

Privacy notice for employees

We would like to provide you with an overview of processing of your personal data by us and your rights from the law on data protection with the following information. The data that are processed in detail and how they are used depends primarily on the requested or agreed components of your employment based on an employment contract with an employee or a service or work contract with an external contractor, as well as any additional services. Therefore, not all parts of this information will apply to you.

1. Who is responsible for the processing activities? Who can I turn to?

The controller for data processing is your employer, who is named in writing in your employment contract. You may contact our data protection officer at: datenschutzbeauftragter@reiling.de. Contact details are also available on the Internet at www.reiling.de.

2. Processing scope

Data categories

The processed categories of personal data in particular include your master data (such as first name, last name, name additions, nationality, dates of birth, and clothes size, etc.), family details (e.g.: marital status, information on your children), religious affiliation, health data (if relevant to the employment, e.g. in case of a severe disability), any criminal record (police clearance certificate), legitimation data (e.g.: ID data), contact data (such as: private address, mobile phone, phone number, email address), curriculum vitae data, information on qualifications as well as information from previous employers, log data arising from the use of the IT systems as well as other data from the employment (e.g.: timekeeping data, leave times, periods of inability to work, bank details, social security number, pension insurance number, salary data, and tax identification number). Your personal data will generally be collected directly from you as part of the hiring process or during the employment. In specific constellations, your personal data are also collected from other bodies due to legal requirements. This includes, in particular, incident-based queries of tax-relevant information at the responsible tax office as well as information on periods of inability to work at the respective health insurance company. In addition, we may have received data from third parties (e.g.: job placement). In addition, we process personal data that we have permissibly obtained from publicly accessible sources (e.g.: professional networks).

3. Purposes and legal bases for processing the data

We process your personal data under observation of the provisions of the EU General Data Protection Regulation (GDPR), the Federal Data Protection Act (Bundesdatenschutzgesetz; BDSG), and any other relevant laws (e.g.: BetrVG, ArbZG, etc.). Data processing mainly serves establishing, performance, and termination of the employment. The primary legal basis for this is

point (b) of Article 6 (1) GDPR in conjunction with § 26 (1) BDSG-New. Where you have given your consent to process personal data for specific purposes (e.g.: extended storage of application documents, employee sports, photographs as part of publications, etc.), the lawfulness of such processing is based on your consent. Consent once given may be revoked at any time. This shall also apply to revocation of declarations of consent that were given to us before the application of the GDPR, i.e. before 25 May 2018. Revocation of consent shall only be effective for the future and shall not affect lawfulness of the data processed until the revocation. We will also process your data in order to meet our legal obligations as employer in particular in the area of tax and social security law. This is done on the basis of point (c) of Article 6 (1) GDPR in conjunction with § 26 BDSG-New. As far as necessary, we will also process your data on the basis of point (f) of Article 6 (1) GDPR, in order to preserve legitimate interests of ours or of third parties (e.g. authorities). This applies in particular to the investigation of criminal acts (please refer to Section 26 (1) sentence 2 BDSG-New). We also process your data to enable performance appraisals, if applicable, in the scope of the determination of bonus payments (evaluation criteria are published in a separate document), within the group for purposes of group management, internal communication, or other necessary administrative purposes. As far as any special categories of personal data are processed in accordance with Article 9 (1) GDPR, this serves the exercise of rights or the fulfilment of legal obligations under labour law, social security law, and social protection law (e.g.: providing health data to the health insurance company, recording the severe disability due to additional leave, and determining the severe disability levy). This is done based on point (b) of Article 9 (2) GDPR in conjunction with § 26 (3) BDSG-New. Apart from this, processing of data concerning health may be necessary for the assessment of your working capacity in accordance with point (h) of Article 9 (2) in conjunction with point (b) of § 22 (1) BDSG-New. In addition, the processing of special categories of personal data may be based on consent according to point (a) of Article 9 (2) GDPR in conjunction with § 26 (2) BDSG-New (e.g.: occupational health management). If we want to process your personal data for a purpose not mentioned above, we will inform you of this in advance.

4. Consequences of not providing data

In the course of your employment, you must provide such personal data as is necessary for the establishment, performance, and termination of the employment and the fulfilment of the related contractual obligations, or as we are required to collect by law. Without these data, we will not be able to perform the employment contract with you.

5. Recipients of the data within the EU

Within our company, only such persons and positions (e.g.: departments) who need them to perform our contractual and legal obligations will receive your personal data. Within our group, your data will be transferred to specific companies if they perform data processing tasks centrally for the companies affiliated in the group (e.g.: payroll, disposal of files). Additionally, we use various service providers to comply with our contractual and legal obligations. Furthermore, we may transfer your personal data to other recipients outside the company to the extent necessary to comply with our contractual and legal obligations as an employer. These may be, e.g.: authorities (e.g.: pension insurance institutions, professional pension institutions, social insurance institutions, tax authorities, courts), the employee's bank (SEPA payment institution), acceptance offices of health insurance funds, tax advisors and auditors, offices in order to be able to guarantee claims from the company pension scheme, offices required for payment of capital-forming benefits, third-party debtors in case of wage and salary garnishments, insolvency administrators in case of private insolvency. Your data will never be transferred to a third country or an international

organisation. If you wish that your data be transferred to a third country or an international organisation in an individual case, we will only do so with your written consent.

6. Storage periods

We will process and store your personal data as long as this is necessary for compliance with the purposes of the data processing or of legal, contractual, or statutory obligations (e.g.: Proof and retention periods according to HGB or AO) is required. After that, the data will be erased, or their processing will be restricted.

7. Your rights

You have the following rights towards us:

Information about your personal data according to Article 15 GDPR;

and, subject to specific conditions:

a right to rectification in accordance with Article 16 GDPR if your personal data are incorrect;

a right to erasure in accordance with Article 17 GDPR if erasure is not opposed by, among other things, any legal retention obligations;

a right to restriction of processing of the data to specific purposes according to Article 18 GDPR;

a right to objection to processing of your personal data in accordance with Article 21 GDPR;

a right to data portability in accordance with Article 20 GDPR, i.e. the right to receive your data in a structured, commonly used and machine-readable format.

Furthermore, you are due

a right to lodge a complaint with a data protection supervisory authority (Article 77 GDPR). Your competent supervisory authority is the one for your place of residence. A list of supervisory authorities can be found on the homepage of the Federal Commissioner for Data Protection and Freedom of Information (<https://www.bfdi.bund.de>).