Data Protection Notice: Contact Form ("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 contact 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, Purposes, and Legal Bases

When you submit an inquiry through our contact form, Münchner Arbeit gGmbH collects and processes the following personal data:

- **Contact and Identification Data:** First Name, Last Name, Email address.
- **Demographic and Special Data:** Citizenship.
- **Inquiry Details:** Topic of email inquiry, text of your query.
- **Proof Documents (if applicable):** If you indicate that you are coming to Munich soon and wish to enroll in our program, you may upload supporting documents (e.g., visa appointment confirmation, visa on passport, employment/Ausbildung contract with a Munich company, marriage certificate, or language course registration).

Purposes of Processing:

- Processing, evaluating, and responding to your inquiry or enrollment request.
- Fulfilling reporting and documentation obligations 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 regarding the processing of your data, including special categories of personal data (such as citizenship status) and uploaded documents.
- **Art. 6 (1) (b) GDPR:** Performance of pre-contractual measures or handling inquiries related to project participation.

Data Processors and Tool Infrastructure (Jotform)

To provide and manage this online contact form, Münchner Arbeit gGmbH uses the service Jotform (provided by Jotform Inc.):

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

Form submission is 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

3. Storage Duration

Münchner Arbeit gGmbH retains your personal data only as long as necessary to process your request, verify your eligibility, and fulfill AMIF funding reporting obligations. Once these purposes are fulfilled or statutory/funding retention periods expire, your data will be securely erased.

4. Your Rights as a Data Subject

You have the following rights at any time regarding your personal data held by Münchner Arbeit gGmbH:

- **Right of Access (Art. 15 GDPR):** Request information about your processed personal data.
- **Right to Rectification (Art. 16 GDPR):** Request correction of inaccurate or incomplete data.
- **Right to Erasure / "Right to be Forgotten" (Art. 17 GDPR):** Request deletion of your personal data.
- **Right to Restriction of Processing (Art. 18 GDPR):** Request restricted processing of your data.
- **Right to Data Portability (Art. 20 GDPR):** Receive your data in a structured, commonly used format.
- **Right to Withdraw Consent (Art. 7 (3) GDPR):** You can revoke your consent at any time with future effect.

To exercise any of your rights or request data deletion, please email: info@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 competent supervisory authority for Münchner Arbeit gGmbH is:

Bayerisches Landesamt für Datenschutzaufsicht (BayLDA)

Promenade 18, 91522 Ansbach, Germany
Website: https://www.lda.bayern.de