

Data Protection Information – Employess – Which personal data do we process, how and why

Overview

In accordance with Art. 15 GDPR, you have the right to know whether we are processing personal data about you. If this is the case, you have the right to receive further information about it. With this flyer, we would like to give you an overview of which personal data we collect, store, process and, if applicable, pass on.

1. For wich purposes do we process personal data?

The ALTEN Group is an engineering services provider operating throughout Germany. As consultants, innovation drivers and supporters, we are a competent development partner for national and international companies. We accompany the entire process from the generation of ideas to the start of production. Personal data is processed by ALTEN for the fulfilment of consulting and development activities at or for the customers of ALTEN and its affiliated companies and all related ancillary business.

We process your personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG), insofar as this is necessary for the decision to establish an employment relationship with us. The legal basis for this is Article 88 GDPR in conjunction with Section 26 BDSG for purposes of the employment relationship, if this is necessary for the decision on the establishment of an employment relationship.

Furthermore, we may process personal data from you if this is necessary for the fulfillment of legal obligations (Art. 6 para. 1 lit. c GDPR) or for the defense or assertion of legal claims. The legal basis for this is Art. 6 para. 1 lit. f GDPR.

2. What personal data is collected?

As a matter of principle, only those data are collected and processed that we absolutely need to fulfil our obligations to our clients. Furthermore, we collect and process data that we need to fulfil our contractual obligations to you. Essentially, the following personal data is collected, processed and used

- * Employee data: The collection, processing or use of personal identification data, performance data (certificates, etc.), contract master data, insurance data, downtime, payment and bank details, tax and social security data. Log-in data, communication data, travel booking data and data of the vehicle, bookings for the implementation and processing of the respective employment relationship, fulfillment of legal obligations, in our legitimate corporate interest of the management, the organization and performance of our business activities.

3. Who are the recipients of the personal data?

In general, the only data shared is that needed for the fulfilment of the corporate purpose and the contractual agreements. These are mainly the following recipients:

- * internal units involved in the execution of the respective business processes
- * Service providers who are engaged for the proper conduct of business (e.g. service providers within the scope of providing the website and marketing, suppliers to support administrative processes, including travel service providers to carry out business trips of employees, landlords for employee apartments, VBG and company physician within the scope of occupational health care and occupational safety, insurance companies for damages within the scope of the employment relationship, providers of HR software such as Cegid Talentsoft).
- * External bodies for the fulfilment of the purposes mentioned under 1. These include affiliated companies of ALTEN within the meaning of §§ 15 et seq. AktG (German Stock Corporation Act), such as ALTEN SA, 40 Avenue André Morizet, 92100 Boulogne Billancourt, France and OSB AG, Hans-Fischer-Strasse 12, 80339 Munich, at which the employee is, or applicant is to be, deployed as part of their employment. This also includes customers and suppliers for the handling of projects, credit institutions for salary payments, tax consultants and auditors.
- * Public authorities in the event of overriding statutory provisions (e.g. social security institutions, financial authorities).
- * This personal data is also processed for the purpose of compliance with laws and regulations, such as employment legislation, tax and social welfare law, as well as international sanction regulations (e.g. EU anti-terrorism directive).

For the processing of personal data from applicants within the application process as well as data from employees in the course of the employment relationship, we partly use Service Provider located inside as well as outside the EU (Processing on behalf according to Art. 28 GDPR) for the performance of services, outsourcing of the processing of data, etc. The processing takes place within the scope of GDPR and we ensure an adequate level of data protection by concluding the Standard Model Clauses, adopted by the European Commission, with our Service Providers (According to Art. 46 section 2 lit. c GDPR). By all means, the data will be processed in accordance with our high data protection standards.

4. How long do we store personal data?

We adhere to the principles of data avoidance and data minimisation. We store your personal data only for as long as is necessary to fulfil the purposes described here or for the various retention periods stipulated by the legislator.

When the respective purpose no longer exists or the retention periods have expired, the corresponding data is routinely blocked or erased in accordance with the statutory regulations.

5. What Rights do you have?

You have the right at any time to receive information about any of your personal data stored by us. You also have the right to rectification, blocking or, except for the mandatory data storage required for the performance of business, erasure of your personal data.

Furthermore you have a right to have data transferred in a structured, customary and machine-readable format if you have provided that data on the basis of a consent or on the basis of a contract between you and us. You



have a right to object on the basis of processing based on a legitimate interest; we retain the right to provide you with our compelling grounds (Art. 21(1) GDPR). We indicated above when this right exists. If you wish to assert these rights, please contact our data protection officer. You will find the contact details below.

So that the blocking of data can be considered at any time, that data must be kept available in a 'blocking file' for checking purposes. You can also request the erasure of data, provided it is not subject to a statutory obligation to archive data. If such an obligation exists, we will block your data at your request.

You can request changes or withdraw a consent with effect for the future by sending a corresponding communication to us.

Please contact us at datenschutz@alten.com if you wish to exercise these rights. If you would like to apply to receive detailed information about all your personal data stored by ALTEN, you must send us proof of your identity including a photograph.

You can find further information about Data Protection at ALTEN on our website:
[Privacy Policy ALTEN Germany](#)

6. How do we protect your personal data?

We take physical, technical and administrative security measures in order to protect your personal data appropriately against loss, misuse, unauthorised access and sharing and change. These security measures include firewalls, data encryption, physical restrictions on access to our computer centres, and rights controls on access to data.