

## Information on the collection of personal data pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR) for employees and applicants

### 1. Who is responsible for data processing and whom can I contact?

The responsible party is either Maag Germany GmbH, Ostring 19, 63762 Grossostheim or Maag Ettliger GmbH, Messerschmittring 49, 86343 Königsbrunn or Maag Witte GmbH, Lise-Meitner-Allee 20, 25436 Tornesch, depending on which of the companies you have concluded your employment contract with or to which you wish to apply.

The data protection officer appointed for both companies, Jhcon Datenschutzberatung, Dipl.-Ing. Jörg Hagen, Königstraße 50a, 30175 Hannover, can be contacted by e-mail: [info@jhcon.de](mailto:info@jhcon.de)

### 2. What sources and data do we use?

We process personal data that we have received in the course of recruitment and in the course of the existing employment relationship with you. Essentially, we process the following personal data:

- Employee master data (e.g. name, address, email address, telephone number)
- Payroll data (e.g. remuneration, tax characteristics such as tax class, social security and health insurance details)
- Information on your career to date and your development during employment and qualifications
- planning data, e.g. scheduling with customers, assignment planning, target agreements, etc.
- Access and time recording data
- IT usage and access data
- company assignment
- company contact data
- if applicable, company accident reports
- if applicable, information on physical limitations
- In some cases, also health data within the framework of occupational integration management.
- Application documents
- Information on qualifications and further training as well as performance appraisals within the framework of personnel management
- Curriculum vitae
- Recording data from the operation of video surveillance systems

### 3. What do we process your data for - the purpose of the processing - and on what legal basis?

Your personal data is essentially processed in connection with your employment relationship in fulfilment of the employment contract (Art. 6 para. 1. lit. b GDPR) and for the purposes of personnel administration, deployment and management on the basis of Art. 88 GDPR / § 26 BDSG and company agreements. This includes the processing of personal data of applicants for the implementation of the application procedure.

In compliance with legal regulations, such as the legally obligatory disclosure of data to social security and pension insurance institutions, to ensure occupational safety, to guarantee the Working Hours Act, etc., your personal data is processed within the meaning of Art. 6 (1) lit. c GDPR.

Some personal data are processed, depending on the purpose of use, to the extent necessary for the processing of safe and proper business operations of our company and for the communication and processing of business relations with our suppliers and customers as legitimate interests of our company in consideration of your personal rights according to Art. 6 para. 1 lit. f GDPR.

Due to our legitimate interests in the demonstrably safe design of production processes and the prevention and clarification of property damage and theft, we operate a designated video surveillance system on the basis of Art. 6 (1) lit. f GDPR.

If consent is required for the processing of your personal data in accordance with Art. 6 Para. 1 lit. a GDPR, this will be obtained separately.

In order to implement the status of an authorized economic operator (AEO) in accordance with Article 76 of the Customs Code (Regulation (EEC) No. 2913/92) and Article 253 et seq. of the Customs Code (Regulation (EEC) No. 2454/93) and/or in compliance with the EU regulations on combating terrorism (EC 881/2002 and 2580/2001), random checks are carried out at irregular intervals to determine whether you are suspected of being a terrorist.

#### 4. Who gets your data?

We do not pass on your data to unauthorised third parties without your knowledge. However, within the scope of personnel administration, proper business operations and for the communication and processing of business relations with our suppliers and customers, data will be passed on to the following bodies by yourself or by us to the extent necessary in each case:

- Works council
- Public authorities
- Social insurance institutions
- Employers' liability insurance association
- Credit institutions (e.g. banks)
- Contractual partners as suppliers or for customer orders
- External contractors in accordance with Art. 28 GDPR
- Jointly responsible parties in accordance with Art. 26 GDPR
- in individual cases, also external tax advisors on their own responsibility for questions regarding special issues, treatment of one-off payments, etc.
- if the service provider or joint controller is located in a third country in accordance with Art. 44 et seq. of the GDPR

#### 5. Will your data be transferred to a third country or international organisations?

Data transfer to a third country is possible within the framework of the Group structure to the parent company or group companies in the USA and, due to software used throughout the Group, also in the USA.

#### 6. How long do we store your data?

Your personal data will be stored for the purposes stated in section 3 for as long as is necessary for their fulfilment. In most cases, the storage of your personal data is based on the regulations of the German Civil

Code (BGB), the German Commercial Code (HGB), the German Social Code (SGB) and the German Fiscal Code (AO). This data is therefore deleted after expiry of the respective statutory retention periods. If data is not affected by this, it will be deleted when the purpose no longer applies.

Application documents are deleted at the latest after expiry of the objection periods of the General Equal Opportunities Act (AGG). Only applications for which you have given your consent will be kept longer. Video surveillance data is deleted after 2 days.

## 7. What rights do you have?

- Information about your stored personal data (Art. 15 GDPR)
- Correction of data if it is incorrect, out of date or otherwise inaccurate (Art. 16 GDPR)
- Deletion if the storage is inadmissible, the purpose of the processing is fulfilled and the storage is therefore no longer necessary or you revoke a given consent to the processing of certain personal data (Art. 17 GDPR)
- Restriction of processing if one of the conditions listed in Art. 18(1)(a) to (d) GDPR is met
- Data portability of the provided personal data concerning you (Art. 20 GDPR)
- Revocation of consent given, whereby the revocation does not affect the lawfulness of the processing carried out until then on the basis of the consent (Art. 7 (3) GDPR)
- Complaint to a supervisory authority (Art. 77 GDPR).

## 8. What rights of objection do you have?

If you have given your consent for the processing of your data (Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. a) GDPR), you have the right to revoke this consent at any time.

You may also object to other processing that we base on a legitimate interest within the meaning of Art. 6 (1) (f) GDPR at any time in accordance with Art. 21 GDPR for reasons arising from the particular situation for you, stating these reasons. In the event of a justified objection, we will in principle no longer process the personal data for the purposes in question and delete the data unless we can demonstrate compelling reasons for the processing which override your interests, rights and freedoms or the processing serves to assert, exercise or defend legal claims.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

For concerns of this nature, please contact us at the above address.

## 9. Is the provision of personal data required or prescribed by law or contract?

As a rule, your information is absolutely necessary for the fulfilment of the employment contract, legal requirements and for the implementation of the employment relationship. Without your information, the employment relationship cannot be properly handled, which could lead to the termination of the employment contract or non-payment.

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