

We hereby inform you about the processing of your personal data by your employer and the rights to which you are entitled under data protection law.

Who is responsible for processing my data and who is the data protection officer?

The person responsible for data processing is your employer:

VEMAG Maschinenbau GmbH
Weserstr. 32
27283 Verden (Aller)

Phone: 04231 777-0

E-mail address e-mail@vemag.de

You can reach our data protection officer(s) at the above address or at datenschutz@vemag.de.

The contact details are also available on the internet at www.vemag.de/kontakt/datenschutz.

What categories of data does my employer use and where do these come from?

The categories of personal data processed include in particular your

- master data (such as first name, last name, name affixes, nationality, personnel number),
- contact details (such as home address, (mobile) phone number, e-mail address) and
- further data from the employment relationship (e.g. time recording data, holiday periods, periods of incapacity to work, skill data, criminal record if applicable, social data, bank details, social security number, pension insurance number, salary data as well as the tax identification number).

This may also include special categories of personal data (pursuant to Art. 9 of the EU General Data Protection Regulation (GDPR)).

Your personal data will generally be collected directly from you as part of the recruitment process or during the employment relationship. In certain constellations, your personal data is also collected from other bodies due to legal regulations. This includes, in particular, event-related queries of tax-relevant information at the responsible tax office as well as information on periods of incapacity for work at the respective health insurance company. In addition, we may have received data from third parties (e.g. employment agencies).

For what purposes and on what legal basis is my data processed?

We process your personal data on the basis of the provisions of the EU General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and all other relevant laws (e.g. BetrVG (German Work Council Constitution Act, ArbZG (Temporary Employment Act), etc.).

The primary purpose of data processing is the establishment, implementation and termination of the employment relationship. The primary legal basis for this is Art. 6 para. 1 b) GDPR in conjunction with § 26 para. 1 BDSG (Federal Data Protection Act). In addition, collective agreements (works agreements and collective bargaining agreements) pursuant to Art. 88 (1) in conjunction with Art. 26 (4) BDSG-neu and consents pursuant to Art. 6 (1) a), 7 GDPR in conjunction with § 26 para. 2 may be granted be used as a data protection permission provision. If the processing of your data is based on consent, you have the right to revoke your consent at any time with effect for the future.

We also process your data in order to be able to fulfil our legal obligations as an employer, in particular in the area of tax and social security law. This is done on the basis of Art. 6 (1) c) GDPR in conjunction with § 26 BDSG.

We also process your data to protect legitimate interests of ourselves or of third parties. This includes, but is not limited to, the processing of your data for the administration and security of our IT systems and

applications, such as the administration of user IDs, the allocation of hardware and software to system users and for system security. This includes automatically created and archived text documents (such as correspondence) in these matters. Without this data processing, the secure operation of our IT systems and applications and thus employment in our company would not be possible. (Legal basis Art. 6 para. 1 f) GDPR in conjunction with § 26 para. 1 BDSG).

Furthermore, we process your personal data to ensure a smooth workflow. Data. This data includes your surname, first name, details of working hours and absences (e.g. holidays). This is done, for example, by internal publication on personnel deployment plans. Professional contact data is published on the intranet (e.g. Outlook address book) for colleagues to contact you. This is done out of our legitimate interest in the smooth running of our business. (Legal basis Art. 6 para. 1 f) GDPR).

The processing of your data may also be necessary for the investigation of criminal offences (legal basis Art. 6 para. 1 f) GDPR in conjunction with § 26 para. 1 p. 2 BDSG) may be necessary.

Furthermore, we also process your data for the purpose of exercising house rights (e.g. electronic access concept or video surveillance of private/public rooms in accordance with § 4 BDSG).

In addition, under European anti-terrorism regulations 2580/2001 and 881/2002, we are required to check your information against so-called "EU terrorist lists" to ensure that no funds or other economic resources are provided for terrorist purposes.

Insofar as special categories of personal data are processed in accordance with Art. 9 (1) GDPR, this serves the exercise of rights or the fulfilment of legal obligations from labour law, social security law and social protection within the framework of the employment relationship (e.g. disclosure of health data to the health insurance fund, recording of severe disability due to additional leave and determination of the severe disability levy). This is done on the basis of Art. 9 (2) b) GDPR in conjunction with § 26 BDSG. In addition, the processing of health data may be necessary for the assessment of your fitness for work pursuant to Art. 9 para. 2 h) in conjunction with § 22 (1) b) BDSG.

In addition, the processing of special categories of personal data may be based on consent pursuant to Art. 9 (2) a) GDPR in conjunction with § 26 (2) BDSG (e.g. occupational health management).

If we want to process your personal data for a purpose not mentioned above, we will inform you in advance.

Who gets my data?

Within the company, only those persons and departments (e.g. specialist department, works council, representatives of the severely handicapped) receive your personal data that require it to fulfil our contractual and legal obligations.

We use external service providers in some cases to fulfill our contractual and legal obligations. We have carefully selected these service providers and commissioned them in writing. Where applicable, we have concluded order processing contracts with them in accordance with Art. 28 DSGVO. The service providers will not use your data for their own purposes or pass it on to third parties.

Office communication, administration, contact management: Microsoft (Microsoft 365, Microsoft Teams)

We use Microsoft 365 and Microsoft Teams, to conduct our usual office communication as well as for conference calls, online meetings, video conferences and/or webinars. If we record online meetings, we will tell you before we start and, if necessary, ask for verbal consent. If you do not wish to be recorded, you may leave the online meeting.

