

Data Protection Declaration

(Information for processing in accordance with articles 13 and 14 of GDPR)

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Data Protection Declaration

We take the protection of your personal data very seriously and treat your personal data confidentially and in accordance with the requirements of data protection law. This data protection declaration will provide you with information about details.

1. Responsible Processors

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57299 Burbach

2. Data Protection Officer of the Responsible Processor

gds – Gesellschaft für Datenschutz Mittelhessen mbH
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3. Processing Elements:

3.1. Data Protection as Part of Implementing Pre-Contractual Measures or to Fulfil a Contract

3.1.1. Type of Data

Types of relevant personal data that we process:

- Personal master data (name, address and other contact data)
- Communication data (phone, e-mail, etc.)
- Contract master data (contractual relationship, interest in product or contract)
- Customer history
- Contract billing and payment data
- Planning and control data
- Activity data

3.1.2. Purposes and Legal Basis of Processing

We process your data for the purpose of processing a request from you or as a result of a contractual relationship with you (providing deliveries and services).

Processing of your personal data is carried out:

- to fulfil a contract with you or to implement contractual measures performed at the request of the affected person (art. 6 para. 1 let. b of GDPR)
- to implement processing tasks within a legitimate interest (art. 6 para. 1 let. f of GDPR)
- If the scope of the processing extends beyond this, we will ask you for your consent (art. 6 para. 1 let. a of GDPR)

3.1.3. Sources

We only process personal data that we have received directly from you or from another person (for example a colleague) as part of your request or of a contractual relationship with you.

If necessary, we also process personal data that we have obtained permissibly from third parties (such as courts, public authorities, agencies or insurance companies).

3.1.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company and within our corporate group or to associated companies. In specific cases it will also be transmitted to distributors or associated companies in non-Community countries.

Furthermore, data may be transmitted outside of our company to customers, suppliers, distributors, public authorities, banks, service providers such as data centre services and remote maintenance.

If data is transmitted to non-Community countries, the transmission will either be permitted due to a condition of art. 49 para. 1 and para. 2 of EU GDPR on the basis of your informed consent or on the basis of a contract or contractual measure at the request of the affected person, or because we have guarantees for the processing of your data in line with data protection requirements in the non-Community countries (art. 46 para. 2 & 3 of GDPR).

3.1.5. Storage

The data will be stored for at least the duration of the business relationship (for example your request / for the duration of the contractual relationship). In most cases we are bound to the retention periods required by law. After this maximum storage duration elapses, your data will be deleted if there is no other important reason for retaining it.

3.2. Data Protection in the Context of Access Restrictions

If access restrictions apply due to an infection situation or similar reasons, we will process your data, possibly including data of special categories.

3.2.1. Type of Data

Types of relevant personal data that we process:

- Personal master data (name, address and other contact data)
- Communication data (phone, e-mail, etc.)
- Health data
- Data related to places where you have spent time
- Data related to social contacts

3.2.2. Purposes and Legal Basis of Processing

We process your data within the confines of applicable laws and regulations. This involves primarily the infection protection law and regulations based on it.

Processing is therefore carried out

- to implement protective measures (art. 9 para. 2 let. i of GDPR)

3.2.3. Sources

We only process personal data that we have received from you as part of your visit.

3.2.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company and in some cases within our corporate group.

If necessary, your data will be transmitted to health authorities within the confines of legal provisions.

3.2.5. Storage

Data will be stored after the contract is concluded for the duration designated in the relevant statutory provisions.

3.3. Data Protection in the Context of Video Monitoring

Our site with its access points as well as the exterior of the buildings located on the premises are monitored by means of video cameras.

3.3.1. Type of Data

Types of relevant personal data that we process:

- Image data
- Video data
- Date
- Time
- Behavioural data

3.3.2. Purposes and Legal Basis of Processing

We process this data for the legitimate interest of protecting the site and buildings. The protection is intended to prevent both vandalism and intrusion as well as related crimes. If we evaluate the recordings and identify affected persons they will be notified of this immediately.

