

	HR Form Data protection information for employees Art. 13 DSGVO	Created: HR Stand: 05/2024
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Responsible Office

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Categories / Origin of the data

We process the following personal data as part of the employment relationship:

- Contact data (e.g. private address, mobile and landline number, e-mail address)
- Master data (name, date of birth, gender, nationality, parental status)
- Log data generated when using the IT systems
- Tax identification number, pension/social security number, health insurance
- bank details
- Periods of incapacity for work, time recording data and holiday periods
- Work permit / residence permit
- Salary and social data, secondary employment
- Severe disability / equalisation
- Data from the BEM procedure
- Photos / video recordings
- Criminal record
- Qualification data
- Special types of personal data: Health data, religious affiliation and, if applicable, biometric data

Purpose and legal basis of data processing

When processing your personal data, the provisions of the GDPR, the BDSG and all other legal provisions (such as BetrVG, ArbZG, etc.) are always complied with. In accordance with Art. 88 para. 1 GDPR in conjunction with § Section 26 (1) BDSG, personal data of employees may be processed for the purposes of the employment relationship if this serves the decision on the establishment of an employment relationship or, after the establishment of the employment relationship, the implementation or termination of the employment relationship. In addition, authorisation for data processing, including special categories of personal data, may result from a law or a collective agreement, a works or service agreement (collective agreement), provided that the processing is necessary for the rights and obligations of the representation of employees' interests. Art. 88 para. 1 GDPR i.V.m. § Section 26 para. 1, 4 BDSG. The processing of your data also serves to fulfil our legal obligations as an employer under labour law, social security law and social protection law, Art. 88 para. 1 GDPR in conjunction with § Section 26 para. 3 BDSG. Your consent to data processing can of course also constitute a data protection authorisation provision. Here we will inform you about the purpose of the data processing and about your right of revocation in accordance with Art. 7 para. 3 of the GDPR, Art. 88 para. 1 GDPR i.V.m. § 26 para. 2 BDSG. If the consent also relates to the processing of special categories of personal data, we will expressly point this out to you in the consent, Art. 88 para. 1 GDPR in conjunction with Section 26 para. 3 BDSG. § 26 para. 3 BDSG. Processing of special categories of personal data within the meaning of Art. 9 para. 1 GDPR only takes place if this is required by law and there is no reason to assume that your legitimate interest in the exclusion of processing prevails, Art. 88 para. 1 GDPR i.V.m. § Section 26 para. 3 BDSG. We also process personal data to protect our legitimate interests in accordance with Art. 6 para. 1 lit. f GDPR.

In particular, to protect our company and to ensure proper and functional operation - of course, we always take your interests and rights into account in the process. Examples of such processing

operations are IT security systems such as firewalls, etc. To detect criminal offences, your personal data will only be processed if there are factual indications that give rise to the suspicion that a criminal offence has been committed in the employment relationship and the processing does not conflict with any overriding interest on your part that is worthy of protection, Art. 88 para. 1 GDPR in conjunction with § Section 26 para. 1 BDSG.

Recipients of the data / transfer of data to third parties

Within BAVARIA Yachtbau GmbH, it is ensured that the data is only forwarded to those bodies that require it to fulfil contractual and legal obligations. Otherwise, data will only be passed on to third parties to the extent that BAVARIA Yachtbau GmbH is legally obliged to do so, e.g. tax authorities, health insurance companies, law enforcement authorities and customs authorities. Personal data will not be transferred to countries outside the EU/EEA.

Retention period

The transmitted data will be stored for as long as is necessary to fulfil the purpose. As soon as the data is no longer required or consent is withdrawn, it will be deleted unless BAVARIA Yachtbau GmbH has a longer-term obligation to retain this data (e.g. under commercial or tax law).

Rights of data subjects

Data subjects are entitled to the data subject rights set out in Art. 12 to Art. 23 GDPR, including the right to information (Art. 15 GDPR), to rectification (Art. 16 GDPR), to restriction of processing (Art. 18 GDPR), to erasure (Art. 17 GDPR), to data portability (Art. 20 GDPR) and to object (Art. 21 GDPR). To assert these rights, data subjects should contact datenschutz@bavariayachts.com. The same applies if you have any questions about data processing in our company or wish to withdraw your consent. Data subjects also have the right to lodge a complaint with a data protection supervisory authority.

Obligation to provide the data

If it concerns your employment with Bavaria Yachtbau GmbH, you are obliged to provide certain personal data. This is necessary for the establishment, implementation and termination of the employment relationship and the fulfilment of the associated contractual and legal obligations. It is not possible to fulfil the employment contract without providing this data.

If we process your data to protect legitimate interests, you can object to this processing at any time for reasons arising from your particular situation; this also applies to profiling based on these provisions. We will then 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 defence of legal claims.

Date

Signature Employee