

Rev. 006 vom
09.09.2022



Data protection notice

How we treat your data and your rights regarding

supplier data, customer data and the data of people inquiring about our company;
applicant and employee data;
Photos and video recordings; in accordance with Art. 13, 14 and 21 GDPR

GABO STAHL GmbH

Registergericht: Ulm HRB 733321 · Ust-IdNr. DE 295 961 275 · Steuer-Nr.: 50476/14219

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Thorsten Maier

Kreissparkasse Ostalb · IBAN DE83 6145 0050 1000 9213 15 · SWIFT-BIC OASPDE6AXXX

Kontakt:

Geschäftsführer:

Bankverbindung:

How we treat your data and your rights

We want to provide our customers with an all-round carefree package when it comes to steel and all associated services. Experience and close cooperation within the group of companies are the top priority in the GABO STAHL - Group. As you may know, the GABO STAHL Group consists of several companies. These include GABO STAHL GmbH with all of its branches, DROSTE Stahlhandel GmbH, which sell steel and the service providers for all things associated with steel, OWZ Ostalb-Warmbehandlungszentrum GmbH for heat treatment and GABO Werkstofftechnik GmbH for non-destructive material tests, demagnetisation and laboratory tests.

The information below explains how we will process your personal data and what rights you have as a result. What specific data will be processed and how this data will be used depends on the respective purpose of the images as specified in your contract. That means not all of the statements contained in this document may apply to you.

In addition, the data protection notice may be updated from time to time. You will find the latest version on our [website](#).

Name and contact information of the person responsible in accordance with Art. 4 (7) GDPR:

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D- 73457 Essingen

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E-Mail: [info\(at\)gabo-stahl.de](mailto:info(at)gabo-stahl.de)

DROSTE Stahlhandel GmbH
Hellweg 8 D- 44787 Bochum

OWZ Ostalb-Warmbehandlungszentrum GmbH
Ulmer Straße 82-84 D- 73431 Aalen

GABO Werkstofftechnik GmbH
Streichhoffeld 3 D- 73457 Essingen

At times, we will jointly process your data in order to meet contractual requirements of the companies. That means all of the specified companies are responsible for the processing of the data (Art. 26 GDPR).

Our managers and employees are obligated to comply with this data protection notice as a corporate guideline and the respective data protection laws. The company's data protection officer ensures that the GABO-STAHl Group complies with statutory provisions and principles relating to data protection.

Our group data protection officer is available at [DSB\(at\)gabo-stahl.de](mailto:DSB(at)gabo-stahl.de) for your questions regarding data protection and data security at the GABO STAHL - Group.

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How we treat your data and your rights

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How we treat your data and your rights

1. Our principles

The personal rights of the data subjects have to be maintained when processing the personal data. Personal data has to be collected and processed in a manner that is legal and fair.

The personal data may only be processed for the purpose that was specified before the data was collected. Retroactive changes to these purposes are only possible in a limited manner and require a justification.

Our obligation

Personal data has to be

- processed in a manner that is legal, fair and comprehensible to the data subject ("Lawfulness, fairness, **transparency**")
- collected pursuant to clearly defined, unambiguous and legitimate purposes and may not be further processed in a manner that is inconsistent with these purposes; further processing for archival purposes in the public interest, for scientific or historic research purposes, or for statistical purposes is not considered to be consistent with the original purposes ("**appropriation**") in accordance with Article 89 (1)
- appropriate and relevant for the purpose of collection and its collection has to be limited to the extent required for the purpose of processing ("**data minimisation**")
- correct and, if necessary, up to date; all appropriate measures must be taken to immediately delete or correct any personal data that is inaccurate with regard to the purpose of its processing ("**accuracy**")
- has to be stored in a manner that only allows an identification of the data subjects for as long as the purposes for which the data is collected require such an identification; personal data may be stored for a longer period of time if the personal data is processed in order to perform suitable technical or organisational measures that are required to protect the rights and freedom of the data subject pursuant to this directive; exclusively for archival purposes in the public interest or for scientific and historic research purposes or for statistical purposes in accordance with Article 89 (1) ("**Storage limitation**")
- processed in a manner that ensures the appropriate security of the personal data, including the suitable technical and organisational measures to protect the personal data from unauthorised or unlawful processing as well as accidental loss, accidental destruction or accidental damage ("**Integrity and Confidentiality**")

