

Information on data protection relating to the City of Munich's Point of Single Contact (PSC)

1. The organization responsible for processing data is:

Landeshauptstadt München (City of Munich)
Referat für Arbeit und Wirtschaft (Department of Labor and Economic Development)
Wirtschaftsförderung, Einheitlicher Ansprechpartner für Unternehmen (Economic Development Unit, Point of Single Contact)
Herzog-Wilhelm-Strasse 15
80331 München
Germany
Phone: +49 (0)89 233 22070
Fax: +49 (0)89 233 989 22070
E-mail: eap@muenchen.de
Website: <http://www.eap-muenchen.de>

2. The City of Munich's Data Protection Officer can be contacted as follows:

Landeshauptstadt München (City of Munich)
Behördlicher Datenschutzbeauftragter (Local Government Data Protection Officer)
Burgstrasse 4
80331 München
Germany
Phone: +49 (0)89 233 28261
E-mail: datenschutz@muenchen.de

3. Your data is processed so that advice can be provided, to supply information about events and for the purpose of analysis.

Your data is processed on the basis of § 6 (1) Items a) and e) of the General Data Protection Regulation (GDPR) in conjunction with § 2 (2) of the Law Governing Responsibility for the Tasks of the Point of Single Contact in the Free State of Bavaria (BayEAG).

4. In the context of case investigations, whenever it is relevant and whenever you submit a corresponding request, personal information, factual data and uploaded documents and attachments are forwarded to the local department responsible for the matter in hand, which is the object of recourse to the Point of Single Contact.
5. We store your data only as long as this is necessary for the intended use.
6. You have the following rights pursuant to the General Data Protection Regulation:

Wherever your personal data is processed, you have the right to obtain information about the data that is stored concerning yourself (§ 15 GDPR).

If incorrect/incomplete personal data is processed, you have the right to have such data rectified (§ 16 GDPR).

Where the appropriate legal conditions are met, you can demand the erasure of your data, demand restrictions on the processing of your data and/or raise objections to processing (§ 17, 18 and 21 GDPR).

If you have consented to the processing of your data or if a data processing contract exists and your data is processed with the aid of automated processes, you also have the right to data portability (§ 20 GDPR).

Additionally, you have the right to lodge complaints with the Bavarian state government's

data protection officer.

7. If you have made a declaration granting your consent to have your data processed by the City of Munich, you can revoke that consent with future effect at any time. This does not affect the legality of data processing up to the time of your revocation.
8. **Protecting your data**
We would explicitly draw your attention to the fact that data transmission via e-mail is not protected. Data transmitted in this way can therefore be intercepted and even tampered with by unauthorized parties. Accordingly, please always use the [contact form](#) of the PSC and avoid e-mails to send confidential information to the City of Munich.
9. Where **formal delivery and proof of delivery** is required, this is only possible via De-Mail and the transfer option "pick-up confirmation". You can find De-Mail contacts of the City of Munich on: <https://www.muenchen.de/rathaus/Kontakt/Elektronische-Kommunikation/Eroeffnete-De-Mail-Postfaecher.html>
10. For documents that, for legal reasons, must be **submitted on paper**, please use paper-based forms of communication. For some procedures electronic submission is possible via De-Mail and the option "pick-up confirmation" (Art 3a (2) sentence 4 no. 2 Bavarian Administrative Processes Act, BayVwVfG with § 5 (5) De-Mail-Law) or with a qualified electronic signature. (Art 3a (2) sentence 2 BayVwVfG with § 2 no. 3 Signature Law, SigG). If you want to submit the application on the platform electronically without your qualified electronic signature, you will also be required to print it out and send it postal or by fax to the responsible authority with a signature by your own hand.
11. For complete legal regulation of Art. 3a of the Bavarian Administrative Processes Act (BayVwVfG: <http://www.gesetze-bayern.de/Content/Document/BayVwVfG-3a?AspxAutoDetectCookieSupport=1> (German only)
12. Please also familiarize yourself with the information on electronic communication with the City of Munich posted on the City of Munich portal at: <https://www.muenchen.de/rathaus/Kontakt/Elektronische-Kommunikation.html> (German only)