**Privacy information - Employees Lindal Group Holding GmbH**

Data protection information for employees

We, Lindal Group Holding GmbH hereby inform you about the processing of your personal data and the rights to which you are entitled.

**1. name and contact details of the person responsible**

Lindal Group Holding GmbH

Brandstwiete 1

20457 Hamburg

Germany

+49 200075 100

germany@lindalgroup.com

**2. contact details of the data protection officer**

Dr. Gregor Scheja

Scheja and Partner Attorneys at Law mbB

Adenauerallee 136

53113 Bonn

Germany

Tel.: (+49) 0228-227 226 0

https://www.scheja-partner.de/kontakt/kontakt.html

www.scheja-partner.de

**3. information on relevant processing purposes**

**3.1 Employment relationship**

**3.1.1 Purpose(s) of Data Processing:**

We process your personal data for the performance or termination of the employment relationship with you. Depending on the specific contractual relationship in question, this may include the following in detail:

- Personnel administration;

- Project management;

- Time recording;

- Payroll accounting;

- Employee benefits;

- Information sharing;

- Education and training;

**3.1.2 Legal basis(s) for data processing:**

Data processing is based on Art. 6 para. 1 UAbs. 1 b) DSGVO (data processing for purposes of the employment relationship).

We process special categories of personal data on the basis of Section 26 (3) p. 1 BDSG or Art. 9 (2) b) DSGVO.

**3.1.3 Recipients:**

The following recipients / categories of recipients may access your data to the extent necessary in each case:

- Responsible employees of our HR department,

- responsible employees of the department to which you are organizationally assigned or to which you report,

- our management,

- our works council,

- Order processors who are entrusted with the provision of HR or IT services or the maintenance of IT systems on our behalf.

- Public bodies: Authorities and state institutions, such as public prosecutors' offices, courts or tax authorities, to which we may transfer personal data in individual cases if and to the extent that there is a legal basis for this in the individual case, in particular an obligation,

- our tax advisor.

If we transfer personal data to service providers outside the European Economic Area (EEA), the transfer will only take place if the third country has been confirmed by the EU Commission to have an adequate level of data protection or if other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contractual clauses) are in place. You can request information on this and on the level of data protection at our service providers in third countries from the contact information above.

**3.1.4 Storage period:**

We store your data for as long as is necessary for the purposes of the employment relationship pursued by us.

**3.1.5 Automated decision-making (Art. 22 DSGVO):**

Automated decision-making including profiling does not take place.

**3.1.6 Obligation to provide data and consequences of not providing data.**

You are contractually obligated to provide us with your personal data to fulfill the above purposes. If you do not provide it to us, we will not be able to fully comply with our obligations under the employment relationship or fully exercise our rights thereunder and you may suffer legal disadvantages.

**3.2 Fulfillment of legal obligations**

**3.2.1 Purpose(s) of Data Processing:**

We also process your personal data in order to comply with legal obligations to which we are subject. In this respect, the purposes of the processing result from the respective legal obligation.

**3.2.2 Legal basis(s) for data processing:**

The data processing is based on Art. 6 para. 1 UAbs. 1 c) DSGVO.

**3.2.3 Recipients:**

The following recipients / categories of recipients may access your data to the extent necessary in each case:

- Public authorities: Authorities and state institutions, such as public prosecutors' offices, courts or tax authorities, to which we may transfer personal data in individual cases if and insofar as there is a legal basis for this in the individual case, in particular an obligation. Order processors who are entrusted with the provision of services in the personnel or IT area or with the maintenance of IT systems for us,

- our tax advisor.

If we transfer personal data to service providers outside the European Economic Area (EEA), the transfer will only take place if the third country has been confirmed by the EU Commission to have an adequate level of data protection or if other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contractual clauses) are in place. You can request information on this and on the level of data protection at our service providers in third countries from the contact information above.

**3.2.4 Storage period:**

We delete your data after the legal obligation ceases to apply, unless another legal basis intervenes.

**3.2.5 Automated decision making (Art. 22 DSGVO):**

Automated decision-making including profiling does not take place.

**3.2.6 Obligation to Provide and Consequences of Failure to Provide:**

You are required by law to provide us with your personal data to fulfill the above purposes. If you do not provide it to us, we will not be able to fully comply with our legal obligations. This may have a detrimental effect on the employment relationship existing with you.

