

Privacy statement

For employees

This privacy statement provides you with information on the processing of your personnel data at *Raziol Zibulla & Sohn GmbH*.

Pursuant to Art. 4 No. 1 GDPR, your personnel data includes information relating to or enabling a relation to be established to your person, particularly through an assignment such as a name or to an organisation or personnel number with which your person can be identified.

Personal information and personal data

Raziol Zibulla & Sohn GmbH collects and processes information during your employment (both in paper format and digital form).

This data may include:

- Master data (name, academic title, address, date and place of birth, sex, personnel number)
- Marital status, children, religious affiliation and nationality
- Contract data (type of employment, tariff classification, level of employment, beginning/end of employment)
- Organisation data (job designation, superior, location, management level)
- Wage and salary payment data (basic salary, variable salary components, allowances, collective bargaining classification, tax class, payroll data, bank details, social security details, information on attachment of earnings)
- Performance data (assessments, competence evaluations, potential assessments, target agreements, performance data, wage determination data, job performance details)
- Business contact and communication data (**note:** sending of private emails via the Raziol computer network is generally prohibited)
- Profile data, certifications, schooling and vocational education details, further and advanced training measures completed, qualification details, language skills, other qualifications such as first aid, disaster relief, fire and evacuation training
- Working hours, absenteeism, leave, reasons for absence, travel and travelling time, leave of absence (paid, unpaid, maternity and paternal leave)
- Authorisations (access rights and access bookings, vehicle registration number, access rights to IT and data processing systems, log data on use of communication and data processing systems, photo for company ID card, recordings from video surveillance system)
- Ergonomic data regarding workstation equipment and layout, equipment issued and company property used by you
- Applicant details (application, curriculum vitae, references, evidence of schooling and vocational training, degrees)
- History data

This may also include health and company integration management information, information on severe disability and other workplace-related health data, provided these may occur during employment. Furthermore, organisational data and administrative information on your position in the company and workstation and log data on the operation and use of data processing systems and procedures are also collected and processed.



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Purpose of collection and processing

Raziol Zibulla & Sohn GmbH collects, processes and uses your personal data exclusively for the purpose of the employment relationship and business purposes permitted in the context of our business activities which are related to your role and function in our company. These include the following:

- Processing job applications
- Implementation and termination of employment
- Exercising and fulfilment of rights and duties emanating from statutory requirements, a collective bargaining agreement or a company agreement in the interest of employees
- Uncovering of any criminal acts perpetrated by employees during the employment relationship
- Performance assessment and management
- Determining of remuneration and payroll accounting
- Personnel administration, personnel planning, personnel management, personnel development and training
- Observance of legal requirements (e.g. based on the principles of employment, fiscal and social insurance law)
- In-house administrative and organisational purposes
- Ensuring the safety and protection of operational procedures and data from unauthorised accessing, falsification and unauthorised use
- Protection of company equipment, systems and assets against theft and other damage

Your data is only processed for purposes other than those specified, in so far as processing is compatible with purposes relating to the employment relationship. We will inform you of any further processing of this nature in advance and, in so far as possible, obtain your consent in this respect.

Your data protection rights

Your data protection rights are governed by Chapter III (Art. 12 et seq.) of the European General Data Protection Regulation (GDPR). According to these rules, you have a right to information about stored personal data relating to you, about the purpose of processing, about possible transfers of this data to other places and about the duration of storage.

You may also obtain excerpts or copies to exercise your right to information. If data is incorrect or no longer required for the purposes for which it was collected, you may request that processing be corrected, deleted or restricted. You can also view your data yourself and correct it if necessary if provisions are made for this in the processing procedure.

Should your particular personal situation give rise to reasons to object to processing of your personal data, you may object to processing in so far as processing is based on a legitimate interest. We will only process your data in such a case if special, compelling interests exist.

Please contact your human resources department or the company data protection officer if you have questions about your rights and the exercising of your rights.



