

Transparency and information obligations for customers, clients, contractual partners and interested parties of Herzog GmbH according to the EU General Data Protection Regulation (GDPR)

With this document, we would like to inform you about the processing of your personal data by Herzog GmbH and the rights to which you are entitled under data protection law.

Responsible body (controller) and data protection officer

Company address: Herzog GmbH
Brambach 38
78713 Schramberg Germany

Company's contact information: Fon: (0)7422 566 0
Fax: (0)7422 566 883
info@hgears.com
www.hgears.com

Contact information of the data protection officer: privacy@hgears.com

Categories of data/data sources

We process the following personal data within the framework of the contractual relationship and for the initiation of a business relationship:

For business customers:

- Contact data (e.g. first/surname of current and previous contact persons, if applicable, name affixes, company name and address (employer), telephone number including extensions, business e-mail address)
- Occupational data (e.g. department including position)

For suppliers:

- Contact data (e.g. first/surname of current and previous contact persons, if applicable, name affixes, company name and address (employer), telephone number including extensions, business e-mail address)
- Occupational data (e.g. department including position)

As a matter of principle, we collect your personal data directly from you within the framework of current contractual transactions and the underlying relationship or in the framework of the initiation of a business relationship. In certain constellations, your personal data may exceptionally also be collected from other sources. This includes event-related queries on relevant information from credit agencies, in particular with regard to credit risk assessments and former credit behaviour.

Purposes and lawfulness of data processing

When processing your personal data, the provisions of the GDPR, local data protection laws and other relevant legal provisions are always observed.

Your personal data is exclusively processed for the execution of pre-contractual measures (e.g. for the preparation of offers for products or services) and/or for the fulfilment of contractual obligations (e.g. for the execution of our services or for sales/order/payment processing) (Art. 6 (1) lit. b GDPR) or if there is a legal obligation for processing (e.g. due to tax regulations) (Art. 6 (1) lit. c GDPR). Personal data was originally collected for these purposes.

Of course, your consent may also constitute a legal basis for the processing of your personal data (Art. 6 (1) lit. a GDPR). Before you grant such consent, we will inform you about the purpose of the data processing and about your right of revocation according to Art. 7 (3) GDPR. Should the consent also refer to the processing of special categories of personal data in accordance with Art. 9 GDPR, we will explicitly point this out to you in advance.

Herzog GmbH would like to maintain a relationship to its customers and send information and offers on products and services via e-mail. We therefore use your data to send you relevant information and offers (Art. 6 (1) lit. a GDPR).

Your personal data will only be processed for the detection of criminal offences if the requirements of Art. 10 GDPR are met.

Duration of data storage

We will delete data as soon as your data is no longer needed for the above-mentioned purposes or in the event that you revoked your consent. Data will only be stored beyond the existence of the contractual relationship only in cases in which we are either obliged or entitled to do so.

Regulations, which oblige us to keep data, can for example be found in commercial or tax laws. This may result in a storage period of up to ten years. In addition, statutory limitation periods must be observed.

Data recipients/categories of recipients

In our company, we make sure that only those departments and individuals receive your data that need them to fulfil contractual and legal obligations.

In certain cases, service providers support our specialist departments in fulfilling their tasks. In this case, the necessary data protection agreements have been concluded with all service providers.

A transmission in legal cases to certain public authorities is possible, e.g. taxation authority or law enforcement agency.

Intention to transfer data to a third country

A transfer of data to third countries (outside the European Union or the European Economic Area) only takes place if this is necessary for the execution of the underlying relationship or required by law or if you have given us your consent.

We transfer your personal data to a service provider or to group companies outside the European Economic Area, namely China.

Compliance with the data protection level is ensured by: EU standard contractual clauses

Rights of data subjects

Your rights as a data subject are set out in Articles 15–22 GDPR, and include:

- The right to access (Art. 15 GDPR)
- The right to erasure (Art. 17 GDPR)
- The right to rectification (Art. 16 GDPR)
- The right to data portability (Art. 20 GDPR)
- The right to object to processing (Art. 21 GDPR)
- The right to restriction of processing (Art. 18 GDPR)

To exercise these rights, please contact: privacy@hgears.com. The same applies if you have questions about data processing in our company or want to revoke a given consent. You can also lodge a complaint against data processing with a data protection supervisory authority.

In the event that we process your data to protect legitimate interests, you may object to such processing at any time for reasons that arise from your specific situation; this also applies to profiling based on these provisions.

We will then cease to process your personal information unless we can demonstrate compelling legitimate grounds for processing such information that outweigh your interests, rights and freedoms, or the processing is intended to assert, exercise or defend legal claims.