Processing is carried out on the basis of

- art. 6 para. 1 let. f of GDPR

3.3.3. Sources

We only process personal data that we have received from you as part of your visit.

3.3.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company and in some cases within our corporate group.

3.3.5. Storage

Data is stored for 72 hours. If evaluation of the recordings results in a need for further clarification, the data will continue to be stored until the purpose of the recording has been met.

3.4. Data Protection as Part of Information Security Management

The responsible processor operates an ISMS (Information Security Management System) with the objective of protecting the information of the company appropriately and in line

with the need for protection. Personal data is also collected for this purpose, to provide the necessary activity report and also to detect threats and counteract them.

3.4.1. Type of Data

Types of relevant personal data that we process:

- Image data
- Video data
- Date
- Time
- Behavioural data
- Activity data
- Data for the use of IT-supported systems
- IP addresses
- Names

3.4.2. Purposes and Legal Basis of Processing

We process this data for the legitimate interest of protecting information. The intent is to safeguard the protection objectives of confidentiality, availability and integrity. These objectives match the requirements of data protection.

Processing is carried out on the basis of

- art. 6 para. 1 let. c in combination with art. 25 & art. 32 of GDPR, provided the data to be protected is personal information
- art. 6 para. 1 let. f of GDPR, provided the data to be protected is personal information.

3.4.3. Sources

We only process personal data that we have received as part of your activity.

3.4.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company and in some cases within our corporate group.

3.4.5. Storage

Data will be stored for the duration of the purpose, thus verifiability with ISMS, but for no longer than 3 years.

3.5. Data Protection as Part of Remote Maintenance

3.5.1. Type of Data

Types of relevant personal data that we process:

- Personal master data (name, address and other contact data)
- Recording of sessions with all contents

3.5.2. Purposes and Legal Basis of Processing

We process your data for the purpose of processing the contractual relationship with you (providing services, in this case remote maintenance) and on the basis of an agreement in accordance with art. 28 para. 3 of GDPR.

Processing of your personal data is carried out:

- to fulfil a contract with you (art. 6 para. 1 let. b of GDPR)

- If the scope of the processing extends beyond this, we will ask you for your consent (art. 6 para. 1 let. a of GDPR)

3.5.3. Sources

We only process personal data that we have obtained in the context of and directly through remote maintenance.

3.5.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company. Furthermore, data may be transmitted outside of our company to service providers such as data centre services and remote maintenance operators.

If data is transmitted to non-Community countries, the transmission will either be permitted due to a condition of art. 49 para. 1 and para. 2 of EU GDPR on the basis of your informed consent or on the basis of a contract or contractual measure at the request of the affected person, or because we have guarantees for the processing of your data in line with data protection requirements in the non-Community countries (art. 46 para. 2 & 3 of GDPR).

3.5.5. Storage

Data is stored for the duration required for reasons of verification and for a maximum of 3 months. After this maximum storage duration elapses, your data will be deleted if there is no other important reason for retaining it.

3.6. Data Protection in the Customer Portal

3.6.1. Type of Data

Types of relevant personal data that we process:

- Personal master data (name, e-mail address)
- Authentication data
- Usage data

3.6.2. Purposes and Legal Basis of Processing

We process your data for the purpose of processing the contractual relationship with you (providing services, in this case use of the customer portal).

Processing of your personal data is carried out:

- to fulfil a contract with you (art. 6 para. 1 let. b of GDPR)
- If the scope of the processing extends beyond this, we will ask you for your consent (art. 6 para. 1 let. a of GDPR)

3.6.3. Sources

We only process personal data that we have received directly from you as part of your use of the customer portal.

3.6.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company. Furthermore, data may be transmitted to places outside of our company such as data centre services and remote maintenance operators.

If data is transmitted to non-Community countries, the transmission will either be permitted due to a condition of art. 49 para. 1 and para. 2 of EU GDPR on the basis of your informed consent or on the basis of a contract or contractual measure at the

request of the affected person, or because we have guarantees for the processing of your data in line with data protection requirements in the non-Community countries (art. 46 para. 2 & 3 of GDPR).

