

Privacy policy of LGA for the processing of inquiries, the preparation of offers and the fulfillment of orders.

Dear Customers,

In order to process your inquiries, prepare offers and, if applicable, fulfill your orders, it is indispensable that we receive personal data from you for this purpose (e.g. names of contact persons) or collect such data ourselves in the course of our work (e.g. in inspection checklists or meeting minutes, in photo documentation with unavoidable secondary information, e.g. in the background of the image). For this reason, we must inform you about the following facts in accordance with the European General Data Protection Regulation:

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

This privacy notice applies to data processing by **LGA Landesgewerbeamt Bayern KdÖR** and its subsidiary **LGA Bautechnik GmbH** (both hereinafter referred to without distinction as **LGA**), Tillystraße 2, 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: datenschutz@lga.de or telephone on +49 911 81771-283

2. Collection and storage of personal data as well as type and purpose and its use

Data collection and data processing is carried out exclusively and only to the extent necessary for the fulfillment of the contract, the legal basis for this is Article 6(1)(b) of the GDPR. With your inquiry, we collect:

- Identity data such as title, first name, last name
- Address data such as email address, address, telephone number, possibly fax number
- Data to clarify responsibilities such as function or role in the project
- Information necessary for an offer preparation or order processing

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

Personal data may be provided by an authority, by you as the client yourself or, within the framework of your project organization, by persons commissioned by you.

Data is collected

- to identify you as our client;
- to be able to advise you appropriately;
- to be able to fulfill our order;
- to correspond with you;
- to bill you for our services;
- to clarify liability claims

Order data including related personal data will be archived by us for a period of 10 years after the order is concluded and will then be subject to regulated deletion or destruction.

3. Joint responsibility towards third parties

When commissioning expert opinions and also in the case of proceedings for the preservation of evidence, we may also receive an order from you to collect data from third parties. In this case, we are not an order processor as defined in the GDPR. We will refer data protection inquiries from this third party to you as the client of the proceedings unless another agreement on joint responsibility is reached between us

4. Transfer of data to third parties

A transfer of personal data to third parties for purposes other than those listed below will not take place:

- Insofar as necessary for order processing in accordance with Art. 6(1)(c) of the GDPR, personal data will be passed on to third parties. This includes in particular the exchange of data with planning or project participants and authorities.
- In planned individual cases, subcontractors commissioned by us may also be given access to your data (e.g. IT companies in the maintenance of our company software for order processing). We safeguard these cases with technical and organizational measures.
- In the case of orders for the inspection of stability certificates, the BVS Bewertungs- und Verrechnungsstelle der Prüfsachverständigen für Bayern GmbH at the Ingenieurekammer-Bau, Schliersee-str. 73 in 81539 Munich, Tel: 089-929276-0 can be involved for the determination of the basis and for settling the inspection fee.
- For our digital inspection services, it is necessary to process your data in the software iTWO and the cloud MTWO by our order processor RIB; this order processor in turn handles the hosting of the data via Microsoft Azure. The cooperation of LGA with RIB and the inclusion of MS service packages is defined via contractual regulations for order processing. In the Microsoft service packages (Azure, 365, etc.), a restriction of the server locations to the European economic area has been agreed so that data is not transferred to non-European countries.

5. Data subject rights

- You have the right to request information about the data we have stored about you and, if the data is incorrect, to request that it be corrected or, if the data is stored inappropriately, that it be deleted
- Furthermore, you can revoke any consent given to us at any time in accordance with Art. 6(1)(a).
- In accordance with Art. 20 of the GDPR, you have the right to demand data transfer for personal data transferred to us.
- For this purpose, you can contact our data protection officer by email at datenschutz@lga.de or by mail at

Data protection Officer
LGA Landesgewerbeamt Bayern
Tillystraße 2
90431 Nuremberg

Furthermore, according to the GDPR, you also have the right of appeal to the competent supervisory authority if necessary

Last updated: February 2023