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How we treat your data and your rights

2. Definitions

The law requires that personal data has to be processed in a manner that is legal, fair and comprehensible to the data subject. To ensure that this happens we provide you with the individual terms in the legislation below. These terms are also used in our data protection notice:

"Personal data" means any information relating to an identified or identifiable natural person (hereinafter referred to as "data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

"Processing" means any operation or set of operations performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

"Restriction of processing" means the marking of stored personal data with the aim of limiting its processing in the future.

"Profiling" means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.

"Personal data" means any information relating to an identified or identifiable natural person (hereinafter referred to as "data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

"Filing system" means any structured set of personal data which is accessible according to specific criteria, whether centralised, decentralised or dispersed on a functional or geographical basis.

"Controller" means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

"Processor" means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

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"**Recipient**" means a natural or legal person, public authority, agency or another body, to which the personal data is disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of that data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

"**Third party**" means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, is authorised to process personal data.

"**Consent**" of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

3. Permissibility of data processing

3.1 Permissioning

The collection, processing and use of personal data is only permissible if a permission has been issued. Such a permission is also required if the purpose of the collection, processing and use of the personal data is supposed to be changed compared to the original purpose. In particular, these permissions, in accordance with Article 6 (1) a-f GDPR may be:

- the data subject has consented to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular when the data subject is a child.

3.2 Transmission to third countries

Data is transmitted to authorities in countries outside of the European Economic Area if

- the law requires it

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- you have given us your permission, or
- a legitimate interest allows it in accordance with data protection laws and no superseding interests of the data subject that are worthy of protection oppose such a transfer.

Beyond that, we do not transmit personal data to third countries or international organisations. However, we use service providers for certain tasks which, in turn, also use service providers whose head office, parent company or computing centres may be located in a third country. Such a transfer is permissible if the European Commission has ruled that a sufficient level of protection exists in a third country (Art. 45 GDPR). If the commission has not reached such a decision, then the company or the service provider may only transmit the personal data to a service provider in a third country if the proper assurances have been provided (standard data protection clauses that were accepted by the EU Commission or a supervisory authority for a certain process) and if enforceable laws and effective legal remedies are available. In addition, we have reached contractual agreements with our service providers stating that their contractual partners always have to offer guarantees that their data protection measures meet the European standard of data protection. Upon request, we will gladly make available a copy of these guarantees.

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3.3 Supplier data, customer data and the data of people inquiring about our company



3.3.1 Type of the personal data that is collected

We process contact data from research and publicly available sources, by using the contact form from the website, outreach via mail or phone, data from trade fair contacts, business cards provided to us as well as recommendations we receive as part of our business relationship with you:

- Personal data (e.g. name, company address)
- Company name with legal form and address
- Titles and names
- Phone numbers
- Fax numbers
- E-mail addresses
- Field of work or job title
- Industry, products and services of the company
- Contact history (offers and transactions, meeting notes)

3.3.1.1 Advanced capture at participants of the Gabo Campus

The collection of personal data for participants of the GABO Campus can be more extensive and include additional:

- Personal details (e.g. private address)
- Date of birth with place of birth
- Health Data (Evidence of eyesight)
- Proof of Qualifications

3.3.2 Purpose of the processing of personal data

We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG). Storage of supplier data, customer data and the data of people inquiring about our company when contact is established with the data subjects in the area of B2B sales of products and services as well as the provision of services and invoice. The distribution of information to customers and parties inquiring about our company for the purpose of pre-contractual measures, such as services, products or to the company and its employees. Preparation and distribution of offers and project data. To fulfill legal reporting obligations as well as quality assurance measures.