3.6.5. Storage

The data is stored for the duration of the validity of your account in the customer portal. After the account is deleted, the data is anonymized.

3.7. Data Protection in Our Social Media Channels

3.7.1. Type of Data

Types of relevant personal data that we process:

- User name
- Number of visits on the relevant channel
- Activities on the relevant channel
- Cumulative and anonymous data for statistical evaluations
- Log data for ensuring security or IT systems

3.7.2. Purposes and Legal Basis of Processing

We process your data as part of your visit on our social media channels in the form of cumulative statistics to further develop and optimize these channels.

- Processing is carried out on the basis of legitimate interest (art. 6 para. 1 let. f of GDPR).

3.7.3. Sources

We only process personal data that we have received directly from you as part of your visit. We receive the anonymized statistical data from the provider of the respective social media platform.

3.7.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company.

3.7.5. Storage

Data is stored until the processing purpose has been achieved. In many cases we are bound to the retention periods required by law. After this maximum storage duration elapses, your data will be deleted if there is no other important reason for retaining it.

3.8. Data Protection as Part of Marketing

3.8.1. Type of Data

Types of relevant personal data that we process:

- Personal master data (name, address and other contact data)
- Communication data (phone, e-mail, etc.)
- Providing information (from third parties, for example credit agencies, or from public directories)
- Log data for ensuring security or IT systems

3.8.2. Purposes and Legal Basis of Processing

We process your data as part of existing customer relations, if we would like to inform you about similar goods or services or if we have received your consent to do so.

- Processing is therefore carried out either on the basis of legitimate interest (art. 6 para. 1 let. f of GDPR),
- to fulfil a contract with you or to implement contractual measures performed at the request of the affected person (art. 6 para. 1 let. b of GDPR) or
- on the basis of your consent (art. 6 para. 1 let. a of GDPR).

In every case, processing of your personal data is carried out in consideration of § 7 para. 3 of the German Fair Trade Practices Act (UWG).

3.8.3. Sources

We only process personal data that we have received directly from you as part of your request or of a contractual relationship with you.

3.8.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company and within our corporate group or associated companies. In specific cases it will also be transmitted to corporate subsidiaries, distributors or associated companies in non-Community countries.

Furthermore, data may be transmitted outside of our company to service providers such as data centre services and marketing agencies.

If data is transmitted to non-Community countries, the transmission will either be permitted due to a condition of art. 49 para. 1 and para. 2 of EU GDPR on the basis of your informed consent or on the basis of a contract or contractual measure at the request of the affected person, or because we have guarantees for the processing of your data in line with data protection requirements in the non-Community countries (art. 46 para. 2 & 3 of GDPR).

3.8.5. Storage

The data will be stored for at least the duration of the business relationship (for example your request / for the duration of the contractual relationship). In most cases we are bound to the retention periods required by law. After this maximum storage duration elapses, your data will be deleted if there is no other important reason for retaining it.

3.9. Data Protection as Part of Sending the Newsletter

3.9.1. Type of Data

Types of relevant personal data that we process:

- First and last name
- E-mail address
- Statistical data for the use of the newsletter
- Log data for ensuring security or IT systems

3.9.2. Purposes and Legal Basis of Processing

We process your data as part of fulfilling the contract, if you have subscribed to a newsletter from us and as part of our legitimate interest in regard to statistical evaluations.

- Processing is therefore carried out either on the basis of legitimate interest (art. 6 para. 1 let. f of GDPR),

- to fulfil a contract with you or to implement contractual measures performed at the request of the affected person (art. 6 para. 1 let. b of GDPR) or

In every case, processing of your personal data is carried out in consideration of § 7 para. 3 of the German Fair Trade Practices Act (UWG).

3.9.3. Sources

We only process personal data that we have received directly from you as part of your request or of a contractual relationship with you.

3.9.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company and within our corporate group or associated companies. In specific cases it will also be transmitted to corporate subsidiaries, distributors or associated companies in non-Community countries.

Furthermore, data may be transmitted outside of our company to service providers such as data centre services and marketing agencies.

