

Data protection information sheet on personal data of clients

1. Personal data

Personal data refers to information that can be used to learn about your personal or factual circumstances (e.g. name, address, date of birth, email address, telephone number).

2. Data collected and processed by your probation officer in the context of probation services

In order to fulfil their duties, your probation officer must collect and store data about you and your living environment to the extent necessary.

Probation officers are permitted to store, modify and use personal data if it is required for the purposes of criminal proceedings or probation services.

The information you provide to your probation officer is given voluntarily. Due to the legal basis, your consent to the processing of the data is not required.

3. Data collected and processed in the context of court assistance

Court assistants are permitted to store and use information about you in files.

Your cooperation in establishing the facts is generally voluntary.

4. Data collected and processed in the context of offender-victim mediation

In the context of offender-victim mediation, only such data is collected as is necessary to achieve the intended purpose.

If your personal data has not already been transmitted to us, your data will only be collected, processed and used if you have given your consent.

5. Disclosure of your data to third parties

As a general rule, data is not disclosed to third parties. However, your probation officer must report to the court. In certain cases, they are obliged to pass on your data to public authorities in order to fulfil their own duties or those of the public authority.

Judicial authorities are granted access to files if it is necessary for the administration of justice. In addition, disclosing information from files to public authorities is permitted in certain cases. Probation officers are allowed to transmit personal data of convicted persons under supervision to correctional facilities.

To prevent an imminent danger, probation officers may transmit personal data to the police or grant access to files.

6. Security measures for the protection of stored data

When we collect data, we store it on specially protected servers in Germany.

7. Retention period for your data / archiving

Files and electronic records must be retained for six years after the conclusion of the probation services process, five years after the conclusion of the court assistance process and one year after the conclusion of the criminal proceedings in offender-victim mediation.

After the expiry of the statutory retention periods, the probation and court assistance service (BGBW) will offer the files to the Baden-Württemberg State Archives for transfer. In the event of archiving, the provisions of the State Archives Act apply.

Affected clients have the right to request information from the BGBW.

Contact details of the official data protection officer: datenschutzbeauftragte@bgbw.bwl.de.

You have the right to lodge a complaint with the supervisory authority. This is the State Commissioner for Data Protection and Freedom of Information of Baden-Württemberg: poststelle@fdi.bwl.de.

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