

**Data protection declaration for employees of evopro systems engineering AG:**

We inform you herewith how we handle your personal data.

**1. Why do we store data about you? (processing purposes and legal basis)**

We store data for fulfilling the contract of employment with you.

**2. Which of your data do we process?**

- Date of birth
- First name / surname
- Address
- Phone number(s)
- Driver's license data
- Social insurance number
- Bank details
- Salary and salary accounting data
- Application data - qualifications / certificates / training certificates
- Working-time accounts and project diaries
- Marital status
- Confession
- e-mail address
- Nationality
- Data concerning operational capability, nature of disability
- Training documents
- Tax-ID number
- Wage tax class
- Health insurance
- Date of entry
- VWL contracts (Contracts for capital-forming benefits)
- Company pension scheme
- Pension insurance
- Supplements to the employment contract (car, train card, edenred card, account)

**3. Do we pass on your personal data?**

We transmit data to the following categories of recipients, provided that this is necessary for fulfilling the contract:

- Tax offices, tax authorities, customs authorities, public authorities if there is a legal interest, payroll office, tax consultant, system provider, office service, car rental, travel agencies, hotels, insurance and pension services

**4. Mandatory provision of data**

The provision of your data is necessary for concluding the contract with you. If you do not provide the data, the employment contract cannot be concluded.

## **5. When do we delete your data?**

Data subject to statutory retention periods are retained and routinely deleted after expiry of the statutory period, if they are no longer necessary for fulfilling the contract.

## **6. How can you have your data changed or deleted by us?**

On your request, we will correct, block or delete the data stored concerning you, provided that other legal regulations (e.g. storage obligations regarding invoices) do not conflict with that.

See contact under point 8.

## **7. Your rights regarding your data**

You have the right to inform yourself which of your data we are processing (right of information), to have incorrect data corrected (correction), to have your data deleted, unless they have to be processed for the fulfilment of contract or due to other legal bases (deletion). Furthermore, you can have your data blocked (restriction of processing), object to the processing of your data and, if necessary, have your data transferred (data transferability).

You can revoke any consent you have given in writing at any time (right of revocation).

In one of the above mentioned cases, please consult our contact under point 8.

## **8. Contact**

If you have any questions about our information concerning data protection or processing of your personal data, you can approach our contact persons directly. They are also available as contact persons in case of requests for information, suggestions or complaints.

evopro systems engineering AG

represented by:

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## **9. Public procedure directory**

Public procedure directory <https://www.evopro-ag.de/download/oeffentliches-verfahrensverzeichnis/>

## **10. Appeals**

If you believe that the processing of your data violates the data protection law or your data protection rights have otherwise been violated in any way, you can complain to the supervisory authority.