

Data privacy information for data collected in the scope of recruiting, acc. to Art. 13 GDPR

Personal data is processed by employers in a deployment relationship. Therefore, we are required by the new European rules for data privacy (GDPR) to inform you about the following, according to Art. 13 GDPR:

- Responsible for the processing of data is your employer:

Motus Online Service GmbH
Kumpfmühler Str. 30
93051 Regensburg, Germany

The Company Data Protection Officer is:

Christian Volkmer
Projekt 29 GmbH & Co. KG
Ostengasse 14
93047 Regensburg, Germany
Email: c.volkmer@projekt29.de
Tel.: +49 941-2986930

- Your data is collected and processed within the context of the recruitment process or for the implementation of the employment relationship.
- The required data includes in particular your master data (above all your first and last name, name extensions, nationality), your contact data (especially your private address, mobile and landline telephone number, e-mail address), other data from the employment relationship, such as time recording data, holiday periods, periods of incapacity for work, skill data, social data, bank details, social security number, pension insurance number, salary data, tax identification number, special health data and, if applicable, criminal records), as well as protocol data that is created during the use of the IT systems.
- Most of your personal data is collected directly from you. Due to legal regulations, however, your data may also be partially collected from other bodies such as the Inland Revenue Office for queries about tax-relevant information for specific reasons, the health insurance company for information on periods of incapacity for work or, if applicable, from other third parties, such as an employment agency or from publicly accessible sources (e.g. professional networks).
- Within our company, only those persons who need your personal data to fulfil our contractual and legal obligations, such as the Personnel Department, the Accounts Department, the Specialist Department, the Works Council or the representative body for disabled employees, receive it.
- Outside the company, we transfer your data to other recipients, provided that this is necessary to fulfil our contractual and legal obligations. These are in particular the social insurance agencies, the health insurance fund, the pension insurance, professional pension institutions, the employment agency, the professional association, the tax authorities, accident and third-party

liability insurances, courts, banks, competent authorities in order to be able to guarantee claims from the company pension scheme or capital-forming benefits, third-party debtors in the event of the attachment of wages and salaries or insolvency administrators in the event of private insolvency.

- Your data will not be transferred to a third country.
- We process your personal data in compliance with all relevant laws, such as the General Data Protection Regulation (GDPR), local data protection amendment acts, the Works Constitution Act, the Working Hours Act, etc.

First and foremost, data processing serves to establish, implement and terminate the employment relationship. The relevant legal basis for this is Art. 6 Para. 1 lit b GDPR in conjunction with Art. 88 Para. 1 GDPR and, if applicable, your separate consent pursuant to Art. 6 Para. 1 lit a GDPR in conjunction with Art. 7 GDPR (e.g. for video recordings) may be used as a permit regulation under data protection law.

We also process your data in order to be able to fulfil our legal obligations as an employer, especially in the area of tax and social security law. This is carried out on the basis of Art. 6 Para. 1 c) GDPR.

Where necessary, we also process your data on the basis of Art. 6 Para. 1 lit f GDPR in order to protect our legitimate interests or those of third parties (e.g. public authorities). This applies in particular to the investigation of criminal offences or within the Group for purposes of Group management, internal communication and other administrative purposes.

Insofar as special categories of personal data pursuant to Art. 9 Para. 1 GDPR are processed, this serves to exercise rights or to fulfil legal obligations under 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 severely disabled person levy). This is carried out on the basis of Art. 9 Para. 2 lit. c GDPR. Furthermore, the processing of health data may be necessary for assessing your ability to work in accordance with Art. 9 Para. 2 lit h GDPR.

In addition, the processing of special categories of personal data may be based on consent pursuant to Art. 9 Para. 2 lit a GDPR (e.g. company health management).

Should we wish to process your personal data for a purpose that is not mentioned above, we will inform you in advance.

- The storage period for the data collected is limited to the employment relationship. We delete your personal data as soon as it is no longer required for the above-mentioned purposes. After termination of the employment relationship, the data is stored in accordance with the statutory or official retention periods, which are based on the German Commercial Code and the Tax Code, among other things, and then deleted. The storage periods according to the above are up to ten years. In addition, personal data may be stored for the period of the statutory limitation period of three or up to 30 years if claims can be asserted against us.
- You have the right to information from the employer about the data stored about your person. Under certain conditions you can request the correction or deletion of your data. You may also

have the right to restrict the processing of your data and a right to have the data you provide surrendered in a structured, common and machine-readable format.

Right of Objection:

You also have the right to object to the processing of your personal data for direct marketing purposes without giving reasons. If we process your data to protect legitimate interests, you may object to this processing for reasons arising from your particular situation. We will then no longer process your personal data unless we can prove compelling legitimate reasons worthy of protection for the processing which outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

- If our Data Protection Officer is not able to answer your request to your satisfaction, you still have the right to submit a complaint to the data protection supervisory authority. The supervisory authority responsible for you:

Bayerisches Landesamt für Datenschutzaufsicht
Promenade 27
91522 Ansbach, Germany
Tel.: +49 981 53 1300
Fax: +49 981 53 98 1300
Email: poststelle@lda.bayern.de

- The provision of personal data is necessary for the establishment, execution and termination of the employment relationship and constitutes a collateral contractual obligation of the employee. If we do not receive the necessary data, it is not possible to implement the employment relationship with you.

Kommentiert [CV1]: Please insert info for your local data protection authority