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3.3.3 Legal basis for the processing of personal data

As part of balancing interests (Art. 6 (1) f GDPR)

If required, we will process your data beyond the actual fulfilment of the contract to safeguard our legitimate interests or those of third parties. Examples of such cases are:

- Assertion of legal claims and the defence against such claims in legal disputes
- Processing in the CRM system
- Processing in various file systems
- Processing in the case of existing customers for direct marketing purposes, for operations-related directions and targeted messages for customer retention.
- Measures to protect employees and customers as well as to protect the property of the company
- Video surveillance for the purpose of safeguarding domiciliary rights
- Publication and dissemination of official contact data on a message board (e.g. the emergency contact information of a service technician), the Intranet or possibly an internal phone directory.

To fulfil contractual obligations (Art. 6 (1) b GDPR)

The data is processed to perform:

- our contract or to take pre-contractual actions
- supplementary contractual obligations (e.g. guarantee notifications or manufacturer recalls)

Based on your permission (Art. 6 (1) a GDPR in conjunction with Art. 88 GDPR and § 26 (2) BDSG)

If you grant us permission to process your personal data, then we will only process it in accordance with the purposes and the scope specified in the declaration of consent.

Based on statutory requirements (Art. 6 (1) c GDPR)

We are subject to various legal obligations that require data processing. These include:

- Tax laws as well as accounting statutes
- to comply with the inquiries and requirements of supervisory authorities and law enforcement authorities
- to comply with monitoring and notification obligations related to tax laws

In addition, personal data can be disclosed as part of official or legal action for the purpose of providing evidence, criminal prosecution or enforcement of civil claims.

3.3.4 Categories of recipients of the personal data

Within the GABO STAHL - Group, employees can access your data in order to contact you or as part of a contractual cooperation (including the fulfilment of pre-contractual measures).

Within the scope of contract processing, your data may be transmitted to service providers who work for us as contract processors. All service providers are contractually obligated and particularly bound to treat your data confidentially.

We only transmit the data to recipients outside of our company in accordance with the applicable data protection regulations. The following may be recipients of personal data:

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- IT applications (maintenance)
- Data destruction
- Employees of companies within the Group that are required for fulfilling a contract or for contract initiation. These could include
 - Sales (district manager, sales, company management)
 - Persons in charge of the execution (administration, accounting, logistics, production, order execution and possibly others)
 - Quality management and quality assurance
 - IT department (maintenance)

3.3.5 Duration of the storage of the personal data

We process and store your personal data for as long as is required to meet our contractual and legal obligations. If the data is no longer needed for meeting our contractual or legal obligations, it will be deleted on a regular basis.

Exceptions are,

- legal retention obligations, such as those required by the commercial code (HGB) and the tax code (AO). The retention and documentation periods specified in these laws generally range from 5 to 10 years;
- The retention of evidence as part of legal statutes of limitation. Pursuant to §§ 195 ff of the Civil Code (BGB) these statutes of limitation may be up to 30 years, whereby a regular statute of limitation is 3 years.
- Quality assurance measures for the obligation to provide evidence.
- possibly others

If the data is processed based on our legitimate interest or that of a third party, the personal data will be deleted once this interest no longer exists. The aforementioned exceptions apply.

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How we treat your data and your rights

3.4 Applicant and employee data



3.4.1 Type of the personal data that is collected

We process personal data that we received as part of the employment relationship (and its initiation) from our employees or from similar data subjects. We also process personal data required for the purposes of hiring, trial work placements or internships, fulfilment of an employment contract and the end of an employment relationship. In particular, we process the following personal data that we have received as part of our business relationship:

- personal information (e.g. name and address and contact information and data of birth, place of birth and citizenship)
- family information (e.g. marital status and information on children)
- Religion
- Health information (if relevant for the employment relationship, e.g. in the case of severe disability)
- Authentication information (e.g. passport/ID card information)
- Tax ID number, information on qualification and employee development (e.g. training and work experience, language skills and advanced training)

as well as data comparable to the aforementioned categories.

