

1. Data Protection Information and Advice - Employees

The following data protection information and advice provide an overview of the manner in which your personal data is processed in the framework of your employment relationship.

The purpose of the following information is to provide you with an overview of how we process your personal data, and of the rights that you have under data protection law. Which data is processed specifically and in which manner, is subject to the specific employment relationship.

1. Who is responsible for data processing and who can I contact in the event of questions/issues?

The responsible entity is:

Company

Heidemark GmbH [a limited liability company]
26197 Ahlhorn / Germany
Phone: +49 4435 9730 0
E-mail: datenschutz@heidemark.de

This is how you can reach your data protection commissioner:

Care-Office UG (haftungsbeschränkt) [a small limited liability company]
Kollegienwall 15
49074 Osnabrück / Germany
datenschutz@care-office.de

2. Which sources and data do we use?

We process personal data that we receive from you as part of the selection and recruitment process or during your employment relationship. In addition, we process personal data - insofar as this is necessary for the implementation of your employment relationship - that we lawfully receive from third parties (e.g. from courts, authorities, offices or insurance companies). For detailed information, please see the appendix "Personal Employee Data.pdf".

Type of data

In particular, personal data includes personal details (name, address, e-mail address, telephone numbers, date and place of birth and nationality), payroll data (e.g. bank account, civil status and membership of a church), identification data (e.g. ID card data), authentication data (e.g. specimen signature), insurance data (e.g. social security number), health-related data (e.g. sick days, relevant allergies), qualification documents (e.g. certificates, evaluations and other training certificates) and data in connection with vocational performance (e.g. time recording).

In addition, this can also include data from log files for monitoring Internet and e-mail usage and access to core IT systems.

For detailed information, please see the appendix "2_Processing personal employee data.pdf".

3. For what purpose and on which legal basis do we process your personal data?

We process your personal data in accordance with the EU General Data Protection Regulation (EU-GDPR), the German Federal Data Protection Act, new version (BDSG nF) and sector-specific data protection standards which may apply to the employment relationships (German Social Security Code, German Telecommunications Act, German Works Council Constitution Act, etc.).

For detailed information, please see the appendix "2_Processing personal employee data.pdf".

3.1 Data processing for purposes of the employment relationship

Under § 26 BDSG nF, we may process personal data (Art. 4 No. 2 EU-GDPR) for the purposes of the employment relationship if this is necessary to establish, implement and terminate the employment relationship. Among other things, this also includes the need to guarantee the effective allocation of personnel resources (e.g. substitution in the event of illness).

The purpose of data processing is primarily determined by the requirements for implementing the employment relationship (salary payments, transfer of taxes and social insurance contributions, continued remuneration in the event of illness, job performance, evaluation of the employee's performance).

For detailed information, please see the appendix "2_Processing personal employee data.pdf".

3.2 In the framework of balancing interests

Where necessary, we also process your data to protect our legitimate interests or

	<p>the legitimate interests of third parties. For example:</p> <ul style="list-style-type: none"> • Assertion of legal claims, and defence in legal disputes, • Ensuring IT security and IT operations, • Prevention and investigation of criminal offences, • Video surveillance for protecting domestic authority and for collecting evidence in the event of attacks and fraud offences, • Measures to ensure building and plant security (e.g. access controls), • Measures to secure domestic authority, • Business management and further development measures, • Risk control within the company. <p>For detailed information, please see the appendix "2_Processing personal employee data.pdf".</p>
<p>3.3 On the basis of your consent</p>	<p>Where you have provided your consent to our processing of personal data for certain purposes (such as the publication of a photo or video for employee presentation or advertising purposes), the legality of this processing will be based on your consent. Any given consent may be revoked at any time. Please note that the revocation will only take effect in relation to the future. Processing that occurred prior to the revocation will not be affected.</p>
<p>3.4 On the basis of legal obligations</p>	<p>In addition, we are subject as a company to various legal obligations, i.e. legal requirements (e.g. money laundering law, tax laws, social security laws) for the fulfilment of reporting/registration obligations vis-à-vis public offices, authorities and supervisory institutions, as well as to regulatory requirements/supervisory regulations.</p> <p>The purposes of processing include, among other things, measures for identity and age verification, fraud and money laundering prevention, compliance with tax control and reporting/registration obligations as well as risk assessment and risk control.</p> <p>For detailed information, please see the appendix "2_Processing personal employee data.pdf".</p>
<p>4. Who will receive my data?</p>	<p>Within the company, those entities will receive your data that need them to implement the employment relationship and comply with legal obligations, such as employees in Accounting, Work Scheduling, Logistics or Purchasing and Sales (if your vocational activity is related to one of these areas).</p> <p>In addition, commissioned data processors assigned by us (see appendix "3_Data processors") may also receive data for the aforementioned purposes. These are companies in the categories IT Services and Archival Storage. As part of a contract for order processing (Art. 28 EU-GDPR), such service providers have committed themselves, among other things, to comply with appropriate technical and organisational measures for data security and to act on our behalf subject to our instructions.</p> <p>Provided we are under a respective legal obligation, public authorities and institutions such as health insurance funds, pension insurance companies and fiscal authorities will also receive your data.</p> <p>In addition, we pass on your data to our customers, producer groups and forwarding agents/suppliers commissioned by us, to such extent as your vocational activity is related to Logistics or Purchasing and Sales.</p> <p>For detailed information, please see the appendix "2_Processing personal employee data.pdf".</p>
<p>5. How long will my data be stored?</p>	<p>As far as necessary for the purposes mentioned above under Item 3, we basically process and store your personal data over the duration of your employment relationship. Your data will be deleted immediately after termination of the employment relationship, unless there is a legal storage obligation or unless the data is needed for the examination of possible legal claims. However, certain data (e.g. time recording data, illness data, communication data) will already be deleted during the employment relationship after the respective purpose has been fulfilled.</p> <p>In addition, we are subject to various storage and documentation obligations resulting, among other things, from the German Commercial Code (HGB), the German Fiscal Code (AO) and various social security and labour laws. The time limits for storage and documentation stipulated therein range between two and ten years:</p> <ul style="list-style-type: none"> • Documents under the German Working Hours Act, the German Maternity Protection Act and the German Juvenile Labour Protection Act: 2 years pursuant to § 16 Subsection 2 ArbZG (German Working Hours Act), § 50

