

Data Protection/ Privacy Notes

Current as of May 2018

The following information provides you with an overview of processing of your personal data by us and your rights under data protection law. Art. 4 (1) of the General Data Protection Regulation (GDPR) defines your personal data as all information that relates, or could be related, to you as a person, in particular by assigning it to an identifier, such as a name, or to an organization or personnel number that can be used to identify you.

Data Controller for Data Processing

The responsible body is:

Name and contact details of the natural person/ legal entity/ authority/ organization, etc.

Röhm GmbH

Heinrich-Roehm-Strasse 50

D-89567 Sontheim / Brenz, Germany

Data Protection Officer

You can contact our Company Data Protection Officer at

audius GmbH

Mercedesstrasse 31

71384 Weinstadt / Germany

Tel.: +49 7151/369 006 – 01

Email: erwin.feroudj@audius.de

Website: www.audius.de

Data Categories

During your employment relationship with us, we will collect and process the following personal information and personal data on paper and digitally.

- Master data (name, academic title, address, date and place of birth, gender, personnel number)
- Marital status, children, religious confession, and nationality
- Contractual data (type of employment, pay scale grouping, level of employment, begin/end of employment)
- Organizational data
- Salary and salary payment data
- Data on benefits
- Business contact and communication data
- Working hours
- Job application data

Purpose of Collection and Processing

We process your personal data solely for purposes that are related to the employment relationship and for business purposes that are permissible within the scope of our business activities and are related to your role and function within our company. This includes:

- Processing of job applications
- Performance and termination of the employment relationship
- Exercising and fulfilment of our rights and obligations to represent employee interests that result from legislation, a collective bargaining agreement, or a works agreement
- Identification of possible criminal acts on the part of employees within the scope of their employment relationship
- Determining and management of benefits
- Calculation of remuneration and payroll accounting
- HR administration, HR planning, HR management, personnel development, and training
- Compliance with legal requirements, such as fundamental aspects of labor, tax, and social insurance law
- Internal administration and organizational purposes
- Ensuring that processing workflows and data are secured and protected against unauthorized access, falsification, and unauthorized use
- Protection of company facilities, systems, and assets against theft and other damage

Your data will only be processed for any other purposes than those mentioned above if this processing is compatible with the purposes of the employment relationship. Before we carry out such processing of your data, we will inform you accordingly and obtain your consent, insofar as it is required.

Your Data Protection Rights

Your data protection rights are regulated by Art. 12 ff of the GDPR. In accordance with these provisions you have the right to information on personal data concerning you that has been stored; on the purpose of processing; on its possible transfer to other bodies, and on the duration of storage.

When exercising your right to information you may also receive excerpts or copies. Should data be incorrect or no longer required for the purposes for which it was collected, then you can request its correction, erasure, or restriction of its processing. Insofar as foreseen in the processing workflows, you can also view your data yourself and correct it if necessary.

Should grounds relating to your personal situation mean that there are reasons for not processing your personal data, then you may, insofar as processing is based on a legitimate interest, object to processing. In such cases we will only process your data if there are special, compelling reasons for doing so.

Should you have questions regarding your rights or wish to exercise your rights, please contact your HR department or the company data protection officer.

Legal Basis for Processing of your Personal Data

The legal basis for processing of your personal data on grounds relating to the employment relationship is Art. 88 GDPR in conjunction with Art. 26 of the amended and implemented German Federal Data Protection Act (BDSG-neu).

Data will only be collected and processed for this purpose insofar as this is required by law or by the employment contract. Processing of other data that may not be directly required to perform the employment relationship is based on a legitimate interest of the company in accordance with Art. 6 Para. 1 (f) GDPR.

A legitimate interest may, for example, relate to internal organizational and administrative purposes; protection of company facilities, systems, and assets; and protection of data processing systems and data. Processing of your data is permitted in this context if it is not outweighed by the protection of your interests, fundamental rights and fundamental freedoms.

In individual cases we may also obtain your consent to processing or transfer of your data. In such cases your consent will be voluntary, and you may withdraw it at any time, effective for the future, if nothing else has been agreed. Refusal to consent or possible withdrawal of consent at a later date will not result in any disadvantages whatsoever for you.

Transfer of your Personal Information

Your personal data will only be transferred or disclosed to external bodies insofar as this is required by law or to perform the employment contract that we have concluded with you (e.g. tax and social insurance authorities, banks, auditors) or if we or an external body have a legitimate interest within the above-mentioned meaning and transfer is permitted under data protection law.

Your personal data and information may also be disclosed to authorized representatives and contractors who provide a service to us, including insurance companies and consultants, for legitimate purposes insofar as we have permission to do so under data protection law and in that specific case. Should your consent or a separate notification be required for this, then we will obtain your prior consent and/or inform you regarding this in advance and in good time. Your personal data may also be transferred to service providers in order to carry out data processing tasks such as automated HR data processing or payroll accounting. When doing so we will take data protection regulations into consideration.

Certain HR administration and HR management tasks are carried out centrally by the HR department. These include in particular, for example, central HR administration tasks, HR planning, personnel development, training, central compliance measures, and central HR reporting. Specifically defined bodies have restricted access rights to your data so that they can carry out these tasks. In this context, data transfer and/or the disclosure of your data will only take place to the extent required and in compliance with relevant data protection legislation.

Personal data will be stored in, and processed by, personal data management systems. The technical set up is structured in such a way that only a closely restricted group of specially authorized individuals can access the data, while current technology prevents any other access to, or other form of knowledge of, the data.

Complaints regarding Processing of your Personal Data

Should you have concerns or a question regarding processing of your personal data and information, then you may contact your HR department. You can, however, also contact the company data protection officer or the supervisory authority for data protection.

https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html

Duration of Storage

Your personal data will only be stored for as long as knowledge of the data is required for the purposes of the employment relationship or for the purposes for which it was collected or for as long as statutory or contractual archiving regulations apply.

Tax, labor, and social insurance laws specify differing statutory archiving periods and, in the case of tax law-related documents and evidence, may be up to ten years.