Additional personal data may include:

- Information on the employment relationship (e.g. date of joining the company, job description and title)
- Income tax-related information regarding the fulfilment of contractual obligations (e.g. salary payments, bank account)
- Information on the financial situation of employees (loan liabilities, attachment of earnings)
- Social security information (health insurance, nursing care insurance, statutory pension and accident insurance, tax ID)
- Data on pension scheme or pension fund
- Information on working hours (e.g. timekeeping, accounting of holidays and sick days and data related to business travel)
- Access information
- Authorisation data (e.g. access rights)
- Qualifications (e.g. forklift and driving license, training and advanced training certificates)
- Photos and video recordings (e.g. portrait photo and training video)
- Employee evaluation data

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as well as data comparable to the aforementioned categories.

3.4.2 Purpose of the processing of personal data

We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG) for meeting contractual obligations.

As part of the application

The data supplied by you as part of your application will be processed and utilised for the sole purpose of selecting applicants. In order to process your application, we will limit ourselves to the information provided directly by you. This may also include information that you have previously provided in professional online networks or job forums.

As part of personnel data

The data is processed to initiate, maintain and end the employment relationship within the framework of your existing employment contract or to perform pre-contractual measures, which will be done with your consent. If you are taking advantage of additional benefits (e.g. company pension or a similar benefit), your data will be processed to allow us to provide these additional benefits if doing so is required. To fulfill legal reporting obligations as well as quality assurance measures.

3.4.3 Legal basis for the processing of personal data

As part of balancing interests (Art. 6 (1) f GDPR)

If required, we will process your data beyond the actual fulfilment of the contract to safeguard our legitimate interests or those of third parties. Examples of such cases are:

- Personnel development planning measures
- Measures to protect employees and customers as well as to protect the property of the company
- Video surveillance for the purpose of safeguarding domiciliary rights
- Publication of business-related contact information (incl. profile picture if it is a company representative) in the intranet, internal phone directory as well as the website.
- Recordings of appraisal interviews (e.g. documentation of set targets and how to achieve them)

To fulfil contractual obligations (Art. 6 (1) b GDPR)

The data is processed to perform:

- our contract or possibly the initiation of the contract
- in case of supplementary contractual obligations (e.g. pension fund, public authorities, etc.)
- Pursuant to § 28 a SGB IV, the employer is obligated to report the data of an employed person to the collecting office. The employment relationship cannot exist without this data.

Based on your permission (Art. 6 (1) a GDPR in conjunction with Art. 88 GDPR and § 26 (2) BDSG)

If you grant us permission to process your personal data, then we will only process it in accordance with the purposes and the scope specified in the declaration of consent (e.g. the use of employee photographs for public relations work).

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Based on statutory requirements (Art. 6 (1) c GDPR as well as Art. 88 GDPR and § 26 BDSG)

As a business, we are subject to various legal obligations, i.e. statutory requirements (e.g. social security law, workplace safety, possible professional responsibility law for lawyers, tax laws) as well as supervisory rules (e.g. of bar associations). Among the processing purposes are identity checks, meeting inspections, reporting and documentation obligations related to social security and tax laws as well as risk management within the company.

