

Data Privacy Notice for Employees and Applicants

VERMES Microdispensing GmbH
Rudolf-Diesel-Ring 2
83607 Holzkirchen, Germany

In the following, we would like to inform you about how your personal data is handled.

Because the protection of your personal data is very important to us, we treat your personal data confidentially and in accordance with the current statutory data protection provisions. Personal data means all data with which you can be personally identified.

Responsible for data processing

VERMES Microdispensing GmbH, Rudolf-Diesel-Ring 2, 83607 Holzkirchen, Germany

Telephone: +49 8024 / 644 0

E-Mail: personalabteilung@vermes.com

Please contact us directly with any questions, requests, or comments regarding data protection.

Data Protection Officer

Veit Krahel

Telephone +49 8062 / 72 58 132

E-mail: mail@veit-krahl.de

*This document has been automatically translated into English. In case of misunderstandings the German version (Datenschutzhinweise für Mitarbeiter und Bewerber) is the legally valid version.

Which data we collect from you, when, for what purpose, and on what basis

We collect and store personal data when you apply to us or enter into an employment relationship with us.

In the case of an application, we collect and store the information that you provide to us in your application documents.

In the case of an employment relationship, we primarily collect contact information, identity data (e.g. gender, date of birth, nationality), transaction data (e.g. bank details), and, where applicable, additional data required for fulfilling the employment relationship, payroll accounting, or compliance with legal requirements.

Processing takes place exclusively for the performance of the employment relationship and the associated statutory requirements or, in the case of applicants, the associated pre-contractual measures (GDPR Art. 6 para. 1 lit. b and c).

If we wish to retain an application for a longer period, we will obtain your consent for this.

If we wish to process data from you that is not strictly necessary for the employment relationship, we will do so only if you have given us your consent. The basis for data processing is then Art. 6 para. 1 lit. a GDPR, which permits the processing of data within the scope of consent.

If we process data from you on the basis of consent, we store the consent you have given on the basis of Art. 6 para. 1 lit. f GDPR, which permits the processing of data within the scope of a balancing of interests. It is in our interest to be able to prove consent that has been granted if necessary.

Revocations that have been issued and data subject requests, as well as further information subject to proof or documentation requirements, are stored by us in order to protect ourselves against possible legal claims, to comply with proof obligations, or to fulfill legal provisions.

The basis for data processing is Art. 6 para. 1 lit. f GDPR, which permits the processing of data within the scope of a balancing of interests, and Art. 6 para. 1 lit. c GDPR, which permits the processing of data for compliance with a legal obligation. It is in our interest to document processes to the necessary extent and to protect ourselves against legal claims.

Automated decision-making within the meaning of Art. 22 GDPR that produces legal effects for you or similarly significantly affects you does not take place at our company.

What happens if you do not provide us with the data

The personal data collected within the scope of the employment relationship is required for carrying out the employment relationship and the associated legal requirements. Failure to provide it means that we cannot enter into the employment relationship.

If you do not wish to grant consent requested by us for the processing of personal data, we will not process this data. You will not suffer any disadvantage from not granting consent.

To whom data is disclosed

We disclose business data, such as contact details or data on qualifications or knowledge, of our employees to customers, suppliers, or other third parties involved in business processes in any way within the scope of our business activities if this is required within the scope of the employee's work. The basis for data processing and disclosure is Art. 6 para. 1 lit. b GDPR, which permits the processing of data for the preparation and/or performance of a contractual relationship.

We disclose employees' personal data to a tax advisor for payroll accounting purposes. The basis for disclosure is Art. 6 para. 1 lit. f GDPR, which permits the processing of data within the scope of a balancing of interests. It is in the company's interest to involve a specialist for critical and demanding subprocesses, such as payroll accounting, in order to obtain the necessary legal certainty.

Furthermore, we disclose employees' personal data to a processor for the purpose of transmitting payroll accounting. The basis for disclosure is Art. 6 para. 1 lit. f GDPR, which permits the processing of data within the scope of a balancing of interests, in combination with Art. 28 GDPR. It is in the company's interest to use a specialized service provider for critical and demanding subprocesses.

If this is necessary for carrying out business trips, we disclose personal data to third parties involved in the business trip, such as hotels, airlines, or authorities. Disclosure takes place for the performance of the employment relationship (Art. 6 para. 1 lit. b GDPR). Where necessary, this disclosure also takes place in third countries with a level of data protection that is not comparable. In these cases, insofar as an adequacy decision or suitable safeguards, such as standard contractual clauses, are not available or cannot be implemented, we rely on the exception under Art. 49 para. 1 lit. b or e GDPR, according to which a transfer is permissible if it is necessary for the performance of a contract between you and us.

