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Information sheet on the processing of application data

We hereby inform you about the processing of your personal data by the Reich GmbH and the rights granted to you under the Data Protection Law.

Who is responsible for data processing and who is the Data Protection Officer?

Responsible for data processing is your employer, the
Reich GmbH
Industriestraße 1
97638 Mellrichstadt
Phone 09776/64-0
Fax 09776/64-110
mail@reich-gmbh.com

Information about the Data Protection Officer
Stefan Helm
Industriestraße 1
97638 Mellrichstadt
Business Phone: 09776/64-124
E-mail: datenschutzbeauftragter@reich-gmbh.com

What personal data do we have from you and where does it come from?

In the context of the employment relationship, we process the following personal data:

- Your master data (such as first name, last name, name additions, maiden name, date of birth, birthplace, country of birth, nationality, marital status, wedding date, spouse's first and maiden name, spouse's date of birth, children's names and dates of birth, learned profession, graduation)
- Work permit/residence permit and personnel number,
- Contact details (private address, cell phone number, e-mail address),
- Log data for the use of the IT systems
- Time recording data, vacation time, educational leave, parental leave
- Time of incapacity
- If necessary, severe disability/gender equality
- If necessary, data from occupational integration management (BEM) procedures
- Skill data from the performance assessment and staff development planning, as well as apprenticeship and training verification
- Bank account information
- Social security number, health insurance
- Special types of personal data:
 - Religion
 - Health
- Salary data, if applicable, data of attachments
- Tax-ID number, tax bracket, child allowance, tax office



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- Passport photo
- License plate number
- Information on secondary employment
- If necessary, interim reports, memo logs, warnings
- If necessary, further data from the employment relationship for contracts such as capital forming benefits, deferred compensation
- If necessary, further data needed for the U.S. Visa application process (parent's first and surnames, parent's date of birth, passport number, date of issue and place of issue of the passport)

Your personal data will be collected directly from you as part of the recruitment process or during the employment relationship. Exceptionally, in certain constellations due to legal regulations, your personal data is also collected in other places. This includes, in particular, event-related inquiries of tax-relevant information from the relevant tax office and information on incapacity for invalidity at the respective health insurance. In addition, we may have received data from third parties (e.g. job placement agency).

We also process personal data that we have obtained from publicly available sources (e.g. professional networks).

Processing of activity-related performance data

For example, your activity-related performance data will be used to calculate the performance-related remuneration components/specific payments.

For what purposes and on what legal basis is data processed?

We process your personal data in compliance with the provisions of the EU Data Protection Basic Regulation (DS-GMO), the Federal Privacy Act (BDSG) and all other relevant laws (e.g. BetrVG, ArbZG, etc.).

The main purpose of data processing is the justification, implementation and termination of the employment relationship. The primary legal basis for this is article 88 (1) DS-GMO I. v. M. § 26 (1) BDSG. In addition, collective agreements (concern, general and company agreements, as well as collective agreement arrangements) in accordance with article 88 (1) of the DS-GMO I. v. M. § 26 (4) BDSG and, if applicable your separate consent pursuant to article 88 (1) DS-GMO I. v. M. § 26 (2) BDSG (e.g. in the case of publication of pictorial material, BEM) can be used as data protection legislation.

We also process your data in order to be able to fulfil our legal obligations as an employer, especially in the areas of tax and social security law, on the basis of the respective area-specific legal bases of each sector.

Where necessary, we also process your data on the basis of article 6 (1) (f) of the DS GMO, in order to protect our own legitimate interests, as well as the interests of third parties (e.g. authorities).

This is particularly the case within the concern for the purposes of corporate control, internal communication and other administrative purposes.



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Furthermore, due to the European anti-terror regulations 2580/2001 and 881/2002, we are obliged to match your data against the so-called "EU terrorist lists" in order to ensure that no funds or other economic resources are available for terrorist purposes.

Data processing for statistical purposes.

