



Make it
in Munich

Data Protection Notice: Consultation Registration ("Make it in Munich")

1. Data Controller and Contact Details

The Data Controller responsible for the collection and processing of your personal data via this consultation registration form in accordance with the EU General Data Protection Regulation (GDPR) is:

Münchner Arbeit gGmbH

Edmund-Rumpler-Straße 13

80939 Munich

Germany

Phone: +49 (0)89 318 809-0

Email: info@muenchner-arbeit.de

Managing Director: Johann Stelzer

Data Protection Officer Contact:

Münchner Arbeit gGmbH

Attn: Data Protection Officer

Edmund-Rumpler-Straße 13

80939 Munich, Germany

Email: datenschutz@muenchner-arbeit.de

2. Categories of Processed Data

When registering for an individual consultation session, Münchner Arbeit gGmbH collects and processes the following personal data:

- **Personal Identification Data:** First Name, Last Name, Date of Birth, Email Address.
- **Consultation Preferences:** Preferred language for consultation (English, German, French, Spanish, Italian), preferred consultation days and time slots.
- **Consultation Topics and Specific Questions:** Selected consultation topics (e.g., Visa, Recognition, Job Search, Application Documents, Interview, Moving to Munich, Living in Munich, Family Reunion, Ausbildung) and specific written questions/notes.
- **Uploaded Documents (optional):**
 - Cover Letter
 - Curriculum Vitae (CV) for review during the consultation.

Purposes:

- Verifying participant status and matching with existing project records in Salesforce.
- Scheduling, preparing, and conducting personalized consultation sessions.
- Reviewing uploaded application documents (CV, Cover Letter).
- Fulfilling reporting, documentation, and audit requirements under the funding framework of the Asylum, Migration and Integration Fund (AMIF) of the European Union.

Legal Bases:

- **Art. 6 (1) (a) GDPR and Art. 9 (2) (a) GDPR:** Your explicit consent given upon form submission.



Make it
in Munich



ReDI School of
Digital Integration



Münchner
Volkshochschule



City of Munich
Department of Labor and
Economic Development



Funded by
the European Union

Make it in Munich is a project of the Department of Labor and Economic Development of the City of Munich in cooperation with Münchner Arbeit gGmbH, Münchner Volkshochschule GmbH and ReDI School of Digital Integration gGmbH. The project is funded by the EU as part of the European Asylum, Migration and Integration Fund (AMIF). The Department of Labor and Economic Development of the City of Munich supports the project through the Munich Employment and Qualification Program.

- **Art. 6 (1) (b) GDPR:** Performance of pre-contractual measures and fulfillment of consultation services for project participants.

Data Processors and Tool Infrastructure (Jotform and Salesforce)

To process and manage your consultation request securely and efficiently, Münchner Arbeit gGmbH utilizes external technical service providers acting strictly as Data Processors pursuant to Art. 28 GDPR:

- **Jotform Inc. (Form Provision):**

Form submission and file uploads are captured via Jotform Ltd., 4th Floor, 115 George Street, Edinburgh, EH2 4JN, United Kingdom (or Jotform Inc., 4 Embarcadero Center, Suite 780, San Francisco, CA 94111, USA, for users outside the EU or the United Kingdom). Münchner Arbeit gGmbH has entered into a legally binding Data Processing Addendum (DPA) with Jotform pursuant to Art. 28 GDPR.

Data Storage Location (EU-Hosting): We have explicitly configured our Jotform account settings to ensure that all data collected through our forms is stored and hosted exclusively on secure servers located within the European Union (EU). Jotform utilizes reliable European cloud infrastructure from subprocessors, including Amazon Web Services (AWS) and Google Cloud, for this purpose.

International Data Transfers and Fallback Mechanisms: In principle, data is not transferred to third countries outside the EU/EEA. However, in rare and legally binding exceptional cases (such as official judicial or law enforcement requests in the United States), data could be accessed from the US. To safeguard these exceptional transfers, Jotform Inc. and Salesforce are self-certified under the EU-U.S. Data Privacy Framework (DPF), and the European Commission's Standard Contractual Clauses (SCCs) are integrated into our agreements as an additional safety mechanism.

More details: [Jotform Privacy Policy](#)

- **Salesforce.com EMEA Limited (Consultation and CRM Management):**

Submitted consultation requests and documents are automatically transferred to our Salesforce CRM system hosted within the European Union. Standard Contractual Clauses (SCCs) and Data Processing Agreements (DPAs) are in place to ensure European data protection compliance.

More details: [Salesforce Privacy Policy](#)

3. Storage Duration

Personal data provided in this form is stored as long as necessary to prepare, conduct, and document the consultation session, as well as to meet mandatory AMIF funding audit periods. Afterwards, your data will be securely deleted.

4. Your Rights as a Data Subject

You have the right to request **Access (Art. 15 GDPR)**, **Rectification (Art. 16 GDPR)**, **Erase (Art. 17 GDPR)**, **Restriction of Processing (Art. 18 GDPR)**, **Data Portability (Art. 20 GDPR)**, and to **Withdraw Consent (Art. 7 (3) GDPR)** at any time with future effect.

To exercise your rights or request deletion, please email: info@muenchner-arbeit.de or datenschutz@muenchner-arbeit.de

- **Right to Lodge a Complaint with a Supervisory Authority**

If you consider that the processing of your personal data infringes the GDPR, you have the right to lodge a complaint with a competent data protection supervisory authority (Art. 77 GDPR).

The lead supervisory authority for Münchner Arbeit gGmbH is:

Bayerisches Landesamt für Datenschutzaufsicht (BayLDA)

Promenade 18, 91522 Ansbach, Germany

Website: <https://www.lda.bayern.de>