

## **Data Protection information for employees**

pursuant to article 13 and article 14 of the General Data Protection Regulation GDPR

Data protection is an important concern for us. Information regarding how we process your data and what rights you are entitled to is set out below.

### **1. Who is responsible for data processing and whom can you contact?**

CCL Design Stuttgart GmbH  
Carl-Benz-Straße 4  
D-71154 Nufringen  
Telefon: +49 7032 9561-0  
Fax: +49 7032 9561-270  
E-Mail: STUinfo@cclind.com

### **2. Contact information for the data protection responsible**

Edmund Hilt  
hilt evolution  
Nelkenstraße 36  
D-71272 Renningen  
E-Mail: datenschutz@hilt-evolution.com  
www.hilt-evolution.com

### **3. Purposes for which data is processed and legal basis**

Your personal data will be processed in accordance with the provisions of the General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and other relevant data protection regulations. Our contractual documents, forms, declarations of consent and other information provided to you (e.g. on the website) contain further details and additions for processing purposes.

#### **3.1 Consent (Art. 6 para. 1 a GDPR)**

If you have given us your consent to process your personal data, this consent represents the legal basis for the processing referred to in the consent. You can revoke your consent at any time with prospective effect.

#### **3.2 Performance of contractual obligations (Art. 6 para. 1 b GDPR)**

We process your personal data based on our employment contracts with you. We need the data to maintain the employment relationship.

#### **3.3 Compliance with legal obligations (Art. 6 para. 1 c GDPR)**

We process your personal data if necessary to comply with legal obligations.

If necessary, we process your data for identity verification, for the fulfillment of tax control and reporting obligations, for the archiving of data for purposes of data protection and data security as well as for the examination by tax authorities and other authorities. In addition, the disclosure of personal data in the context of administrative / judicial action may be required for purposes of gathering evidence, prosecuting or enforcing civil claims.

### **4. Categories of personal data we process**

We process the following data:

- Last name, first name
- Contact details (e.g. email address, address, telephone number)
- Complete application documents (e.g. CV, certificates, references)
- Social security data (e.g. birth date, place of birth, maiden name, social security number, health insurance, DEÜV data and marital status)
- Billing data (such as salary, working hours, sick leave, vacation entitlement, bank details)

### **5. Who receives your data?**

We share your personal data within our company with those departments that require your data to comply with contractual and legal obligations or to pursue our legitimate interests.

In addition, the following entities/bodies may receive your data:

- Contract processors commissioned by us (Art. 28 GDPR), service providers for supporting activities and other responsible persons within the meaning of the GDPR, especially in the areas of e.g. IT services, logistics and printing services, external computer centres,

support/maintenance of data processing/IT applications, archiving, document processing, compliance services, data validation and plausibility checks, data destruction, customer administration, letter shops, marketing, research, billing, telephony, website management, auditing services, credit institutions.

- Public authorities and institutions in the event of a legal or official obligation under which we are obliged to disclose, report or share data or the disclosure of data is in the public interest
- Bodies and institutions on the basis of our legitimate interest or the legitimate interest of a third party (e.g. shared with public authorities, credit agencies, debt collection, lawyers, courts, experts, affiliated companies and executive bodies and supervisory bodies)
- other bodies for which you have given us your consent to the transfer of data

#### **6. Transfer of your data to a third country or an international organisation**

Data is not processed outside the EU or the EEA.

#### **7. How long do we store your data?**

As far as necessary, we process your personal data for the duration of our employment.

In addition, we are subject to various storage and documentation obligations, which among other things arise from the legal framework. The deadlines for storage and documentation specified there are up to 10 years beyond the end of the employment relationship.

Ultimately, the storage period also after the statutory limitation periods, which can be, for example, according to §§ 195 ff. of the Civil Code (BGB) usually three years, in some cases, <s>but</s> also up to thirty years.

#### **8. To what extent is automated decision-making used in individual cases (including profiling)?**

We do not use purely automated decision-making procedures as referred to in Article 22 GDPR.

Should we use these procedures in individual cases, we will inform you separately provided we are required to do so by law.

#### **9. Your data protection rights**

You have the right to request information pursuant to Art. 15 GDPR, the right to rectification pursuant to Art. 16 GDPR, the right to erasure pursuant to Art. 17 GDPR, the right to limitation of processing pursuant to Art. 18 GDPR and the right to data portability pursuant to Art. 20 GDPR.

In addition, you have right to lodge a complaint with the competent data protection authority pursuant to Art. 77 GDPR. As a fundamental principle, you have the right to object to the processing of your personal data in accordance with Article 21 GDPR. However, this right of objection only applies in the event of very special circumstances related to your personal situation. It may also be the case that our rights override your right of objection in certain circumstances. Please contact our data protection officer if you wish to assert any of these rights: [datenschutz@hilt-evolution.com](mailto:datenschutz@hilt-evolution.com).

#### **10. Scope of your duties to provide us your data**

You only need to provide the data necessary for us to take up or conduct an employment relationship or data which we are obligated by law to collect. Without this data we will generally not be able to conclude a contract of employment with you. If we request further data from you, you will be separately informed of the voluntary nature of the information.

#### **11. Your right to lodge a complaint with a supervisory authority**

You have the right to lodge a complaint with a supervisory authority (Art. 77 GDPR). The supervisory authority responsible for us is:

[The State Commissioner for Data Protection and Freedom of Information]

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit  
Königstrasse 10 a  
70173 Stuttgart