To the extent that special categories of personal data are processed in accordance with article 9 (1) of the DS-GMO, this serves in the context of the employment relationship of exercising rights or the fulfilment of legal obligations under labor law, the right of social security and social protection (e.g. information on health insurance, identification of the severe disability due to additional leave and determination of the severely disabled levy). This is done on the basis of article 9 (2) (b) of the DS-GMO I. v. M. § 26 (3) BDSG. In addition, the processing of health data for the assessment of the ability to work according to article 9 (2) (h)) I. v. M. § 22 (1) b) BDSG may be necessary.

Additionally, the processing of special categories of personal data may be based on a consent according to article 9 (2) a) DS-GMO I. v. M. § 26 (2) BDSG (e.g. occupational health management).

If we want to process your personal data for a purpose not mentioned above, we will inform you about it beforehand.

How long will your data be stored?

We will delete your personal information as soon as it is no longer required for the purposes mentioned above. After termination of the employment relationship, the personal data that we are obligated to retain is still stored. This is regularly due to legal evidence and retention obligations, which are regulated in the Commercial Code and Tax Regulations, among other things.

The storage periods thereafter amount to up to ten years. In addition, personal data may be stored for the period in which claims can be made against us (statutory limitation period of three or up to thirty years).

Who receives your data?

Within our company, only the persons and bodies (e.g. department, works council, seriously disabled representative) receive your personal data, which is needed to fulfil our contractual and legal obligations.

In addition, we serve our contractual and legal obligations partly through different service providers. You can find a list of the contractors and service providers we use and that are not only temporary business relations, in the appendix.

In addition, we may transmit your personal data to other recipients outside the company, as far as this is necessary to fulfil the contractual and legal obligations as an employer. These are in particular:

- Authorities (e.g. pension insurance institutions, professional care facilities, social insurance institutions, tax authorities, courts)
- Bank of the employee (SEPA-payment medium)



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- Acceptance places of health insurance funds
- Places, in order to be able to guarantee claims from the occupational retirement provision

What rights can you claim as the person affected?

You have the rights under article 15 – 22 DS GMO:

- Right to information (art. 15 DS-GMOs)
- Right to rectification (art. 16 DS-GMOs)
- Right to delete (art. 17 DS-GMO)
- Right to restrict processing (art. 18 DS-GMOs)
- Right to objection against processing (art. 21)
- Right to data transferability (art. 20 DS-GMOs)

Please refer to the following location:

Data Protection Officer, Stefan Helm, 09776/64-124, datenschutzbeauftragter@reich-gmbh.com

Right to Object

If we process your data to protect legitimate interests, you may object to this processing for reasons arising from your particular situation.

We will not process your personal data any more, unless we can prove compelling reasons for the processing that outweigh your interests, rights and freedoms, or the processing is for the assertion, exercise or defense of legal claims.

Where can you complain?

You have the possibility to contact the aforementioned Data Protection Officer or a Data Protection Supervisory Authority with a complaint. The Data Protection Supervisory Authority responsible for us is:

Bayerisches Landesamt für Datenschutzaufsicht
Promenade 27
91522 Ansbach,
Phone: 0981 53 1300

Will your data be sent to a third country?

We transmit personal data to service providers or concern partners outside the European Economic Area to the following countries:



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- In the case of secondments, data is transmitted to the Reich LLC in the United States

The data protection level is guaranteed as follows:

- EU standard contractual clauses

Are you obligated to provide your data?

In the context of your employment, you must provide the personal data necessary for the establishment, implementation and termination of the employment relationship and the fulfilment of the contractual obligations related thereto, or for whose survey we are required by law. Without this data, we will not be able to carry out the employment contract with you.

To what extent do automated individual case decisions or measures for profiling take place?

We use purely automated processing processes to bring about a decision – including profiling – on the establishment, implementation or termination of an employment relationship in the following cases:

- Internal candidate management
- Manager training program