

Information on data protection for data subjects within the accompio Group

We would like to inform you about the processing of your personal data in our company and the data protection claims and rights to which you are entitled in accordance with Art. 12 et seq. of the General Data Protection Regulation (GDPR).

1. General information

All parties mentioned in section 2 are affiliated with each other as the Accompio group of companies. As a result, we process some of your personal data jointly for group-wide purposes.

To protect your rights and in accordance with the requirements of the EU General Data Protection Regulation ("GDPR"), we have entered into an agreement that sets out rules for the processing of your personal data across the Group. As so-called joint controllers (pursuant to Article 26 GDPR), the parties are jointly responsible for some processing of your data.

Below we answer the questions that are particularly important for you regarding processing under joint or sole responsibility.

2. Joint controllers and their contact details

The following parties of the accompio Group are jointly or solely responsible for the processing activities referred to in **point 5**:

- a) accompio GmbH, Grimsehlstr. 23, 37574 Einbeck,
- b) accompio CorpTec GmbH, Grimsehlstraße 23, 37574 Einbeck
- c) Backup Eagle GmbH, Bachstr. 1, 50259 Pulheim
- d) accompio PrimeTec GmbH, Stresemannplatz 3, 01309 Dresden
- e) accompio SmarTec GmbH, Werner-von-Siemens-Ring 12, Technopark II, 85630 Grasbrunn / Munich
- f) Services 4-IT Kft, Hungary Budapest, 1062 Aradi utca 8-10
- g) r-tec IT Security GmbH, Hatzfelder Straße 165-167, D-42281 Wuppertal
- h) accompio Datacenter GmbH, Auenstr. 18, D-88131 Lindau (Bodensee)
- i) accompio Ansbach GmbH & Co. KG, Bahnhofspl. 8, 91522 Ansbach
- j) accompio Ansbach Verwaltungs GmbH, Bahnhofspl. 8, 91522 Ansbach
- k) Netz 16 GmbH, Pröllstraße 17, D-86157 Augsburg
- l) digisoolut GmbH, Pröllstraße 17, D-86157 Augsburg
- m) PARIT GmbH, Max-Josef-Metzger Str. 21, D-86157 Augsburg
- n) Fundwerk GmbH, Adresse Anhauser Straße 14, 89542 Herbrechtingen
- o) Kern AI GmbH, Gerhart-Hauptmann-Allee 71, 15732 Eichwalde
- p) inno-EDV GmbH, Hans-Maier-Straße 21, 6020 Innsbruck, Österreich
- q) Wachter & Karbon IT-Consulting GmbH & Co.KG, Groß Liederner Straße 27, D-29525 Uelzen

The central contact point for all companies in the Group is accompio GmbH:

E-Mail: datenschutz@accompio.com

The above-mentioned joint controllers have the following tasks in relation to data processing:

Responsible persons	Role
accompio Holding GmbH	Single point of contact and central administration
accompio CorpTec GmbH	Personnel administration, admin and support MS Dynamics and user
Backup Eagle GmbH	User
accompio PrimeTec GmbH	User
accompio SmarTec GmbH	User

Services 4-IT KfT	User
r-tec IT Security GmbH	User
accompio Datacenter GmbH	User
accompio Ansbach GmbH & Co. KG	User
accompio Ansbach Verwaltungs GmbH	User
Netz 16 GmbH	User
digisoolut GmbH	User
PARIT GmbH	User
Fundwerk GmbH	User
Kern AI GmbH	User
inno-EDV GmbH	User
Wachter & Karbon IT-Consulting GmbH & Co.KG	User

3. Your central point of contact for rights, questions and asserting your rights

The parties mentioned under point 2. have jointly agreed that you can contact accompio GmbH in particular to exercise the rights of data subjects pursuant to Articles 15-21 GDPR and to fulfill the information obligations pursuant to Articles 13 and 14 GDPR. accompio GmbH is at your disposal for all questions regarding the processing of your personal data in the context of this joint data processing. Of course, you can also contact any other sub-topic of the Group if it is easier for you.

