

## LGA privacy statement for processing enquiries, preparing offers and performing contracts

Dear customers,

In order to process your enquiries, prepare offers and perform contracts with you, we will have to receive your personal data (e.g. contact details) or collect your personal data ourselves when performing our work (e.g. in test checklists or meeting minutes and in photographic documentation with unavoidable additional information such as background images). In light of the above, we must provide you with the following information in accordance with the European General Data Protection Regulation:

### 1. Name and contact details of the controller and data protection officer

This privacy statement applies to data processing performed by **LGA Landesgewerbeanstalt Bayern KdöR** and its subsidiary **LGA Bautechnik GmbH** (hereinafter referred to collectively as “LGA”):  
Tillystraße 2, D-90408 Nürnberg;  
Email address: lga@lga.de;  
Tel.: +49 911 81771-0.

The company’s data protection officer can also be contacted at this address,  
by email at [datenschutz@lga.de](mailto:datenschutz@lga.de) or  
by phone on +49 911 81771-212

### 2. Collection and storage of personal data and the nature and purpose of processing

Your personal data will only be collected and processed to the necessary extent for the sole purpose of performing a contract with you; the legal basis is point (b) of Art. 6 (1) GDPR. If you submit an enquiry, we will collect the following data:

- Your identity information such as your title, first name and last name;
- Your address data such as email address, postal address, phone number and fax number;
- Information on your responsibilities such as position, role in the project; and
- The information required to prepare an offer and perform the contract.

Your personal data may be provided by an authority, by you as the customer or by authorised individuals within your project organisation.

Your personal data will be collected for the following purposes:

- To identify you as our customer;
- To offer you appropriate advice;
- To perform our duties;
- To exchange correspondence with you;
- To bill our services; and
- To clarify any liability claims.

We will archive all contract data, including any related personal data, for a period of 10 years after the relevant contract has been concluded; the data will be properly deleted or destroyed at the end of this archiving period.

### 3. Joint responsibility vis-à-vis third parties

If you commission us to put together an expert opinion or carry out photographic preservation of evidence, you will be instructing us to collect data, some of which may be collected from third parties. This will not make us a “processor”, as defined in the GDPR. Unless we come to a different agreement regarding our joint responsibility, we will forward any data protection enquiries from such third parties to you as the principal of such proceedings.

### 4. Disclosure of data to third parties

We will not disclose your personal data to third parties for any purposes other than those listed below:

- Your personal data will be disclosed to third parties if this is necessary to process an order in accordance with point (c) of Art. 6 (1) GDPR. This may particularly include the exchange of data with authorities and those involved in the planning process and project.
- In planned individual cases, your data may also be accessed by our commissioned subcontractors (e.g. IT companies during the maintenance of our company software used to process orders). In such cases, we will take technical and organisational measures to secure your data.
- If we are hired for verification of stability proofs, we may call upon the Bewertungs- und Verrechnungsstelle der Prüfsachverständigen für Bayern GmbH within the Bavarian Chamber of Construction Engineering (Schlierseestr. 73, D-81539 München, Tel.: +49 89 929 2760) to help us determine the basic information and charge our fee.

We do not intend to transfer your personal data to countries outside the European Union.

## 5. Rights of data subjects

- You have the right to request access to the data we hold on you; if any of your data is incorrect, you may request its rectification. If you believe your data is being stored unlawfully, you may ask us to delete your data.
- If you have given us your consent in accordance with point (a) of Art. 6 (1) GDPR, you may withdraw your consent at any time.
- You have the right to request the transfer of your personal data to another controller in accordance with Art. 20 GDPR.
- If you wish to exercise your rights, please contact our data protection officer by email at [datenschutz@lga.de](mailto:datenschutz@lga.de) or by post:

Data Protection Officer  
LGA Landesgewerbeanstalt Bayern  
Tillystraße 2  
D-90431 Nürnberg

In accordance with the GDPR, you also have the right to lodge a complaint with the competent supervisory authority.

Last updated: August 2020