

## Data protection information for employees

according to Art. 13, 14 of the Data Protection Regulation DSGVO

Data protection is an important issue for us. Below we inform you how we process your data and what rights you have.

### 1. Who is responsible for data processing and whom can you contact?

CTA GmbH  
Voithstraße 1  
71640 Ludwigsburg

phone: +49 (0) 7141 / 299916 - 0  
info@cta-gmbh.de  
www.cta-gmbh.de

### 2. Contact details of the data protection officer

MaGe Solutions GmbH  
Markus Geiger  
Lilienstr. 17/1  
D-71272 Renningen

Tel.: +49 7159 496 57 28  
[geiger@mage-solutions.de](mailto:geiger@mage-solutions.de)  
[www.mage-solutions.de](http://www.mage-solutions.de)

### 3. Processing purposes and legal basis

Your personal data will be processed in accordance with the provisions of the General Data Protection Regulation (DSGVO), the Federal Data Protection Act BDSG and other relevant data protection regulations. In our contractual documents, forms, consent forms and the other information provided to you (e.g. on the website or in the terms and conditions) you can find further details and supplements on the processing purposes.

#### 3.1 Consent (Art. 6 para. 1 a DSGVO)

If you have given us consent to process personal data, the respective consent is the legal basis for the processing mentioned there. You can revoke consent at any time with effect for the future.

#### 3.2 Fulfilment of contractual obligations (Art. 6 para. 1 b DSGVO)

We process your personal data on the basis of our employment contracts with you. We need the data to maintain the employment relationship.

#### 3.3 Fulfilment of legal obligations (Art. 6 para. 1 c DSGVO)

We process your personal data if this is necessary for the fulfilment of legal obligations. Furthermore, we may process your data for identity verification, the fulfilment of control and reporting obligations under tax law and the archiving of data for the purposes of data protection and data security as well as audits by tax and other authorities. In addition, the disclosure of personal data may become necessary in the context of official/court measures for the purpose of gathering evidence, criminal prosecution or enforcement of civil claims.

#### 4. Categories of personal data that we process

The following data are processed:

- Name, first name
- Contact details (such as email address, address, telephone no.)
- Picture for employee ID card
- Complete application documents (e.g. curriculum vitae, certificates, references)
- Social security data (e.g. date of birth, place of birth, maiden name, social security number, health insurance fund, DEÜV data, marital status)
- Accounting data (such as salary, wages, working hours, sick leave, holiday entitlement, bank data)
- Instruction and training certificates, driving licences, vocational school certificates

#### 5. Who gets your data?

We pass on your personal data within our company to those areas that need this data to fulfil contractual and legal obligations or to implement our legitimate interests.

In addition, the following bodies may receive your data:

- Processors used by us (Art. 28 DS-GVO), service providers for supporting activities and other controllers within the meaning of the DS-GVO, in particular in the areas of
- IT services, logistics, courier services, printing services, external computer centres, support/maintenance of IT applications, archiving, document processing, accounting and controlling, data destruction, purchasing/procurement, customer management, letter shops, marketing, telephony, website management, tax consultancy, auditing services, credit institutions
- Public bodies and institutions in the event of a legal or official obligation according to which we are obliged to provide information, report or pass on data or if the passing on of data is in the public interest.
- bodies and institutions on the basis of our legitimate interest or the legitimate interest of the third party (e.g. to authorities, credit agencies, debt collection agencies, lawyers, courts, experts and supervisory bodies)
- Other bodies for which you have given us your consent to the transfer of data

#### 6. Transfer of your data to a third country or an international organisation

No data processing takes place outside the EU or the EEA.

#### 7. How long we store your data?

As far as necessary, we process your personal data for the duration of our employment relationship.

In addition, we are subject to various storage and documentation obligations, which result from the legal framework conditions, among other things. The retention and documentation periods specified there are up to 10 years beyond the end of the employment relationship.

Finally, the storage period is also assessed according to the statutory limitation periods, which, for example, according to §§ 195 ff. of the German Civil Code (BGB), are usually three years, but in certain cases can be up to thirty years.

#### 8. To what extent is there automated decision-making in individual cases (including profiling)?

We do not use any purely automated decision-making processes pursuant to Article 22 of the GDPR. Should we use these procedures in individual cases, we will inform you separately, insofar as this is required by law.

## 9. Video monitoring

We would like to point out that the company premises are under video surveillance. The cameras are marked by information signs. The processing of the data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority, e.g. in the event of vandalism, burglary or theft. These data are not published, their storage period is 72 hours.

## 10. Your privacy rights

You have the right to information under Article 15 of the GDPR, the right to rectification under Article 16 of the GDPR, the right to erasure under Article 17 of the GDPR, the right to restriction of processing under Article 18 of the GDPR and the right to data portability under Article 20 of the GDPR. In addition, there is a right of appeal to a data protection supervisory authority (Art. 77 DSGVO). In principle, the right to object to the processing of personal data by us exists under Article 21 of the GDPR. However, this right of objection only applies in the case of very special circumstances of your personal situation, whereby rights of our company may possibly conflict with your right of objection. If you wish to exercise one of these rights, please contact our data protection officer at [geiger@mage-solutions.de](mailto:geiger@mage-solutions.de)

## 11. Scope of your obligations to provide us with your data

You only need to provide the data that is necessary for the commencement and implementation of an employment relationship with us or that we are legally obliged to collect. Without this data, we will generally not be able to conclude an employment contract with you. If we request additional data from you, you will be informed separately that the information is voluntary.

## 12. Your right to complain to the competent supervisory authority

You have a right of appeal to the data protection supervisory authority (Art. 77 DSGVO). The supervisory authority responsible for us is:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit  
Lautenschlagerstraße 20  
70173 Stuttgart