If special categories of personal data in accordance with Art. 9 (1) GDPR have to be processed, then, within the framework of the employment relationship, this serves the exercise of rights or the meeting of legal obligations arising from labour laws, as well as laws relating to social security and social protection (e.g. providing health data to the health insurance provider, recording a severe disability status regarding extra holidays and determining the payments for severely disabled employees). This can be done based on Art. 9 (2) b GDPR in conjunction with § 26 (3) BDSG. In addition, health data may be processed for the purpose of determining your labour capacity in accordance with Art. 9 (2) h GDPR in conjunction with § 22 (1) b BDSG. Furthermore, the processing of special categories of personal data can be used on a consent agreement according to Art. 9 (2) a GDPR in conjunction with § 26 (2) BDSG (e.g. corporate integration management).

3.4.4 Automated decision making

In accordance with Art. 22 GDPR, we do not use automated individual decision-making for initiating, maintaining and ending the employment relationship. Should these processes be used in individual cases, then we will notify you of your corresponding right separately if doing so is required by law.

3.4.5 Categories of recipients of the personal data

Within the GABO STAHL - Group, those departments will have access to your data which need that data for fulfilling pre-contractual, contractual, legal and supervisory obligations, as well as for safeguarding legitimate interests (e.g. HR department, severe disability representative, corporate data protection officer).

Service providers and vicarious agents used by us may also receive data for these purposes if the data is required for providing the respective service. For example, these are companies that offer training or IT services. All service providers are contractually obligated to treat your data confidentially.

With regard to transmitting data to recipients outside of the company, it must first be noted that we as employer pass on only the required personal data in compliance with the applicable data protection regulations. We are generally only allowed to pass on information about our employees if legal requirements mandate that we do so, if you have consented to it or if we are otherwise authorised to transmit the data.

If these conditions are met, the recipients of personal data may include:

- social security providers
- health insurances
- pension funds

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GABO STAHL GmbH · Streichhoffeld 1 · D-73457 Essingen

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Kontakt:

Geschäftsführer:

Thorsten Maier

Bankverbindung:

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How we treat your data and your rights

- tax authorities
- employment office
- trade associations
- public authorities and institutions (e.g. tax and law enforcement authorities) if there is a legal or official obligation to do so
- other companies for the purposes of making salary payments or similar institutions to which we transfer personal data for the purpose of the fulfilment of contractual obligations (e.g. for salary payments)
- Tax auditors and accountants
- Service providers within the framework of order processing relationships

Additional data recipients may be those for which you have provided your consent for a transfer of data or those to whom we are authorised to transfer data after balancing interests.

3.4.6 Duration of the storage of the personal data

We process and store your personal data for as long as is required for meeting our contractual and legal obligations. It should be noted that the employment relationship is a continuing obligation that has been set up for the long term.

Duration of the storage of applicant data

In the case of rejection, your personal data will be stored for the duration of the application process and deleted no later than 6 months after the completion of the application process.

If we are currently unable to offer you a specific position but wish to keep your profile for consideration in the event of potential future vacancies, we will be happy to add your information to an applicant pool. We will specifically request your consent for this process via email in due course. After you have been added to the applicant pool, we will store your data for a further 12 months. After this period, your data will be deleted.

If your application is successful, your data will be stored and processed as employee data.

Duration of the storage of employee data

If the data is no longer required for the fulfilment of contractual or legal obligations, it will be deleted on a regular basis unless its – temporary – further processing is required for the following purposes:

- Abiding by legal retention obligations that may arise from: The social security statute book (SGB IV), commercial code (HGB) and tax code (AO). The retention and documentation periods specified in these laws generally range from 5 to 10 years.
- The retention of evidence as part of legal statutes of limitation. Pursuant to §§ 195 ff of the civil Code (BGB) these statutes of limitation may be up to 30 years, whereby a regular statute of limitation is 3 years. Data relevant for the annual financial statement of the employer, e.g. documents related to payroll accounting according to § 257 (1) No. 1 and (4), § 147 AO are lifted after 10 years.

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If the data is processed based on our legitimate interest or that of a third party, the personal data will be deleted once this interest no longer exists. The aforementioned exceptions apply. If the data is stored based on a permission or work regulations, then the storage duration will be specified there unless it is subject to one of the aforementioned exceptions.

