

Privacy information for business partners

This data protection information for business partners informs you about the processing of your personal data by Net at Work GmbH (referred to as Net at Work hereafter).

According to Art. 4 lit. 1 of the General Data Protection Regulation (GDPR), your personal data includes all information that relates or can be related to your person, in particular by means of assignment to an identifier such as a name or to an organization or customer number by which your person can be identified.

We as the responsible entity for the data processing of our suppliers, customers, and business partners (collectively "business partners") and their employees who interact with Net at Work, provide this data protection information for business partners to explain the data protection processes.

Scope

This notice applies if you are an independent business partner of Net at Work, (e.g., as a supplier, client, or consultant), or if you are an employee of a business partner acting on behalf of the business partner with Net at Work.

Categories of personal data and data sources

Net at Work processes the following personal data from your company or from third parties, e.g., your supervisor, government agencies, or public resources:

- **Personal data related to self-employed business partners:** name, business contact information, services or products offered, contract information, communication content (such as emails or business letters), payment information, billing information, and business relationship history.
- **Personal data related to employees of a business partner:** name, business contact information, employer name, title/position, and communication content (such as emails or business letters).

The purposes of the data processing and the legal basis for processing the data

Net at Work processes your data for the following purposes:

- To fulfill contractual obligations pursuant to Art. 6 para. 1b GDPR, i.e., initiation, conclusion, implementation, and termination of a contract for products or other agreements with you or third parties.
- Within the framework of the balancing of interests pursuant to Art. 6 para. 1f GDPR: As far as necessary, we process your data beyond the actual performance of the contract to protect the legitimate interests of us or third parties, e.g., processing in internal telephone and contact lists (intranet), internal and external communication, transfer of data within the company for internal administrative purposes, e.g., in project management, ensuring IT security and IT operations, measures for building and security (e.g., access controls), measures for business management and the development of services and products, risk management in the group, prevention of criminal offenses, assertion of legal claims and defense in legal disputes, marketing and defense in legal disputes, marketing measures such as sending newsletters to customers, preparation to customers, preparation, implementation and evaluation of trade fair participations, procurement of products and services, initiation of customer contracts, application for, implementation and settlement of funding projects, etc.
- Based on your consent pursuant to Art. 6 para. 1a GDPR, as far as you have given us a consent to the processing of personal data for specific purposes, e.g., registration for the newsletter etc.
- Based on legal requirements pursuant to Art. 6 para. 1c GDPR, i.e., various legal obligations, e.g., § 257 German Commercial Code and § 147 German Fiscal Code and GoBD for Retention of tax-relevant data, Social Code, and other relevant laws.

Recipient categories

Within our company, only those employees will have access to your data who need it for the fulfilment of our contractual and legal obligations. Service providers and vicarious agents service providers and vicarious agents may receive data for these purposes, if the persons involved are bound to secrecy and written data protection instructions are observed. These are companies from the following categories:

Support/maintenance of IT applications, hosters of websites, archiving, call center services, document and media destruction, purchasing/procurement, debt collection, attorneys of receivables, attorneys to assert or defend legal claims, payment card processing, such as credit cards, letter shops, marketing agencies, tax advisors for the preparation of monthly and annual financial statements, postal and transportation services, payment transactions.

Furthermore, third parties may receive data for certain purposes, if this is necessary for the initiation, conclusion, execution, or termination of a contract with you or a third party within the scope of your contractual relationship for the above-mentioned purposes of data processing and the legal basis to process the data is required or you have given us your consent.

Retention period

Personal data will be stored by Net at Work and our service providers for as long as necessary until our obligations have been fulfilled. Data will be backed up for as long as necessary for the purpose in accordance with applicable data protection law. Once Net at Work no longer needs the data to fulfill contractual or legal obligations, it will be removed from our systems and records and/or measures will be taken so that your personal data is properly anonymized so that it is no longer identifiable, unless we need to retain personal data from you to comply with legal or regulatory obligations to which Net at Work is subject, e.g. due to legally required retention periods resulting from the German Commercial Code and Tax Code, which are usually between 6 and 10 years, or to preserve evidence within a statute of limitations, which is usually 3 years but can also last up to 30 years.

Your rights

If you have given your consent to certain processing activities, you may revoke it at any time with effect for the future. This revocation will not affect the prior processing of data. In accordance with applicable data protection laws, you have the right

- (a) to inspect your personal data,
- b) to request the rectification of your personal data,
- c) request the deletion of your personal data,
- d) to impose restrictions on the processing of your personal data,
- e) request the transfer of your personal data, and
- f) to object to the processing of your personal data.

