



## Information on Data Protection

### Data Protection Information in accordance with Art. 13 of the EU General Data Protection Regulation (GDPR)

in connection with counselling on the possibilities of recognition of your foreign qualifications

in the Office for Housing and Migration of the Municipality of Munich

#### 1. Name and contact details of the responsible data controller

Responsible for the processing is the Municipality of Munich  
Social Department  
Office for Housing and Migration  
Department of Migration, Integration, Participation  
Franziskanerstraße 8  
81669 Munich  
Phone: 089/ 233-40520  
E-mail: [servicestelle-erkennung.soz@muenchen.de](mailto:servicestelle-erkennung.soz@muenchen.de)

#### 2. Contact details of the Data Protection Officer

You can contact the Data Protection Officer of the Municipality of Munich at [datenschutz@muenchen.de](mailto:datenschutz@muenchen.de) or by post to Marienplatz 8, 80331 Munich.

#### 3. Purposes and legal basis of Data Processing

Your data is processed in order to be able to offer the counselling you requested for the recognition of your foreign qualifications.

Your data will be processed on the basis of your consent pursuant to Art. 6 (1) a GDPR (General Data Protection Regulation).

#### 4. Categories of personal data to be processed

The public entity processes your following personal data:

- Family names, if applicable also birth family names
- First names
- Date of birth
- Country of birth
- Nationality(ies)
- actual address
- probable future addresses in Germany
- E-mail address

- Means of contact
- sex
- Residence abroad
- Year of entry
- Receipt of social benefits
- Language skills
- Residence status
- Employment status
- Work experience
- Professional qualifications and data on professional qualifications (title of qualification, duration of training, possible recognition procedure, country of qualification)
- Contact to the counselling centre
- Consultation results

## 5. Duration of storage of Personal Data

Your data will be stored by the Municipality of Munich for 10 years after counselling has taken place.  
The retention periods begin at the end of the year in which the last counselling session took place.

## 6. Rights of Data Subjects

According to the General Data Protection Regulation, you have the following rights:  
If your personal data is processed, you have the right to receive information about your stored data (Art. 15 DSGVO).

If inaccurate personal data should be processed, you have the right to rectification (Art. 16 GDPR).  
If the legal requirements are met, you may request erasure or restriction of processing as well as object to processing (Art. 17, 18 and 21 DSGVO).

If you have consented to the data processing or if there is a contract for data processing and the data processing is carried out with the help of automated procedures, you may have a right to data portability (Art. 20 DSGVO).

If you make use of your above-mentioned rights, the public authority will check whether the legal requirements for this purpose are met.  
Furthermore, you have the right to lodge a complaint with the supervisory authority (Bayrischer Landesbeauftragter für den Datenschutz).

If you have consented to processing by the Municipality of Munich by making a corresponding declaration, you can revoke your consent at any time for the future. The legality of the data processing carried out on the basis of the consent until the revocation is not affected by this purpose.