If data is transmitted to non-Community countries, the transmission will either be permitted due to a condition of art. 49 para. 1 and para. 2 of EU GDPR on the basis of your informed consent or on the basis of a contract or contractual measure at the request of the affected person, or because we have guarantees for the processing of your data in line with data protection requirements in the non-Community countries (art. 46 para. 2 & 3 of GDPR).

3.9.5. Storage

The data is stored for as long as you subscribe to the newsletter. When you unsubscribe from the newsletter, all data associated with the processing will be deleted or anonymized.

3.10. Data Protection as Part of Online Events

3.10.1. Type of Data

Types of relevant personal data that we process:

- Personal master data (name, address and other contact data)
- Communication data (phone, e-mail, etc.)
- Log data for ensuring security or IT systems
- Participation data
- Registration data

3.10.2. Purposes and Legal Basis of Processing

We process your data as part of an existing customer relationship and one that is being established when we give you the opportunity to register for an online event.

Processing is therefore carried out either on the basis of legitimate interest (art. 6 para. 1 let. f of GDPR) or

- to fulfil a contract with you or to implement contractual measures performed at the request of the affected person (art. 6 para. 1 let. b of GDPR) or
- on the basis of your consent (art. 6 para. 1 let. a of GDPR).

3.10.3. Sources

We only process personal data that we have received directly from you as part of your registration or of a contractual relationship with you.

3.10.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company.

Furthermore, data may be transmitted outside of our company to service providers such as data centre services.

If data is transmitted to non-Community countries, the transmission will either be permitted due to a condition of art. 49 para. 1 and para. 2 of EU GDPR on the basis of your informed consent or on the basis of a contract or contractual measure at the request of the affected person, or because we have guarantees for the processing of your data in line with data protection requirements in the non-Community countries (art. 46 para. 2 & 3 of GDPR).

3.10.5. Storage

The data is stored at least until the purpose is fulfilled (participation in the online event) or in the event you gave consent until the purpose for which you gave consent expires. After this maximum storage duration elapses, your data will be deleted if there is no other important reason for retaining it.

3.11. Data Protection as Part of Your Visit to Our Facilities

3.11.1. Type of Data

Types of relevant personal data that we process:

- Personal data (name, address, company affiliation)
- The beginning and ending time of the visit
- The purpose of the visit
- The person visited

3.11.2. Purposes and Legal Basis of Processing

We process your data as part of an existing customer relationship or one that is being established. Furthermore, we process your data due to the requirements of information security management.

Processing is therefore carried out either on the basis of legitimate interest (art. 6 para. 1 let. f of GDPR) or

- to fulfil a contract with you or to implement contractual measures performed at the request of the affected person (art. 6 para. 1 let. b of GDPR).

3.11.3. Sources

We only process personal data that we have received directly from you as part of your visit.

3.11.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company.

Furthermore, data may be transmitted outside of our company to service providers such as data centre services.

If data is transmitted to non-Community countries, the transmission will either be permitted due to a condition of art. 49 para. 1 and para. 2 of EU GDPR on the basis of your informed consent or on the basis of a contract or contractual measure at the request of the affected person, or because we have guarantees for the processing of your data in line with data protection requirements in the non-Community countries (art. 46 para. 2 & 3 of GDPR).

3.11.5. Storage

The data is stored for 3 months beyond the time when the purpose is fulfilled. After this maximum storage duration elapses, your data will be deleted if there is no other important reason for retaining it.

3.12. **Data Protection in Written Communication**

We draw your attention to the fact that data transmission by means of e-mail communication is subject to security gaps and the transmission is usually only transport-encrypted. If you do not want this, more powerful encryption methods should be used.

3.12.1. Type of Data

Types of relevant personal data that we process:

- Personal master data (name, address and other contact data)
- Communication data (phone, e-mail, etc.)

Furthermore all data that makes up the content of the communication, which may include following:

- Contract master data (contractual relationship, interest in product or contract)
- Customer history
- Contract billing and payment data
- Planning and control data

3.12.2. Purposes and Legal Basis of Processing

We process your data as part of the legal basis inherent in written communication. This could be for example a request, an order, project reference or something similar.