Note that the above rights may be limited by national law.

Right of access

You have the right to obtain confirmation from us as to whether we are processing your personal data, and to gain access to this data. The access information will include, among other things, the purpose of the processing, the categories of the personal data, the persons concerned and the recipients or categories of recipients. This is not an absolute right, however, and the interests of other individuals may limit your right of access. You have the right to obtain a copy of the personal data that is processed.

For additional copies requested by you, we have the right to charge a reasonable fee to cover administrative costs.

Right to erasure (right to be forgotten)

Under certain circumstances, you have the right to have personal data concerning you deleted.

Right to Restricted processing

Under certain circumstances, you have the right to demand us to restrict the processing of your personal data. Under these circumstances, the relevant data will be marked and only processed for a specific purpose.

Right to data transfer

Under certain circumstances, you have the right to receive the personal data you have provided in a structured, commonly used, and machine-readable format and have the right to freely transfer this data to another company.

You also have the right to lodge a complaint with the competent supervisory authority.

Right to object pursuant to Art. 21 GDPR

The person concerned has the right to object at any time, on grounds relating to his or her situation, to the processing of personal data concerning him or her carried out based on Art. 6 para. 1e or 1f. Since Net at Work processes and uses your personal data primarily for the purposes of the contractual relationship with you, Net at Work has in principle a legitimate interest to process your data, which, on the other hand, will override your restriction request.

To exercise this right, contact us as mentioned in the "Questions" section.

Net at Work does not carry out automatic decision making according to Art. 22 para. 1, 4 GDPR.

Questions

If you have any questions regarding this information or your rights, please contact us at datenschutz@netatwork.de.

You can contact Net at Work's data protection officer at the following contact details:

BITsic GmbH -Datenschutz und Informationssicherheit Herr
Paul Köhler
Vesperther Trift 7
33181 Bad Wünneberg
Tel.: +49 2953 39699-22
E-Mail: datenschutz@netatwork.de

Privacy information for applicants

We are pleased that you are interested in us and that you are applying or have applied for a position in our company or have applied for one. We would like to provide you with the following information on the processing of your personal data in connection with your application.

Who is responsible for data processing?

The responsible party in terms of data protection law is

Net at Work GmbH

Am Hoppenhof 32A

D-33104 Paderborn

You will find further information on our company, details of the persons authorized to represent us and further contact possibilities in the imprint of our website: www.netatwork.de

Which of your data do we process, and for what purposes?

We process the data that you have sent us in connection with your application for the purpose of assessing your suitability for the position (or, if applicable, other open positions in our company) and to carry out the application process.

What is the legal basis for this?

The legal basis for processing your personal data in this application procedure is primarily Section 26 BDSG in the version applicable as of 25.05.2018. According to this, the processing of data is permissible that is required in connection with the decision on the establishment of an employment relationship is required.

If the data should be required for legal prosecution after the conclusion of the application process necessary, data processing may be carried out based on the requirements of Art. 6 GDPR, to safeguard legitimate interests pursuant to Art. 6 para. 1 lit. f) GDPR. Our interest then consists in the assertion of or defense against claims.

How long is the data stored?

Data of applicants will be deleted after 6 months in case of rejection.

If you have agreed to further storage of your personal data, we will transfer your data to our applicant pool. There, the data will be deleted after two years.

If you have been awarded a position during the application process, the data from the applicant data system will be transferred to our HR information system.

To which recipients is the data passed on?

After receipt of your application, your applicant data will be viewed by the Human Resources department. Suitable applications will then be forwarded internally to the departmental managers for the respective open position. The further procedure is then coordinated. Within the company, only those persons have access to your data who need it for the proper conduct of our application process.

Where is the data processed?

The data is processed exclusively in data centers located in the European Union.

Your rights as a "person concerned"

You have the right to obtain information about the personal data relating to you that we have processed.

In the case of a request for information that is not made in writing, we ask for your understanding that we may then require evidence from you that you are the person you claim to be.

Furthermore, you have a right to rectification or deletion or to restriction of the processing, as far as you are entitled to this by law.

Furthermore, you have a right to object to processing within the scope of the legal requirements. The same applies to the right to data transferability.

Our data protection officer

We have appointed a data protection officer in our company. You can reach him under the following contact options:

BITsic GmbH -Datenschutz und Informationssicherheit Herr
Paul Köhler
Vesperther Trift 7
33181 Bad Wünneberg
Tel.: +49 2953 39699-22
E-Mail: datenschutz@netatwork.de

Right of complaint

You have the right to complain about the processing of personal data by us to a supervisory authority for data protection.