



# Application for authorisation to enter the underground access system (UES)

Company	Street/building number
Postcode, town/city	Contact name
Telephone	Email address

**Important information about the application and authorisation process can be found on page 2 of the form. Please send the completed application to your client at the German Bundestag.**

Staff member Last name, first name	Date of birth	Holder of an access permit or Bundestag pass?
		yes no
		yes no
		yes no
		yes no

Date of access	Time of access
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Destination

Vehicle registration

Map with directions



Please note



**Privacy notice:** The named member(s) of staff has/have been informed about the use of their data for security check purposes (information on pages 3 and 4).  
With my signature I agree to the data protection declaration including the declaration of consent therein and acknowledge the valid Privacy Policy of the Administration of the German Bundestag for my application for a entry authorisation.

Signature of applicant (company name)

**For internal purposes:  
To be completed by the client and forwarded to BL 5-UES. Contact information for BL 5-UES can be found on the intranet.**

Division / Parliamentary group / Service provider	Email address
Contact name	Telephone number
Date	Signature

## Information on the application and authorisation process

Please note the following information:

1. As a rule, deliveries are to be made from Monday to Thursday between 07.00 hrs and 15.00 hrs and Friday between 07.00 hrs and 13.00 hrs.
2. For security and logistical reasons, entry to the underground access system is only possible following application for an access permit.
3. This application must arrive at the German Bundestag's underground access system coordination team (BL 5–UES) at least one working day in advance.
4. As contractor, first complete the application carefully and legibly before forwarding it to your client, so that they can then confirm the necessity/assignment.
5. Following security and date checks, Division BL 5–UES–will carry out the authorization process. The access permit is issued electronically and stored in the computer system. You will not receive any further confirmation. Should your application be rejected for security or logistical reasons, you will be contacted immediately.
6. The permit applies exclusively to loading and unloading. A limited number of service parking spaces are available for vehicles with a maximum height of 2.00 metres. Please be aware that the loading areas and service parking spaces can only be used when available.
7. Hauliers and courier companies are requested to enclose delivery notes or any accompanying documentation with their application.
8. Entrance is not permitted for taxis. Vehicles with an upwards-facing exhaust pipe may only enter the underground access system in exceptional cases.

Entrance to the underground access system is restricted due to structural reasons.



We are happy to answer any questions you may have. Further information can be found online at [www.bundestag.de](http://www.bundestag.de).

Underground access system coordination:

Telephone: +49 (0)30 227-34600 or +49 (0)30 227-31444



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## Privacy Policy of the Administration of the German Bundestag for applications for authorisation to enter the underground access system

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### Privacy Policy of the Administration of the German

The following privacy notice informs you about the collection and processing of your personal data by the Administration of the German Bundestag, informs you of your rights and enables you to take an informed decision on how your personal data is handled.

#### Data controller

The data controller is the German Bundestag, which can be reached via the following contact details:

Deutscher Bundestag  
Platz der Republik 1  
11011 Berlin  
Telephone: +49 (0)30 227-0  
Email: [mail@bundestag.de](mailto:mail@bundestag.de)

The parliamentary data protection officer can be reached at the above postal address by adding “An die behördliche Datenschutzbeauftragte”, at the above telephone number, or at the email address [datenschutz.bdb@bundestag.de](mailto:datenschutz.bdb@bundestag.de).

#### Purpose and legal basis for the processing of personal data

We process the data you provide, including your contact details (company, name, date of birth, address, telephone number, email address), so that we can contact you, and to process your application for entry on the basis of your provided consent (Article 6(1)(a) GDPR).

#### Onward disclosure

To allow a background check to be carried out your personal details will be forwarded to the Bundestag Police.

The police search the following police databases and compilations of data of the Federal Republic of Germany:

- the case-management system used by the Bundestag Police (Artus)
- the Police Information System (Informationssystem Polizei – INPOL)

It may be necessary in individual, duly substantiated cases to examine references to available information in order to determine whether there is any reason not to grant access.

Should this be the case, the Bundestag Police or the underground access system office will contact the contractor/company/individual concerned. No entry authorisation for the properties of the German Bundestag will be issued until a final decision has been made on the application.

### **Retention period**

In principle, we erase your data as soon as it is no longer required for the purposes set out above, unless it remains necessary to store it temporarily.

We store your data for a period of one year following the issue of the entry authorisation.

If no relevant police information is found, the Bundestag Police will erase/destroy the data forwarded to them on the day the check is carried out. In all other cases, the data in these databases and compilations of data will be processed in accordance with federal and *Länder* police legislation.

Documents may be transferred to the Parliamentary Archives for archiving purposes in the public interest upon expiry of the retention periods. Their further retention takes place in accordance with Article 17(3)(d) of the GDPR. Further details are set out in the Archive Regulations of the German Bundestag and the Regulations on the Use of the Parliamentary Archives.

### **Rights of data subjects**

You can contact us at the above address to obtain access (Article 15 GDPR) to the personal data concerning you which has been stored and, subject to certain conditions, to obtain the rectification (Article 16 GDPR) or erasure (Article 17 GDPR) of your data. You may also have the right to obtain restriction of processing of your data (Article 18 GDPR) and the right to receive the data you have provided (Article 20 GDPR) in a structured, commonly used and machine-readable format.

You may revoke consent to the processing of your personal data at any time with effect for the future (Article 7(3) GDPR).

In addition, you have the right to contact a data protection supervisory authority (Article 77 GDPR).

The authority responsible for us is the Federal Commissioner for Data Protection and Freedom of Information:

Der Bundesbeauftragte für den Datenschutz und die Informationsfreiheit (BfDI)  
Graurheindorfer Straße 153  
53117 Bonn  
Telephone: +49 (0)228 997799-0  
Email: [poststelle@bfdi.bund.de](mailto:poststelle@bfdi.bund.de)