**3.3 Assertion, exercise or defense of legal claims**

**3.3.1 Purpose(s) of data processing:**

We process your personal data for the assertion, exercise or defense of legal claims, if applicable.

**3.3.2 Legal basis(s) for data processing:**

Data processing is carried out on the basis of Art. 6 (1) UAbs. 1 f) DSGVO (balancing of interests).

The legitimate interests here are to assert, exercise or defend legal claims. In this context, we may process special categories of personal data on the basis of Art. 9 (2) f) DSGVO.

**3.3.3 Recipients:**

The following recipients / categories of recipients may access your data to the extent necessary in each case:

- Responsible employees of our HR department,

- responsible employees of our legal department,

- our management, our legal counsel,

- Public authorities: Authorities and state institutions, such as public prosecutors' offices, courts or tax authorities, to which we may transfer personal data in individual cases if and to the extent that there is a legal basis for this in the individual case, in particular an obligation,

- Order processors who are entrusted with the provision of services in the personnel or IT area or with the maintenance of IT systems for us.

If we transfer personal data to service providers outside the European Economic Area (EEA), the transfer will only take place if the third country has been confirmed by the EU Commission to have an adequate level of data protection or if other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contractual clauses) are in place. You can request information on this and on the level of data protection at our service providers in third countries from the contact information above.

**3.3.4 Storage period:**

We store your data for as long as it is necessary for the purposes pursued by us of asserting, exercising or defending legal claims.

**3.3.5 Automated decision-making (Art. 22 DSGVO):**

Automated decision-making including profiling does not take place.

**3.3.6 Duty to provide and consequences of not providing:**

There is only an obligation to provide your personal data to the extent outlined in sections 3.1.6. and 3.2.6.

**3.4 Protection and security of IT resources**

**3.4.1 Purpose(s) of data processing:**

We also process your personal data for the protection and security of our IT resources.

**3.4.2 Legal basis(s) for data processing:**

Data processing is carried out on the basis of Art. 6 (1) UAbs. 1 f) DSGVO (balancing of interests).

The legitimate interests here are to protect our IT resources from any attacks and security incidents.

**3.4.3 Recipients:**

The following recipients / categories of recipients may access your data to the extent necessary in each case:

- Responsible employees of our IT department,

- Order processors who are entrusted with the provision of services for us in the personnel or IT area or with the maintenance of IT systems,

If we transfer personal data to service providers outside the European Economic Area (EEA), the transfer will only take place if the third country has been confirmed by the EU Commission to have an adequate level of data protection or if other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contractual clauses) are in place. You can request information on this and on the level of data protection at our service providers in third countries from the contact information above.

**3.4.4 Storage period:**

We store your data for as long as it is necessary for the purposes we pursue protection and security of IT resources.

**3.4.5 Automated Decision Making (Art. 22 DSGVO):**

Automated decision making including profiling does not take place].

**3.4.6. Obligation to provide and consequences of non-provision:**

There is only an obligation to provide your personal data to the extent outlined in sections 3.1.6. and 3.2.6.

**4. data subject rights**

If the legal requirements are met, you have the following rights:

- to request confirmation as to whether we are processing personal data relating to you; if this is the case, you have the right to information on this processing (Art. 15 DSGVO).

- request the rectification of inaccurate personal data concerning you and the completion of incomplete personal data concerning you (Art. 16 GDPR).

- request the erasure of personal data concerning you, inter alia, if the processing was carried out unlawfully or is no longer necessary (Art. 17 GDPR).

- to request the restriction of the processing of personal data concerning you.

Right to object on a case-by-case basis:

You have the right to object at any time, on grounds relating to your particular situation, to processing of personal data concerning you which is carried out on the basis of Art. 6 (1) (1) (e) DSGVO (performance of tasks in the public interest or in the exercise of official authority) or Art. 6 (1) (1) (f) DSGVO (balancing of interests); this also applies to profiling based on these provisions.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

To assert your data subject rights, you can contact us at any time. To do so, please use the contact details of the controller mentioned above under point 1.

If you believe that the processing of your personal data violates data protection law, you may also file a complaint with a supervisory authority, in particular in the EU member state or federal state of your habitual residence, place of work or the place of the alleged violation you are complaining about.

This also applies to the supervisory authority responsible for us:

The Hamburg State Commissioner for Data Protection and Freedom of Information.

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20459 Hamburg

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