You can also contact accompio GmbH's data protection officer, who can help you with any questions you may have:

Dipl.-Ing. Jörg Hagen
 Jhcon data protection consulting
 Königstrasse 50 a
 30175 Hanover
 E-Mail: datenschutz@accompio.com

4. Which data is processed and from which sources does this data originate?

We process personal data that we receive from our employees, customers, suppliers and interested parties in the course of our business relationship, contract initiation or processing, or that we have generated ourselves in this context. Furthermore, we process personal data that has been legitimately transmitted to us by other third parties (e.g. a credit agency) if this is necessary for the provision of our services. In addition, we process the data that we have received from you on the basis of consent or as part of your application to us or as part of your employment with us. Furthermore, we obtain applicant data from third-party providers, such as Workwise and Empfehlungsbund, as part of the recruitment process.

We process the following categories of personal data:

Master and contact data:

- a) **Customers:** Customer number, surname, first name, communication and contact data (e.g. address, telephone, fax, e-mail), company data (e.g. company name, legal form, legal representative, tax number, permanent establishment, contact person), payment and creditworthiness data (e.g. bank, IBAN, BIC), data in the context of contract initiation or processing (e.g. contract data, correspondence, planning data, consulting documents, payment data and terms of payment, conditions, terms of delivery and service as well as logistics and

delivery data), statistical data as well as other data comparable to the aforementioned categories e.g. contract data, correspondence, planning data, consulting documents, payment data and terms, conditions, delivery and service conditions as well as logistics and delivery data), statistical data and other data comparable with the categories mentioned.

- b) **Business partner:** Supplier number or similar, Surname, first name, communication and contact data (e.g. address, telephone, fax, e-mail), company data (e.g. company name, legal form, legal representative, tax number, place of business, contact person), payment and creditworthiness data (e.g. bank, IBAN, BIC), data in the context of contract initiation or processing (e.g. contract data, correspondence, planning data, consulting documents, payment data and terms, conditions, delivery and service conditions as well as logistics and delivery data), statistical data as well as e.g. contract data, correspondence, planning data, consulting documents, payment data and terms, conditions, delivery and service conditions as well as logistics and delivery data), statistical data and other data comparable with the categories mentioned.
- c) **Applicants / employees:** Surname, first name, communication and contact data (e.g. address, telephone, fax, e-mail), date of birth, payment and creditworthiness data (e.g. bank, IBAN, BIC), data from CV and job references, religious affiliation, photographs.
- d) **Event visitor:** Surname, first name, communication and contact details (e.g. address, telephone, fax, e-mail).
- e) **Visitor:** Surname, first name, communication and contact details (e.g. address, telephone, fax, e-mail), signature.

In addition, we may also process the following other personal data:

- a) Information from your electronic communication with us (e.g. IP address),
- b) Data that we generate ourselves from your master or contact data and other data (e.g. by means of customer demand and customer potential analyses),
- c) Your declaration(s) of consent for the receipt of e.g. newsletters,
- d) Photographs at events.

5. What do we process your data for - purpose of processing - and on what legal basis does this take place?

If we have received personal data from you, we will only process it for the purposes for which we received or collected it.

These purposes include in particular

- a) **Sales of IT services and products.** We use your personal data to advise you, to accept and process orders, to make payments or to communicate with you about offers, orders or services.
- b) **For the employment and recruitment of employees.** We process personal data as part of the existing employment relationship or our recruitment process. We also process data that is necessary for the safe and proper operation of our company and in relation to relationships with our suppliers and customers.
- c) **Compliance with legal obligations.** In certain cases, we are subject to legal obligations to collect and process your personal data.
- d) **Communication.** We use your personal data to communicate with you via various channels (e.g. by telephone, e-mail, post) regarding our services.
- e) **Fraud prevention and credit risks.** We process personal data to prevent or detect fraud and abuse in order to protect the security of the Group and third parties.
- f) **Purposes for which we obtain your consent.** In certain cases, we will ask you for your consent to process your personal data for a specific purpose, which we will communicate to you in the specific case. If you consent to the processing of your personal data for a specific purpose, you can **revoke** your consent to us at any time with effect for the future (see point 10).
- g) **Communication within the Group.** We use the personal data of employees (public employee profile and availability) to promote communication between employees within the accompio Group.