Processing is therefore carried out either

- on the basis of legitimate interest (art. 6 para. 1 let. f of GDPR),
- to fulfil a contract with you or to implement contractual measures performed at the request of the affected person (art. 6 para. 1 let. b of GDPR) or
- on the basis of your (in some cases implied) consent (art. 6 para. 1 let. a of GDPR).

3.12.3. Sources

We only process personal data that we have received as part of written communication.

3.12.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company and within our corporate group or to associated companies. In specific

cases it will also be transmitted to distributors or associated companies in non-Community countries.

Furthermore, data may be transmitted outside of our company to service providers such as data centre services and marketing agencies.

If data is transmitted to non-Community countries, the transmission will either be permitted due to a condition of art. 49 para. 1 and para. 2 of EU GDPR on the basis of your informed consent or on the basis of a contract or contractual measure at the request of the affected person, or because we have guarantees for the processing of your data in line with data protection requirements in the non-Community countries (art. 46 para. 2 & 3 of GDPR).

3.12.5. Storage

The data will be stored for at least the duration of the business relationship (for example your request / for the duration of the contractual relationship). In most cases we are bound to the retention periods required by law. After this maximum storage duration elapses, your data will be deleted if there is no other important reason for retaining it.

3.13. Data Protection in the Context of Applications

We process all data that you make available to us as part of your application.

3.13.1. Type of Data

Types of relevant personal data that we process:

- Personal master data (name, address and other contact data)
- Communication data (phone, e-mail, etc.)
- Qualifications data
- Data in the CV
- In some cases, special categories of personal data (religion, union membership)
- Other data included in your application
- Dates

3.13.2. Purposes and Legal Basis of Processing

We process your application data as part of the preparation for your contractual relationship with us.

Processing is therefore carried out

- to implement contractual measures performed at the request of the affected person (art. 6 para. 1 let. b of GDPR in comb. with art. 88 of GDPR in comb. with § 26 of the German Federal Data Protection Act (BDSG))

3.13.3. Sources

We only process personal data that we have received as part of your application.

3.13.4. Recipients of Personal Data

As part of processing, your data will be transmitted to specialist departments within our company and in some cases within our corporate group.

When you use WhatsApp Business to have your application sent to us, WhatsApp Business processes a wide range of your data, including data that is not associated with the actual message. We have no influence at all over this and it is initiated

exclusively by your decision to use WhatsApp Business. For more detailed information, please refer to the data protection information of WhatsApp Business at <https://www.whatsapp.com/legal/privacy-policy-eea>.

3.13.5. Storage

Data is saved after the application process is complete, either for the duration of your employment contract or, if the application is not successful, for 6 months after it is declined. If we would like to retain your data for longer, we will ask for your consent. After this maximum storage duration elapses, your data will be deleted. The metadata of your application will be stored for an additional 3 years.

4. Rights of Affected Persons

The following are your rights derived from the processing of your personal data by the responsible processor:

- The right to information (if we process your personal data, at your request you will receive detailed information regarding the circumstances)
- The right to have data deleted (under certain circumstances that may need to be clarified)
- The right to be forgotten (if data has been transmitted, we must make a request to the recipient for deletion)
- The right to data transferability (at your request, we must transfer the data to a third party in machine-readable format)
- The right to correct the data category (if it is not correct)
- The right to object to the processing activity (under certain circumstances that may need to be clarified)
- The right to correct erroneous data.
- The right to complain to regulatory authorities. (In keeping with the "one-stop-shop" principle, complaints are received by the regulatory authorities responsible for you. This is either the regulatory authorities of your country or, in the Federal Republic of Germany, of your federal state. A list organized by German States can be found here: https://www.datenschutz-wiki.de/Aufsichtsbehörden_und_Landesdatenschutzbeauftragte

5. Reasons for Providing Data

In the context of our business relationship, you only have to provide us with data that is necessary for processing of the legal transaction. In the event the data is not provided, no business relationship will be possible.

6. Other

There is no automated decision-making. Furthermore, we will not process your data with the objective of evaluating personal aspects (profiling).