	<p>Subsection 2 JArbSchG (German Juvenile Labour Protection Act), 27 Subsection 5 MuSchG (German Maternity Protection Act)</p> <ul style="list-style-type: none"> • Documents relating for instance to absence from work, which are not subject to a storage obligation: 3 years according to the general period of limitation under § 195 BGB (German Civil Code) • Remuneration documents relating to social insurance: 5 years pursuant to §§ 28 et seq. Subsection 1 Sentences 1, 2 SGB (German Social Security Code) IV • Documents that could be tax-relevant, such as e-mails from employees that qualify as commercial letters: 6 years pursuant to § 257 Subsection 1 and Subsection 4 HGB (German Commercial Code), § 147 Subsection 3 Sentence 1 AO (German Fiscal Code) • Documents that could be relevant for the company's annual financial statement, such as payroll accounting documents: 10 years pursuant to § 257 Subsection 1 and Subsection 4 HGB (German Commercial Code), § 147 AO (German Fiscal Code) <p>Finally, the storage period is also subject to the statutory periods of limitation, which can be up to thirty years for instance according to §§ 195 et seq. of the German Civil Code (BGB), whereby the regular period of limitation is three years. This applies primarily to data required in the context of legal disputes.</p>
<p>6. Will data be transmitted to a third country or an international organisation?</p>	<p>Data transmission to third countries (countries outside the European Economic Area - EEA) does not take place.</p>
<p>7. What data protection rights do I have?</p>	<p>Every person concerned has the following rights:</p> <ul style="list-style-type: none"> • Right to information under Article 15 EU-GDPR: You are entitled to receive information from us about the processing of your personal data. • Right of correction under Article 16 EU-GDPR: You are entitled to demand from us the correction of any incorrect or incomplete personal data relating to you. • Right of deletion under Article 17 EU-GDPR: You are entitled to demand the deletion of your data if the prerequisites specified in Article 17 EU-GDPR are met. You may then, for example, request the deletion of your data if the data is no longer necessary for the purposes for which they were collected. You may also request deletion if we process your data on the basis of your consent and you revoke this consent. • Right to limitation of the data processing pursuant to Article 18 EU-GDPR: You are entitled to demand the limitation of processing of your data if the prerequisites under Article 18 EU-GDPR are in place. This is the case, for example, if you dispute the accuracy of your data. For the duration of the verification of correctness of the data, you may then demand the limitation of data processing. • Right to data transferability pursuant to Article 20 EU-GDPR: You are entitled to receive your data in a structured, customary and machine-readable format and transmit the data to another data processor. • Right to complain under Article 77 EU-GDPR in connection with § 19 BDSG nF (German Data Protection Act, new version): You are furthermore entitled to complain to a supervisory authority about our processing of your data.
<p>8. Am I under obligation to make my data available?</p>	<p>As part of your employment relationship, you are required to provide only such personal data as is necessary to commence and implement the employment relationship or which we are required to collect under the law. Without this data, we will usually have to decline the implementation of the employment relationship.</p> <p>In particular, we are subject to regulatory requirements/supervisory regulations requiring us to identify you before establishing employment relationship, for instance on the basis of your identity card, and to record your name, place of birth, date of birth, nationality and residential address within this context.</p>

9. To what extent is there an automated decision-making process in the individual case?	We do not use automated processing to make a decision about the establishment and implementation of your employment relationship. Should we use such procedures in individual cases, we will inform you separately about any such use.
10. To what extent is my data used for profiling (scoring)?	We partly process your data automatically with the aim of evaluating certain personal aspects (profiling). For instance, we use profiling in the following cases: For performance-based remuneration: this only applies to managers and manufacturing employees who work on a piece-work basis.

Information on your Right of Objection

1. Individual case-related right of objection

You are entitled, for reasons arising from your particular situation, to object at any time to the processing of personal data concerning you, which takes place on the basis of data processing in the public interest (Art. 6 Subsection 1 Sentence 1 Letter e EU-GDPR), and to data processing on the basis of a balancing of interests (Art. 6 Subsection 1 Sentence 1 Letter f EU-GDPR); this also applies to any profiling that occurs on the basis of this provision. In the event of an objection, we ask you to inform us of the reasons for which you object to data processing.

If you raise an objection, we will no longer process your personal data unless we are able to prove compelling reasons for the processing that outweigh your interests, rights and freedoms, or if the processing serves to assert, exercise or defend legal claims.

The objection may be raised informally and should be addressed if possible to:

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E-mail: datenschutz@heidemark.de