

Data Protection Information in Accordance with Articles 12-19, 21 of the GDPR for Data Subjects

With this document, you receive information about the collection and processing of your personal data and your rights under data protection law.

Data Processing Entity

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Contact Person for Data Protection

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Processing Framework

- Categories of Personal Data Being Processed
 - Applicants/Speculative Applicants: Master data (e.g., CV content, contact details, family status, health information, knowledge, skills)
 - Employees: Master data (e.g., CV content, contact details, family status, health information, knowledge, skills), contract and payroll data, log data from IT systems (e.g., firewall, server logs), personal image/video data in corporate representations, data for payroll accounting, health data, other data within the scope of an employment relationship (e.g., working conditions, working hours)
 - Customers: Contract data, master data, billing data, ordered services or products
 - Prospective Customers: Contact details, communication content
 - Suppliers: Contract data, contact details, communication content
 - Participants in Video Conferences (e.g., "MS Teams"): First name, last name, email address, if applicable, topic, participant IP addresses, MP4 file of video, audio, and presentation recordings (for optional recordings), information on incoming and outgoing phone numbers (for telephone dial-ins), chat content
 - Remote Support Users: Contact details, image data from the mobile device, content data from the mobile device
- Purposes for Which Personal Data Are to Be Processed
 - Applicants/Speculative Applicants: Evaluation of the application
 - Employees: Execution of all necessary and required measures within an employment relationship, ensuring smooth operations where possible; for image data: advertising, marketing, and publication
 - Customers: Fulfilment of contracts
 - Prospective Customers: Exchange of information
 - Suppliers: Services, orders
 - Participants in Video Conferences (e.g., "MS Teams"): Online meetings, telephone conferences, video conferences
 - Remote Support Users: Assistance within the scope of a support case
- Legal Basis for Processing in Accordance with Article 6(1) GDPR
(Depending on the type of data processing, different legal bases apply to the respective groups.)
 - Applicants/Speculative Applicants:
 - Fulfilment of a contract or to take steps prior to entering into a contract
 - Consent, if applicable (e.g., sharing of respective data)
 - Employees:
 - Fulfilment of a contract or to take steps prior to entering into a contract
 - Consent, if applicable (e.g., photos on websites)
 - Fulfilment of a legal obligation (e.g., requirements by tax authorities)
 - Protection of legitimate interests (e.g., logging as part of cyber risk prevention)
 - Customers:
 - Fulfilment of a contract or to take steps prior to entering into a contract
 - Fulfilment of a legal obligation (e.g., requirements by tax authorities)
 - Protection of legitimate interests (e.g., logging as part of cyber risk prevention)
 - Prospective Customers:
 - Fulfilment of a contract or to take steps prior to entering into a contract
 - Protection of legitimate interests (e.g., logging as part of cyber risk prevention)
 - Suppliers:
 - Fulfilment of a contract or to take steps prior to entering into a contract
 - Fulfilment of a legal obligation (e.g., requirements by tax authorities)
 - Participants in Video Conferences (e.g., "MS Teams"):

- Protection of legitimate interests (e.g., logging as part of cyber risk prevention)
 - Consent to processing (see additional details below under "Participation in an Online Meeting")
- Remote Support Users:
 - Consent to processing
- Duration for Which Personal Data Are Stored (Depending on Purpose and Target Group)
Contract duration, statutory retention periods, withdrawal of consent, objection to data processing, duration of the online meeting
- There Is No Automated Decision-Making, Including Profiling, in Accordance with Article 22(1) and (4) GDPR

Disclosure, Source, and International Reference

- Recipients or Categories of Recipients of Personal Data (Depending on Target Group)
 - **Primary Recipients**
Tax advisors, internal use (e.g., HR, IT), authorities (e.g., tax authorities), banks, insurance companies (e.g., in the case of accidents or insurance claims), external service providers (support as data processors), providers
 - Other Recipients (Depending on Target Group):
 - Own Employees (only for image data): Marketing agency, photographer, recipients of advertising, marketing, and publication measures
 - Customers and potentially employees of customers: Subcontractors and cooperation partners (if contractually agreed or clarified)
 - Participants in a Video Conference: Participants, providers
- **Source of Collection:** Directly / by the client
- **Data Processing Outside the European Union**
Data processing outside the European Union (EU) generally does not occur, as we have limited our primary storage location to data centres within the European Union. However, we cannot exclude the possibility that the routing of data from certain applications may occur via internet servers located outside the EU. This may particularly be the case if, for example, participants in "online meetings" are located in a country outside the EU.
There is also a potential risk that, due to foreign legislation, authorities may access and process your data for control or surveillance purposes. This may happen without further legal recourse options.