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Legal basis for processing of your personal data

The legal basis for processing of your personal data for purposes relating to the employment relationship is Art. 88 GDPR in conjunction with Section 26 of the Act to Adapt Data Protection Law to Regulation (EU) 2016/679 and to Implement Directive (EU) 2016/680 (§ 26 des Datenschutz-Anpassungs- und -Umsetzungsgesetzes (DSAnpUG-EU)).

Data is only collected and processed for this purpose to the extent required by law or the employment contract. In so far as any further data is not required directly for implementation of the employment relationship, processing is based on a legitimate interest of the company pursuant to Art. 6 (1) lit. f GDPR.

A legitimate interest can arise from, for example, internal organisational and administrative purposes and to protect company equipment, systems and assets, data processing systems and data. Processing of your data is permitted here if the protection of your interests, fundamental rights and fundamental freedoms does not prevail.

We can also obtain your consent to the processing or transmission of your data in individual cases. Your consent in these cases is voluntary and, unless otherwise agreed, can be revoked by you at any time with effect for the future. You will not incur any disadvantages due to a failure to grant consent or any later revocation of consent.

Disclosure of your personal information

Your personal data is only transmitted or disclosed to external parties to the extent required by law or to fulfil the employment contract concluded with you (e.g. disclosure to fiscal and social security authorities, banks, auditors), or if *Raziol Zibulla & Sohn GmbH* or an external body has a legitimate interest in the abovementioned sense and transmission is permitted under data protection regulations.

Raziol Zibulla & Sohn GmbH may also disclose your personal data and information for legitimate purposes to authorised agents and contractors providing a service for us (including insurers and consultants), provided this is permitted in individual cases under data protection regulations. If your consent or separate informing of you is required for this, we will obtain your consent and/or inform you in good time in advance of this. Your personal data may also be transmitted to service providers for the realisation of data processing tasks (e.g. automated personnel data processing or payroll accounting). We will observe data protection regulations in this respect.

Personnel administration and personnel management tasks are realised centrally by *Personnel Accounting*. Specially designated areas have limited access rights to your data in this context. Data transmission or disclosure of your data only occurs to the extent necessary for this purpose and in compliance with relevant data protection regulations. In so far as a data transfer to third countries or disclosure to bodies in third countries occurs, additional prerequisites are taken into account in this respect. Pursuant to these regulations, a contract conforming to GDPR was concluded between *Raziol Zibulla & Sohn GmbH* and the processing body in accordance with standard EU contractual clauses.

This agreement also guarantees employees the required property rights when processing personal data in third countries. On the basis of this agreement, central processing of personnel data complies with data protection regulations.



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Body responsible for processing your personal data

The competent and responsible body for the collection, processing and use of your personal data in the Federal Republic of Germany is *Raziol Zibulla & Sohn GmbH*, in so far as no contractual agreements deviating from this have been concluded.

Personnel data is stored and processed in personnel data processing systems. The technical installation is designed to ensure that only a narrow circle of specially authorised persons has access rights, and any other accessing or obtaining of information on data through state-of-the-art methods is excluded.

Complaints regarding processing of your personal data

You can contact your QM department if you have any concerns or questions about processing of your personal data and information:

<mailto:QM@Raziol.com?subject=Fragen zum Datenschutz>

You can also contact the Raziol Data Protection Officer or the supervisory authority for data protection through the contact details below.

Data Protection Officer: *Lawyer Stefan Harmuth*
Hindenburgstraße 36
58636 Iserlohn
datenschutz@raziol.com

Supervisory authority: www.ldi.nrw.de

Storage duration

Your personal data is only stored for as long as knowledge of the data is required for purposes relating to the employment relationship or the purposes for which it was collected, or if statutory or contractual retention requirements exist.

Different statutory retention periods arise as a result of statutory tax, labour and social security regulations, with a retention period of up to 10 years applying to tax-relevant documents and receipts. We will retain your personnel file for a period of 10 years after you leave our company.

With my signature, I hereby confirm and acknowledge that I have taken notice of the above privacy statement:

Date:

Signature:

Name (block letters):

