you have objected, which must be deleted due to special legal provisions.</li> </ul> <p>Your personal data cannot be erased if it is processed</p> <ul style="list-style-type: none"> <li>• for exercising the right of freedom of expression and information,</li> <li>• in order to assert other legal claims,</li> <li>• for the performance of a legitimate public task or if the processing is in the public interest,</li> <li>• for research, scientific or statistical purposes and their erasure would render this impossible or at least seriously impair it.</li> </ul>
Kosten	free of charge
Verfahrensablauf	You can request the deletion of your personal data online or in writing by post.

**Modul**
**Sachverhalt**

Request deletion of your personal data 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 reply by post to your registration address or, under certain circumstances, by e-mail.

Request the deletion of your personal data 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.

**Bearbeitungsdauer**

4 Woche(n)

Your personal data must be deleted immediately, i.e. without culpable delay on the part of the body processing the data. In principle, you must be informed of the measures taken no later than 1 month after you have requested the deletion. If this is not possible, you must be informed of the reasons for the delay and the extended deadline.

**Frist**

There is no deadline.

**weiterführende  
Informationen**
**Hinweise**
**Rechtsbehelf**

There are no generally applicable legal remedies.

**Kurztext**

- Processing of personal data Deletion

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	<ul style="list-style-type: none"> <li>• EU citizens can have personal data erased under certain conditions</li> <li>• Deletion can be requested in writing or online</li> <li>• Erasure is free of charge</li> <li>• Processing time: 4 weeks</li> <li>• Responsible: competent authority</li> </ul>
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	Verarbeitung personenbezogener Daten Löschung, Processing of personal data Deletion