

## Information regarding the procession of your personal data at Mäder Germany GmbH according to Art. 13 GDPR

### Employees

| Term  | Description  |
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| Who is responsible for data processing?   | Mäder Germany GmbH<br>Gewerbepark 40<br>59069 Hamm (Germany)<br>Phone : +49 23 85 93 56 0<br>Fax : +49 23 85 93 56 49  |
| How can you reach our data controller?  | You can reach our data controller using the following contact address: <a href="mailto:datasecurity-DE@mader-group.com">datasecurity-DE@mader-group.com</a>  |
| For what purposes do we process your personal data? On what legal basis do we process your personal data? | <ul style="list-style-type: none"> <li>• Commencement, administration, and termination of the employment – <b>Art 26 (1)(S)(1) Federal Data Protection Act (BDSG)</b></li> <li>• Processing of applications - <b>Art 26 (1)(S)(1) Federal Data Protection Act (BDSG)</b></li> <li>• Exercise and fulfillment of the rights and duties of employees arising from a law - <b>Art 26 (1)(S)(1) Federal Data Protection Act (BDSG)</b></li> <li>• Disclosure of possible criminal offenses by employees during employment - <b>Art 26 (1)(S)(2) Federal Data Protection Act (BDSG)</b></li> <li>• Salary calculation and payroll accounting - <b>Art 26 (1)(S)(1) Federal Data Protection Act (BDSG)</b></li> <li>• Personnel administration, personnel planning, personnel management, personnel development and training - <b>Art 26 (1)(S)(1) Federal Data Protection Act (BDSG)</b></li> <li>• Observance of legal requirements, e.g. in accordance with labor, tax and social security law – <b>Art 26 (1)(S)(1) Federal Data Protection Act (BDSG)</b></li> <li>• Internal administrative and organizational purposes – <b>Art. 6 (1)(f) GDPR</b></li> </ul> |

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| <p>Who has access to your personal data (internally and externally)?</p>      | <p>We ensure that only those departments that require access to your data in order to fulfill contractual and legal obligations are granted access. Depending on the purpose, this may include:</p> <ul style="list-style-type: none"> <li>• <b>Internal departments:</b> management, human resources, controlling, specialist departments, secretariat, vehicle fleet, IT, marketing.</li> <li>• <b>External departments:</b> parent company/subsidiaries and branches of the Mäder Group, affiliated companies, tax advisors, tax authorities, company pension providers, insurance brokers, educational institutions, insurance companies, personnel service providers, lawyers, auditors, banks, other external service providers.</li> </ul> <p>Your personal data will not be transferred to third countries outside the European Union or the European Economic Area. However, we will always ensure that appropriate measures are taken in accordance with all applicable laws to always protect any potential transfer of your personal data outside the European Union.</p> |
| <p>How long do we store your personal data for?</p>                           | <p>We store your data for at least the duration of the employment. Notwithstanding this, we store the data for different lengths of time depending on the legal retention periods and the fulfillment of collection purposes:</p> <ul style="list-style-type: none"> <li>• <b>labor record retention periods:</b> 3 years – e.g. certificate of employment</li> <li>• <b>tax record retention periods:</b> 6 years – e.g. vehicle logs, travel expense report, exemption certificate</li> <li>• <b>commercial record retention periods:</b> 10 years – wage tax documents, annual accounts, payrolls</li> <li>• <b>pension insurance record retention periods:</b> 30 years</li> </ul>  |
| <p>Would any disadvantages occur if you did not provide us with the data?</p> | <p>If you do not provide the required data – with the exception of consent – the employment relationship cannot be executed.</p>  |

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| <p>What rights do you have?</p> <ul style="list-style-type: none"> <li>• Right of access</li> <li>• Right of rectification</li> <li>• Right of deletion</li> <li>• Right of limited processing</li> <li>• Right of data transmission</li> </ul> | <p>You have the right to request us to correct, delete or limit the use of your personal data if the legal requirements are met:</p> <ul style="list-style-type: none"> <li>• request information about which of your data we process (Art. 15 GDPR);</li> <li>• to have your data corrected or deleted, provided that this does not conflict with our legitimate interest or a legal obligation to process it (Art. 16, 17 GDPR);</li> <li>• to restrict the processing of your data (Art. 18 GDPR);</li> <li>• assert your right to data portability (Art. 20 GDPR).</li> </ul> <p><b>Note on revocation:</b> If you have given your consent to certain processing activities (e.g. public relations or self-promotion), you can revoke this consent at any time with effect for the future. However, this revocation will not affect the previous processing of the data.</p> <p><b>Note on objection:</b> If we process your data on the basis of legitimate interest (e.g. internal organizational and administrative purposes), you can also object to this processing at any time in accordance with Art. 21 GDPR, provided that the legal requirements are met.</p> <p>To assert your right, contact us at: <a href="mailto:datasecurity-DE@mader-group.com">datasecurity-DE@mader-group.com</a></p> |
| <p>Does automated decision-making/profiling take place?</p>   | <p>No automated decision-making or profiling is used for the processing.</p>   |
| <p>Where can you file a complaint about the processing of your personal data?</p>   | <p>If you believe that we are processing your data unlawfully, you have the right to complain to the responsible regulatory authority. The responsible authority is:</p> <p>Landesbeauftragte für das Land Nordrhein-Westfalen (Regional representative for the state of North Rhine-Westphalia)<br/>Kavalleriestraße 2 - 4, 40213 Düsseldorf (Germany)<br/>Phone: 0211 38424-0 Fax: 0211 38424-10<br/>E-mail: <a href="mailto:poststelle@ldi-nrw.de">poststelle@ldi-nrw.de</a></p>  |

**Date: January 2025**