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How we treat your data and your rights

3.5 Photo and Video Recording



3.5.1 Type of the personal data that is collected

We process contact data that we receive from you as part of our business relationship and recording material in accordance with your consent(s) to portrait photos, snapshots and contracts in accordance with your attachment(s) to photo shoots:

- Personal details (e.g. name, private address, Date of birth)
- Photo and video recordings with date and location data
- poss. Bank details

3.5.2 Purpose of the processing of personal data

We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG). The agreed rights of use are used for public relations purposes as follows:

- *Portrait photos* are used for communication and advertising purposes for a product, a service, as well as the companies of the GABO STAHL - Group in digital media and, if necessary, print media.
- *Snapshots* are used in digital media for documentation and advertising purposes of the contemporary history of the GABO STAHL - Group for a product, a service and the companies itself.
- *Photo shoot* recordings are used for communication and advertising purposes for a product, a service, as well as the companies of the GABO STAHL - Group in digital media and print media.

Digital media can include: Intranet, internal or external websites as well as online services or social media platforms based outside the EU.

Print media can include: Flyers, product booklets, trade journals as well as poster advertising, banners or displays at exhibition stands.

3.5.3 Legal basis for the processing of personal data

As part of balancing interests (Art. 6 (1) f GFPR)

If required, we will process your data beyond the actual fulfilment of the contract to safeguard our legitimate interests or those of third parties. Examples of such cases are:

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How we treat your data and your rights

- Assertion of legal claims and the defence against such claims in legal disputes

To fulfil contractual obligations (Art. 6 (1) b GDPR)

The data is processed to perform:

- our contract or to take pre-contractual actions
- supplementary contractual obligations (e.g. guarantee notifications or manufacturer recalls)

Based on your permission (Art. 6 (1) a GDPR in conjunction with Art. 88 GDPR and § 26 (2) BDSG)

If you grant us permission to process your personal data, then we will only process it in accordance with the purposes and the scope specified in the declaration of consent.

Based on statutory requirements (Art. 6 (1) c GDPR)

We are subject to various legal obligations that require data processing. These include:

- Tax laws as well as accounting statutes
- to comply with the inquiries and requirements of supervisory authorities and law enforcement authorities
- to comply with monitoring and notification obligations related to tax laws

In addition, personal data can be disclosed as part of official or legal action for the purpose of providing evidence, criminal prosecution or enforcement of civil claims.

3.5.4 Categories of recipients for photos and video recordings

Within the GABO STAHL - Group, those departments will have access to your data that is needed for fulfilling pre-contractual and contractual obligations, as well as for safeguarding legitimate interests (e.g. marketing department).

Within the scope of contract processing, your data may be transmitted to service providers who work for us as contract processors. All service providers are contractually obligated and particularly bound to treat your data confidentially.

We only transmit the data to recipients outside of our company in accordance with the applicable data protection regulations. The following may be recipients of personal data, taking into account the agreed rights of use, for PR activities:

- originator (photographer or similar agencies)
- print media (local newspapers, trade publications, newsletters and similar media)
- media and web designers (print shops, Internet platforms and similar companies)
- social media and Internet platforms (Facebook, Google, YouTube and similar platforms)

3.5.5 Duration of the storage of photos and video recordings

Photos and/or video recordings that were made for the purpose of PR activities of the GABO STAHL - Group, will be stored for the duration of the contractual obligation for these specific purposes unless the data subject revokes their consent.

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4. Making data available

Within the framework of the employment relationship and its initiation, you have to make personal data available that is required for initiating, maintaining and ending a contractual relationship and required for fulfilling the associated contractual obligations or for whose collection we are legally obligated. Without this data we will generally not be able to take the decision to conclude the contract with you, or execute it.

5. Profiling

We do not process your data with the goal of the automated evaluation of certain personal aspects.