As part of daily work, our employees use various tools, forums, or portals. Normally, at least an e-mail address is required to register with one of these portals. If the solution is not hosted by us but by a third party, your business e-mail address will be transferred to the respective provider. Disclosure takes place for the performance of the employment relationship (Art. 6 para. 1 lit. b GDPR).

Within the scope of normal work processes, we disclose personal data to service providers and providers of various software solutions, including cloud providers. We ensure the security of processing required under the GDPR and your data subject rights, for example, through a data processing agreement. The basis for disclosure is Art. 6 para. 1 lit. f GDPR, which permits the processing of data within the scope of a balancing of interests, in combination with Art. 28 GDPR. It is in the company's interest to organize its business activities using the most optimal

software solution possible. After careful review of a large number of providers, the solution used has proven to be the best possible solution for the company's individual needs.

If we are subject to a legal requirement to do so, we also disclose personal data to offices and authorities. The basis for disclosure is then Art. 6 para. 1 lit. c GDPR, which permits the processing of data for compliance with a legal obligation.

Please contact us if you have specific questions about disclosures and the service providers used.

How we protect your data

Your data is stored primarily on our business premises in the Federal Republic of Germany or in data centers in the EU. We ensure that this data is protected appropriately and in accordance with the current state of the art.

If we disclose data to third parties within the scope of processing on behalf of a controller, we contractually ensure that the service provider also protects this data appropriately and in accordance with the current state of the art.

How long we store your data

If we reject an application, then, unless the applicant agrees to another procedure, their documents and the related personal data are normally deleted, returned to them, or destroyed 6 months after the last communication.

If application documents are to be kept on file for future vacancies where no employment relationship has been established, this is done only with the applicant's consent.

Employee data is usually deleted or destroyed 10 years after the employee leaves the company, unless legal requirements or other compelling reasons prevent this. Data that we retain to defend against legal claims is deleted as soon as it is no longer required.

If there is a need to archive data beyond this in fulfillment of statutory retention periods, it will be deleted after the retention period has expired.

If we process data from you on the basis of consent, we store the consent you have given on the basis of Art. 6 para. 1 lit. f GDPR, which permits the processing of data within the scope of a balancing of interests. It is in our interest to be able to prove consent that has been granted if necessary.

Consents granted, revocations, and data subject requests, as well as further information subject to proof or documentation requirements, are deleted by us as soon as there are no longer any retention periods or proof obligations for the relevant process.

What rights you have

If data processing is carried out on the basis of Art. 6 para. 1 lit. e or f GDPR, you have the right at any time, on grounds relating to your particular situation, to object to the processing of your personal data; this also applies to profiling based on these provisions. If you object, we will no longer process your affected personal data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights, and freedoms, or the processing serves the establishment, exercise, or defense of legal claims (objection under Art. 21 para. 1 GDPR).

If your personal data is processed for direct marketing purposes, you have the right at any time to object to the processing of personal data concerning you for the purpose of such advertising; this also applies to profiling insofar as it is related to such direct marketing. If you object, your personal data will subsequently no longer be used for direct marketing purposes (objection under Art. 21 para. 2 GDPR).

You have the right at any time and free of charge to obtain information about the origin, recipients, and purpose of the storage of the personal data stored about you. You also have the right to rectification or completion, erasure, or blocking of your personal data.

You have the right to request restriction of processing in the following cases:

- If you dispute the accuracy of the personal data stored by us and we need time to verify it. For the duration of the verification, you have the right to have the processing of your personal data restricted.
- If the processing is unlawful.
- If your personal data is no longer required for the purposes of processing, but must be stored by you for the establishment, exercise, or defense of legal claims or for compliance with legal requirements.
- If you have objected to processing and it has not yet been determined whether the legitimate grounds of the controller override yours.

If you have requested restriction, these data may, apart from storage, be processed only with your consent or for the establishment, exercise, or defense of legal claims, or for the protection of the rights of another natural or legal person, or for reasons of important public interest of the European Union or of a Member State.

You have the right to withdraw consent that has been granted at any time and without giving reasons with effect for the future. An informal notification to the controller is sufficient for this. The lawfulness of data processing carried out up to the withdrawal remains unaffected by the withdrawal.

You have the right to have data that we process automatically on the basis of your consent or in fulfillment of a contract provided to you or transferred to a third party in a commonly used,

machine-readable format. If you request the direct transfer of the data to another controller, this will be done only insofar as it is technically feasible.

If you wish to exercise a right or have questions about data protection in our company, you may contact us at any time using the address stated above or in the legal notice.

In addition, you have the right to lodge a complaint with a supervisory authority.

You can find a list of supervisory authorities at the following link:

https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html