Participation in an Online Meeting

Participation in such an event is voluntary. By registering, you consent to the processing of your data (including US data transfer). You can decide at any time whether you wish to transmit your image and/or voice during the event. If and insofar as you actively choose to do so, this consent also includes the possible transmission and processing of special categories of personal data (e.g., glasses wearers, stiff limbs, speech impairments, wearers of religious symbols). By participating, you also consent to any potential recording and, if applicable, distribution of the event. Both will, of course, be communicated in advance.

Microsoft Teams

We use Microsoft Teams. The provider is Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland. For details on data processing, please refer to Microsoft Teams' privacy policy: <https://privacy.microsoft.com/en-us/privacystatement>.

The company is certified under the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the United States that ensures compliance with European data protection standards for data processing in the USA. Any company certified under the DPF commits to adhering to these privacy standards. For more information, please visit the provider's page at the following link: <https://www.dataprivacyframework.gov/s/participant-search/participant-etail?contact=true&id=a2zt0000000KzNaAAK&status=Active>

Data Processing Agreement (Use of Tools for Online Meetings)

We have entered into a Data Processing Agreement (DPA) for the use of the above-mentioned service. This is a contract required by data protection law that ensures that the service provider processes the personal data of our website visitors only according to our instructions and in compliance with the GDPR.

Legal Bases for Data Processing in the Context of Online Meetings:

- If personal data of employees are processed, Section 26 of the Federal Data Protection Act (BDSG) serves as the legal basis for data processing.
- If personal data in connection with the use of video conferencing software is not required for the establishment, performance, or termination of the employment relationship, but is still an essential part of using the video conferencing software, then Article 6(1)(f) GDPR is the legal basis for data processing. In these cases, our interest lies in the effective conduct of "online meetings."
- Otherwise, the legal basis for data processing when conducting "online meetings" is Article 6(1)(b) GDPR, provided the meetings are conducted within the scope of contractual relationships.
- If no contractual relationship exists, the legal basis is Article 6(1)(f) GDPR. Again, our interest is in the effective conduct of "online meetings."

Rights of Data Subjects

- You have the right under Article 7(3) GDPR to withdraw any consent you have given to us at any time. The consequence of this is that we will no longer be permitted to continue the data processing based on that consent.
- You have the right under Article 15 GDPR to request information about the personal data we process about you.
- You have the right under Article 16 GDPR to request the immediate correction of inaccurate or the completion of your personal data stored by us.
- You have the right under Article 17 GDPR to request the deletion of your personal data stored by us, unless other reasons, such as compliance with a legal obligation or the defense of legal claims, prevent this.
- You have the right under Article 18 GDPR to request the restriction of the processing of your personal data.
- If your personal data is processed based on Article 6(1)(e) or (f) GDPR, you have the right under Article 21 GDPR to object to the processing of your personal data, provided there are reasons arising from your particular situation.
- The responsible party shall, in accordance with Article 19 GDPR, inform all recipients to whom personal data has been disclosed of any corrections or deletions of personal data or restrictions on processing.
- You have the right under Article 20 GDPR to receive your personal data provided to us in a structured, commonly used, and machine-readable format, or to request the transfer to another controller.
- You have the right under Article 22 GDPR not to be subject to a decision based solely on automated processing – including profiling – which produces legal effects concerning you or similarly significantly affects you.
- You have the right under Article 77 GDPR to lodge a complaint with a supervisory authority.
- Lower Saxony Supervisory Authority
- Prinzenstraße 5, 30159 Hannover, Tel: +49 511 120-4500, Fax: +49 511 120-4599, E-mail: poststelle@lfd.niedersachsen.de, Website: <http://www.lfd.niedersachsen.de>
- Supervisory Authorities of all federal states:
https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html