6. Contract processing

Contract data processing means that a contractor is tasked with the processing of personal information without transferring the responsibility of the associated business process to them. In these cases, an agreement regarding the contract data processing has to be concluded with the external contractors. The contracting company remains fully responsible for properly carrying out the data processing. The contractor may only process personal data based on the instructions of the ordering party. The following standards must be complied with when awarding the contract:

- The ordering department has to ensure their implementation.
- The contractor has to be selected based on their suitability to ensure that the required technical and organisational protective measures are taken.
- The order has to be issued in writing. The instructions regarding data processing and the responsibilities of the ordering party and the contractor have to be documented.
- Prior to the processing of the data, the ordering party has to be certain that the contractor will meet all obligations. A contractor can offer proof that it can comply with all data security requirements by submitting the suitable certificates. Depending on the risk of the data processing, a check of the qualifications may have to be repeated at regular intervals during the term of the contract.

In the case of cross-border data processing, the respective national requirements for a transfer of personal data to another country have to be complied with. In particular, the processing of personal data from the European Economic Area to a third country is only allowed if the contractor can prove that a data protection guideline is in place that provides an equivalent of protection to this one. Suitable tools may include:

- The contractor and potential subcontractors agree to the EU standard clauses for contract data processing in third countries.
- The contractor participates in a certification system for the creation of a suitable data protection level that is recognised by the EU.

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- Recognition of binding corporate rules of the contracting party for the creation of a suitable data protection level by the responsible data protection supervisory authorities.

7. Rights of the data subject

Pursuant to the General Data Protection Regulation, you have the following rights:

- a. If your personal data is processed, you have the right to know what type of personal data about you is stored. (Art. 15 GDPR)
- b. If inaccurate personal data has been processed, you have the right to the rectification of that data.
- c. If the legal requirements have been met, you can demand the deletion of the data or the restriction of processing as well as the right to object to the processing (Art. 17, 18, 21 GDPR)
- d. If you have consented to the processing of your data or if there is a contract regarding the processing of data and if this is conducted using automated processes, you also have a right to data portability. (Art. 20 GDPR)

Should you make use of the aforementioned rights, the controller checks whether the legal requirements have been met. Send your claims or explanations to the Group's data protection officer if possible. In addition, you have the right of appeal to the state data protection officer of the state of Baden-Württemberg (Art. 77 GDPR).

8. Right of revocation following consent

At any time, for reasons arising from your particular situation, you can object to the processing of your personal data based on Art. 6 (1) f GDPR (data processing on the basis of balancing interests); this also applies to profiling based on this provision according to Art. 4 (4) GDPR.

At any time you can revoke the consent you have given us to process your personal data. This also applies to the revocation of declarations of consent that were granted to us prior to the General Data Protection Regulation going into effect on 25 May 2018. Please note that this revocation is only effective going forward. Any data processing that preceded the revocation is not affected. This applies, for example, to the use of employee photos for PR work.

The objection can be sent in an informal email with the subject line "Objection" and the provision of your name, address and data of birth. It should be addressed to the data protection officer.

If you object, your personal data will no longer be processed unless we can prove there are compelling, legitimate reasons for processing the data that outweigh your interests, rights and freedoms or the processing serves the assertion, exercise or defence of legal claims.

9. Data processing security

Taking into account the state of technology and the art of processing, the scope, the conditions and the purposes of the processing as well as the different probabilities of occurrence and the

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seriousness of the risks for the rights and liberties of natural persons, the GABO STAHL - Group and their processors will take suitable technical and organisational measures to provide a level of protection appropriate for the risk.

When assessing the appropriate level of protection, the risks that primarily have to be taken into account are those that were processed with the processing, loss or alteration. The GABO STAHL - Group takes steps to ensure that natural persons subordinate to it and who have access to the personal data will only process the data based on the direction of the data protection officer, unless they are required to do so to comply with the laws of the EU or its member states.

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