Data processing for other purposes will only be considered if the necessary legal requirements pursuant to Art. 6 (4) GDPR are met. In this case, we will of course comply with any information obligations pursuant to Art. 13 (3) GDPR and Art. 14 (4) GDPR.

Legal basis of the processing

We process your personal data in compliance with the applicable statutory data protection requirements. The legal basis for the processing of personal data is generally - unless there are specific legal provisions - Art. 6 GDPR. Processing is lawful if at least one of the following conditions is met:

- **Consent (Art. 6 para. 1 a GDPR)**
The lawfulness for the processing of personal data is given with consent to the processing for specified purposes and to the agreed extent Consent given can be **revoked** at any time with effect for the future (see point 10).
- **For the fulfillment of contractual obligations or for the implementation of pre-contractual measures (Art. 6 para. 1 b GDPR) with natural persons**
We process personal data in order to fulfill our contractual obligations to provide services to our customers and/or to carry out pre-contractual measures upon request. The purposes of data processing result primarily from the specific service. Further details on the data processing purposes can be found in the applicable contract documents and terms and conditions.
- **To fulfill the employment relationship and the application process (Art. 88 GDPR and Section 26 BDSG)**
Your personal data is essentially processed to carry out the employment relationship for personnel administration/deployment/management and in fulfillment of the employment contract (Art. 6 para. 1. lit. b GDPR).
- **Due to legal requirements (Art. 6 para. 1 c GDPR)**
We are subject to various legal obligations, i.e. statutory requirements (e.g. commercial and tax retention regulations in accordance with the German Commercial Code). The purposes of processing include the fulfillment of customs and tax control and reporting obligations as well as the assessment and management of risks within the company.
- **As part of the balancing of interests (Art. 6 para. 1 f GDPR)**
If necessary, we process your personal data beyond the actual fulfillment of the contract to protect our legitimate interests or those of third parties, unless the interests of the data subject prevail.

Our legitimate interests include:

- Revision and improvement of procedures for general business management and further development of our services and production process
- Evaluation of sales data
- Assertion of legal claims and defense in legal disputes
- Measures for building and system security (e.g. access controls)
- Advertising and marketing (including pursuant to Section 7 (3) UWG)
- Ensuring IT operations and IT security
- Data exchange with credit agencies to determine creditworthiness and/or default risks
- Sending of non-sales-promoting information and press releases

If we process data on the basis of **a balancing of interests**, you as the data subject have the right to **object** to the processing of personal data, taking into account the provisions of Art. 21 GDPR (see point 10).

6. Who receives your data?

Within the accompio Group or its individual companies, only those departments have access to the personal data that need it for the purposes of data processing pursued by the accompio Group and its companies and for the fulfillment of contractual and legal obligations. accompio Group and its companies also have some of the aforementioned processes and services carried out by carefully selected and data protection-compliant service providers within and outside the Group who are based within the EU.

With regard to the transfer of data to other recipients, we may only disclose information about you if we are authorized to do so. In these cases, recipients of personal data may include

- a) **Public bodies and institutions** (e.g. customs, tax authorities, social insurance institutions) in the event of a legal or official obligation
- b) **Other companies or comparable institutions** to which we transfer personal data in order to conduct the business relationship with you (e.g. banks, credit agencies, freight forwarders, service providers, provided they are not processors and there is a legitimate interest in the transfer)
- c) **External contractors** in accordance with Art. 28 GDPR

In addition, other bodies may also be recipients of data if you have given us your consent to the transfer of data.

