Data protection information for our employees

Information on the collection of personal data pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR - *DS-GVO*) by German companies within the HARTING technology group (referred to below as 'HARTING')

1. Who is responsible for processing data and who can I consult?

The responsible party is the company which currently employs you. As the representative of the German companies, HARTING Automotive GmbH has been given the responsibility for data protection. HARTING Automotive GmbH, Marienwerderstraße 2, 32339 Espelkamp
Tel: 05772/ 47-97400, E-mail: automotive@HARTING.com

You can reach our internal data protection coordinator as follows:
Dr. Jan-Dirk Laker, Marienwerderstraße 3, 32339 Espelkamp
Tel: 05772/ 47-848, E-mail: datasecurity_de@HARTING.com

You can reach our external data protection officer as follows:
Jhcon.de, Dipl.-Ing. Jörg Hagen, Königsstraße 50a, 30175 Hannover
Tel: +49 5108 9090112, E-mail: info@jhcon.de

2. What sources and data do we use?

We process your personal data that we received during your recruitment process and implementation of the current employment relationship with you.
Specifically, the following data is processed:

- contract master data and accounting data
- personnel management data
- planning data
- data on hours worked
- IT usage data
- application documents
- data recorded by our video monitoring equipment

3. Why do we process your data - purpose of the processing activities - and what is the legal basis for this?

At HARTING, your personal data is processed essentially in connection with your employment relationship with Personnel Management. The legal basis for this is provided by Art. 88 GDPR / § 26 German Data Protection Act (*BDSG*). This includes processing the personal data of applicants. Furthermore, we process data necessary for the handling of our own secure business operations and for conducting business relations with our suppliers and customers in the justified interests of HARTING, weighed against your personal rights. This is why as a rule only names and business contact details (e.g. business e-mail address or address of the company) are used. The legal basis for this is provided by Art. 6 para 1 f GDPR.
As part of the company sports programme ("fit@HARTING"), we process your data for the purpose of carrying out sports offers on a voluntary basis in accordance with Art. 6 Para. 1 a DS-GVO. The passing on of the necessary data for the purpose of legal insurance obligations is carried out in accordance with art. 6 para. 1 c DS-GVO.
Data recorded by the video monitoring equipment is processed, firstly, as evidence that safe production processes are being maintained and, secondly, to prevent, to document and shed light on any actions relevant to criminal law that may occur. The legal basis for this is provided by Art. 6 para 1 f GDPR.
Other rules for the secure handling of your personal data are currently settled and will also be settled in the future by (Group) company agreements.

4. Who receives your data?

We do not forward your data to unauthorised third parties.
However, particularly in connection with personnel management and the handling of work orders with customers or suppliers, a necessary amount of data is passed to:

- public offices (e.g. social insurance agencies, trade associations, tax authorities)

- finance companies (financial institutions)
- insurance companies (e.g. 'capital-forming benefits')
- contractual partners as suppliers or for customer work orders
- external service providers pursuant to Art. 28 GDPR in connection with processing a work order.

5. Is your data communicated to a third country or international organisations?

We do not plan as a rule to communicate your data to a third country or international organisations, unless, as part of your employment relationship, a journey abroad or temporary deployment in a HARTING company outside Europe is required.

6. How long do we store your data?

Your personal data is deleted after expiry of the statutory retention periods arising, for example, from the German Civil Code (*BGB*), the German Commercial Code (*HGB*) and the Inland Revenue Code (*AO*).
If your personal data is not covered by these Codes, it will be deleted when the purpose for storing it no longer applies.
Data recorded by video monitoring equipment will be deleted no later than 72 hours after recording.

7. What general data protection rights do you have?

With regard to HARTING, you have the right to receive information on the personal data which concerns you and which we process (Art. 15 GDPR). Furthermore, you have the right to correction (Art. 16 GDPR) and deletion (Art. 17 GDPR) of the data and/or restrictions on processing the data (Art. 18 GDPR, e.g. by a temporary block on access to the data by other users) and the right to data transferability (Art. 20 GDPR, i.e. the option to have the data provided in a digital format).
In addition, pursuant to Art. 77 GDPR, you have the right of complaint to the relevant data protection regulatory authority. For this, please consult the respective national data protection and freedom of information officer(s).

8. What rights of objection do you have?

If you have consented to your data being processed (Art. 6 para 1a or Art. 9 para 2a GDPR), you have the right to withdraw this consent at any time.
Furthermore, you have the right to object to the processing, pursuant to Art. 21 GDPR, of your personal data which is being processed on the basis of a justified interest.
If you lodge an objection, HARTING will stop processing your personal data. This does not apply if we can prove that for the data processing there are compelling reasons warranting protection (e.g. for the assertion, exercise or defence of legal rights) which outweigh your interests, rights and freedoms. For matters of this kind, please use the above contact details for HARTING Automotive GmbH or consult the named data protection coordinator.

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