If we process your personal data for the purpose of direct marketing, you have the right to object to this data processing at any time without providing the reasons for such objection. This also applies to profiling insofar as it is associated with direct marketing. If you object to the processing for direct marketing, we will no longer process your personal data for such purposes.

Obligation to provide data

Certain personal data needs to be provided in the framework of our contractual/business relationship as such data are necessary for the establishment, execution and termination of the contractual relationship and the fulfilment of the associated contractual and legal obligations. Without the provision of such data, an execution of the above tasks and duties is not possible.

Automated individual decision-making

We do not use any automated decision-making.

Transparency and information obligations for applicants with Herzog GmbH according to the EU General Data Protection Regulation (GDPR)

With this document, we would like to inform you about the processing of your personal data by Herzog GmbH and the rights to which you are entitled under data protection law.

Responsible body (controller) and data protection officer

Company address Herzog GbmH
Brambach 38
78713 Schramberg · Germany

Company's contact information www.hgears.com
e-mail: info@hgears.com
telephone: +49 (7422) 566 0
fax: +49 (7422) 566 883

Contact information of the data protection officer: privacy@hgears.com

Categories of data/data sources

We process the following personal data within the framework of applications:

- Your master data (first name/surname, if applicable: name affixes)
- Contact data (address, e-mail address, telephone number)
- Data concerning your qualification (CV, covering letter, certificates)
- If applicable, criminal record/certificate of good conduct
- If applicable, photo/work permit/residence title, date of birth

As a matter of principle, we collect your personal data directly from you as part of the application process. In certain constellations, your personal data may exceptionally also be collected from other sources such as recruitment agencies.

Purposes and lawfulness of data processing

When processing your personal data, the provisions of the GDPR, local data protection laws and all other legal provisions (labor law, equal treatment act, etc.) are always observed.

We are aware of the importance of your data. Your personal data will be used solely for the purpose of the effective and correct handling of the application process and for contacting you in the context of the application process.

In addition, we process your data if we have a legal obligation to do so, in particular from labor law. Processing of special categories of personal data within the meaning of Art. 9 (1) GDPR only takes place if it is required by law and if there is no reason to assume that your interest in excluding such processing prevails.

Your consent also constitutes an agreement for data processing. If you have given us your consent we will process your data for this purpose as well. If we obtain your consent, we will naturally inform you about the specific purpose of the data processing and your right of withdrawal. Should the consent also refer to the processing of special categories of personal data acc. Article 9 EU-DS-GVO, we will explicitly inform you in advance.

Duration of data storage

As soon as your data is no longer needed for the application process, the above-mentioned purposes or upon revocation of your consent. Should we enter into an employment relationship with you, the relevant applicant data will be stored with us if they are still relevant for the employment relationship. If we unfortunately have to reject your application, we will delete your application documents at the latest 6 months. Unless you have given us your consent to be included in our pool of applicants and the associated longer storage of your application documents. We will delete your data in this case after a maximum of 12 months or rather after revocation of your consent.

Data recipients/categories of recipients

In our company, we make sure that only those departments and individuals receive your data that need them for application process or to fulfil legal obligations.

With your consent, your applicant data will also be transmitted to other affiliated business units

Intention to transfer data to a third country

Data transfer to third countries (outside the European Union or the European Economic Area) only takes place if you have given us your consent or if this is required by law.

We do not transmit your personal data to service providers or allied company outside the European Economic Area.

Rights of data subjects

Your rights as a data subject are set out in Articles 15–22 GDPR, and include:

- The right to access (Art. 15 GDPR)
- The right to erasure (Art. 17 GDPR)
- The right to rectification (Art. 16 GDPR)
- The right to data portability (Art. 20 GDPR)
- The right to object to processing (Art. 21 GDPR)
- The right to restriction of processing (Art. 18 GDPR)

To exercise these rights, please contact: privacy@hgears.com. The same applies if you have questions about data processing in our company or want to revoke a given consent. You can also lodge a complaint against data processing with a data protection supervisory authority.

Obligation to provide data

It is not possible to decide on the conclusion of an employment relationship – the chances of success of an application – without the provision of certain personal information and data. E.g. your CV. Though we respect the principle of data minimization and data avoidance by providing us with only the data we need for a complete review of your application documents or when we are required by law to collect them.

Without those data, we are unfortunately not able to check your application documents. Of course, you have the opportunity to voluntarily provide further information in your application documents.

Automated individual decision-making

We do not use any automated processing for making a decision.