If it is necessary for the purposes of logging the results of an online meeting, we will log the chat content.

Information on the processing of your employee data



Microsoft 365 and Microsoft Teams are a service provided by Microsoft Ireland Operations, Ltd. For this purpose, we have entered into an order processing agreement with the provider.

When using "Microsoft Teams", various types of data are processed. The scope of the data also depends on the data you provide before or during participation in an "online meeting".

The following personal data are subject to processing:

- User details: display name, e-mail address, profile picture (optional), preferred language.
- Meeting metadata: e.g. date, time, meeting ID, phone number, location
- Text, audio and video data: you may have the option to use the chat function in an online meeting. In this case, the text entries you make are processed in order to display them in the online meeting.

To enable the display of video and the playback of audio, data from the microphone of your terminal device and from a video camera of the terminal device are processed during the meeting. You can turn off or mute the camera or microphone yourself at any time via the "Microsoft Teams" applications.

The legal basis for the processing of your personal data is Art. 6 para. 1 lit. b) DSGVO (employment contract), in conjunction with § 26 para. 1 sentence 1 BDSG.

When using Microsoft 365, personal data is sometimes transferred to third countries outside the EU/EEA (usually the USA).

In these third countries, there is no adequate level of data protection and no suitable guarantees can be given for the protection of your data (lack of enforceability of data subject rights and possible, disproportionate access to your data by state authorities).

As part of the Microsoft license agreements, the EU standard contractual clauses are concluded. All data is encrypted during transmission and storage.

Other recipients:

A list of the contractors, service providers and recipients with whom we have more than temporary business relationships can be found in the following list:

Category of recipients	Description
Professional associations	Support for further training
Company doctor	For the implementation of the occupational pension scheme
Third party debtors	Of garnishments of wages and salaries
Disposal service providers	Destruction of documents and other data carriers (hard disks etc.)
Family courts	Implementation of an ordered pension equalisation in the event of divorce
Financial/supervisory authorities	Declarations and levies, audits in accordance with legal requirements
Financial institutions	Money transactions (salary payments, VWL etc.)
Insolvency administrators	In the event of private insolvency
IT companies	Maintenance/care of hardware and software

Category of recipients	Description
Media, press	Publications (anniversaries, appointments, etc.)
Personnel consultants	Support in personnel selection and further training
Recruiters	Support with recruitment
Lawyers / assessors	Advice and litigation
Travel agencies	Hotel, train and flight bookings as well as visa applications
Social Security Agencies	Reporting and payment of contributions (health insurance, pension insurance, employers' liability insurance association, etc.)
Tax consultants/business consultants	Review and certification of commercial and tax law issues
Clubs, associations	Professional associations (e.g. VDMA)
Insurers	Inclusion in group contracts (accident insurance, company pension scheme, etc.)
Further education providers as well as trainers and lecturers	Further training, occupational health management
Temporary employment agencies	Temporary labour/employee leasing

In addition, we may transfer your personal data to other recipients, such as cooperating companies (e.g. country representatives/agencies, suppliers) for contact purposes or to authorities for the fulfilment of legal notification obligations (e.g. law enforcement agencies).

What data protection rights can I assert as a data subject?

You can request **information** about the data stored about you at the above address. In addition, you may, under certain conditions, request the **correction** or **deletion of** your data. You may also have a **right to restrict the processing of** your data and a **right to receive the data you have provided in** a structured, commonly used and machine-readable format. You also have the **right to lodge a complaint** with a data protection supervisory authority.

Right of objection

If we process your data to protect legitimate interests, you may object to this processing on grounds relating to your particular situation. We will then 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 purpose of asserting, exercising or defending legal claims. You have the right to object to the processing of your personal data for direct marketing purposes without giving any reason.

How long will my data be stored?

We will delete your personal data as soon as it is no longer required for the above-mentioned purposes. After termination of the employment relationship, your personal data will be stored for as long as we are legally obliged to do so. This results regularly from legal duties of proof and storage, which are regulated among other things in the commercial code (HGB) and the tax code (AO). The storage periods are then up to ten years.

In addition, personal data may be retained for the period during which claims can be asserted against us (statutory limitation period according to §§ 195 ff. of the German Civil Code (BGB) of three or up to thirty years).

Will my data be transferred to a third country?

If we transfer personal data to service providers outside the European Economic Area (EEA), the transfer will only take place if the third country has been confirmed by the EU Commission to have an adequate level of data protection or if other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contractual clauses) are in place.

Furthermore, the transfer of data to a third country can also take place on the basis of an exceptional circumstance according to Art. 49 GDPR, if, for example, your consent has been given, the transfer of data is necessary for the performance of an existing contract or for the fulfilment of one of your interests.

Thus, at least in part, your business contact details are also processed outside the EU or EEA, which is necessary for business correspondence with our customers or suppliers. This includes your name, position, email address and phone number. In these cases, the data transfer takes place on the basis of an exceptional circumstance pursuant to Article 49(1) of the GDPR.

Are you obliged to provide your data?

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

To what extent do automated individual case decisions or profiling measures take place?

We do not use automated processing to make a decision - including profiling - about the establishment, performance or termination of an employment relationship.

This information can also be found on the internet, in its current version, at www.vemag.de/kontakt/datenschutz.