7. Place of data processing and will your data be transferred to a third country or international organizations?

Your personal data is generally processed by us in data centers in the European Union. If a transfer of data to third countries is necessary due to service relationships, we have contracts with these service providers in which an appropriate level of data protection in accordance with Art. 44 et seq. GDPR is demonstrated.

8. How long do we store your data?

We process your personal data for as long as this is necessary for the respective purpose. Insofar as statutory retention obligations exist, the relevant personal data will be stored for the duration of the retention obligation to fulfill the following purposes:

- a) **Fulfillment of retention obligations under commercial and tax law:** These include the German Commercial Code (HGB) and the German Fiscal Code (AO). These stipulate retention and documentation periods of up to 10 years.
- b) **Preservation of evidence within the scope of the statutory statute of limitations:** According to §§ 195 ff. of the German Civil Code (BGB), the regular statute of limitations is 3 years, but under special circumstances up to 30 years.
- c) **Application documents** will be deleted at the latest after expiry of the objection periods under the General Equal Opportunities Act (AGG). Only applications for which you have given your consent will be kept for longer.

After the retention period has expired, a check is carried out to determine whether there is any further need for processing. If it is no longer necessary, the data will be deleted.

9. What rights do you have?

Under the Federal Data Protection Act, you have a right of **access** under Article 15 GDPR, the right to **rectification** under Article 16 GDPR, the right to **erasure** under Article 17 GDPR, the right to **restriction of processing** under Article 18 GDPR and the right to **data portability** under Article 20 GDPR. The restrictions under Sections 34 and 35 BDSG apply to the right of access and the right to erasure. In addition, **you have the right to lodge a complaint** with a data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 BDSG) in the federal state in which the controller is based.

A list of data protection officers and their contact details can be found at the following link:

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

You can revoke your consent to the processing of personal data at any time with effect for the future. The legality of the data processing carried out until the revocation remains unaffected by the revocation. This also applies to the revocation of declarations of consent given to us before the GDPR came into force, i.e. before May 25, 2018.

10. Right of objection

Your right to object in accordance with Art. 21 GDPR

Individual right of objection

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Article 6(1)(e) GDPR (data processing in the public interest) and Article 6(1)(f) GDPR (data processing on the basis of a balancing of interests); this also applies to profiling based on this provision within the meaning of Article 4(4) GDPR.

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 the establishment, exercise or defense of legal claims.

Right to object to the processing of data for direct marketing purposes

In individual cases, we process your personal data in order to send direct advertising. You have the right to object at any time to the processing of personal data concerning you for the purpose of such advertising; this also applies to profiling insofar as it is associated with such direct advertising. If you object to processing for direct marketing purposes, we will no longer process your personal data for these purposes.

The **revocation** can be made informally and should preferably be addressed to accompio GmbH (for contact details see **point 2**).

In the case of a **request for information** that is not made in writing or without sufficient means of identification, we ask for your understanding that we may then require proof from you that you are the person you claim to be.

The request for information can be made informally and should preferably be addressed to accompio GmbH (for contact details see **point 2**).

11. Are you obliged to provide data?

As part of our business relationship, you only need to provide the personal data that is necessary for the establishment, execution and termination of a business relationship and for the fulfillment of the associated contractual obligations or that we are legally obliged to collect. Without this data, we will generally not be able to conclude, execute or terminate a contract with you.

12. Data security and data protection, communication by e-mail

Your personal data is protected by technical and organizational measures during collection, storage and processing in such a way that it is not accessible to third parties. In the case of unencrypted communication by e-mail, we cannot guarantee complete data security on the transmission path to our IT systems, so we recommend encrypted communication or the postal service for information requiring a high level of confidentiality.

Your accompio Group