



Data protection

Privacy policy for customers and other concerned parties

A significant share of Münch + Münch's business is the conception, production and rollout of shopfitting projects and high-quality interior designs. The security of personal data is not only one of Münch + Münch's highest priorities due to the legal obligation, but also part of our company philosophy and, in addition, indispensable in regards to customer loyalty and, as such, is an essential part of our existence. Consequently, Münch + Münch, in all its actions, observes the applicable legal regulations for the protection of personal data and for data security.

The following information is to provide you with transparency regarding our use of your data as well as your rights under the German Bundesdatenschutzgesetz.

How is responsible for the processing of data and whom can I contact?

Responsible is

Münch + Münch GmbH & Co.
Im Fuchsloch 8, 60437 Frankfurt am Main
Germany
Phone: +49 6101 5447 100

Head of the responsible department:
Jörg Münch
J.Muench@muenchundmuench.com

You can reach our company data protection coordinator here

Münch + Münch GmbH & Co.
Data Protection Coordinator
Im Fuchsloch 8, 60437 Frankfurt am Main
Germany
Phone: +49 6101 5447 100
Datenschutz@muenchundmuench.com

We have appointed an external data protection officer.
You can reach him directly via

Datenschutzbeauftragter@er-secure.de

Which sources and data do we use?

We process personal data received from our customers or other affected parties within the scope of our business relationship. In addition, we process - to the extent necessary for the provision of our services - personal data which we obtain from publicly accessible sources (e.g. commercial register, press, Internet) or which are transmitted to us by other companies.

Personal data considered relevant is:

Clients:

tax-relevant data of any type, addresses, general communications data, contact details, contract and payment data, bank details, data relevant to IT communication, billing and service data, support information

Interested parties:

Addresses, general communications data, contact details, data relevant to IT communication, support information

Colleagues:

Addresses, general communications data, contract data, bank details, billing and service data

Suppliers, service providers, contractual partners:

Addresses, general communications data, contact details, contract and payment data, bank details, data relevant to IT communication, support information

Public authorities:

tax-relevant data of any type, addresses, general communications data, contact details, bank details, data relevant to IT communication, support information

For what purpose do we process your data (purpose of data processing) and based on what legal grounds?

We process personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG)

a.) To fulfil contractual obligations (Art. 6 Para. 1 b GDPR)

The processing of data is conducted within the framework of the fulfilment of our contractual obligations with our customers or for the execution of pre-contractual measures, which take place on request. Further details regarding data processing purposes can be found in the relevant contractual documents and terms and conditions.

b.) As part of the balancing of interests (Art. 6 Para. 1 f GDPR)

If required, we process your data beyond the fulfilment of the contract in order to protect the legitimate interests of us or third parties. Examples:

- Review and optimisation of processes in regards to needs analysis for the purpose of customer contact,
- Advertising or market and opinion research unless you have denied the use of your data for this purpose,
- Assertion of legal claims and defence in legal disputes,
- Guarantee of IT security and IT operations,
- Video surveillance to protect the property, to prevent and investigate accidents or criminal offences,



- Measures taken to secure buildings and property (e.g. access control),
- Measures for the management of the business and the further development of services and products

c.) As per your consent (Art. 6 Para. 1 a GDPR)

If you have given us permission to process personal data for certain purposes (e.g. marketing purposes, publication of photographs, sending newsletters), the legality of this processing is based in your given consent. A given consent can be revoked at any time. This also applies to the revocation of declarations of consent given to us before the GDPR came into force, i.e. before 25 May 2018. The revocation of consent only applies to the future and does not affect the legality of the data processed prior to the revocation.

d.) Based on legal requirements (Art. 6 Para. 1 c GDPR) or if in the interest of the public (Art. 6 Para. 1 e GDPR)

Moreover, as a company we are subject to various legal obligations (e.g. taxation) which we fulfil by transmitting personal data.

Who receives my data?

Within the company, departments receive access to your data if this is required to fulfil contractual or legal obligations. Service providers or other third parties involved in fulfilling a contract may also receive the data for this purpose. Contracts for the processing of data were signed by these parties. These are companies in the areas of IT services, printing and telecommunications.

Once a year, all employees of Münch + Münch renew their obligation to maintain data secrecy and data protection in accordance with §53 BDSG and Art. 6 Para. 1 GDPR. Data processors are also to maintain confidentiality as per corresponding statutory regulations. (including with reference to the German laws §203 StGB, §§57, 62 StBerG, §§43, 50 WPO, §43 BRAO, § 2 BORA and so on)

Further recipients of personal data may be:

- Public bodies and institutions (e.g. tax authorities, credit institutions, insurers) to which the data must be disclosed in accordance with the order due to statutory regulations.
- Service providers that we cooperate with within the framework of our working relationship.
- Those entities for which you have given us your consent to transfer data to.

Is data passed on to a third country or to an international organisation?

A transfer of data to countries outside of the European Union (so-called third countries) is, in general, not planned; however, it is possible, if

- it is necessary to fulfil the contract
or
- you have provided us with your consent.

How long is my data saved for?

We process and save your personal data only when this is necessary for fulfilling our contractual and legal obligations. If any data is not affected by this, it shall be deleted once the above-mentioned purposes no longer apply.

Am I obligated to provide any data?

In the scope of our business relationship, you will be required to provide any personal data that is necessary to establish, execute and close said relationship and for the fulfilment of the contractual obligations thereof, or which we are required to collect by law.

Information on your rights regarding enquiry of, correction and deletion of your data as well as limitations of use and your right to object pursuant to articles 15, 16, 17, 18 and 21 GDPR

You have the right to request information on the use of your personal data, to demand immediate correction of mistakes or the deletion of your data in addition to limiting the use thereof.

If you have consented to the use of your personal data for specific purposes (in addition to the fulfilment of contractual obligations), you have the right to object to such use at any time.

Please send us in writing your request for information or your demand for change or objection to the use of your data to:

Münch + Münch GmbH & Co.
Im Fuchsloch 8, 60437 Frankfurt am Main
Germany
Datenschutz@muenchundmuench.com