



# Data protection information for contractors and third parties

## 1. Data protection information for contractors and third parties

On the following pages, we will provide you with information about how we process your personal data. Furthermore, you will find information regarding your rights on the basis of the EU General Data Protection Regulation (EU GDPR). This information is generally valid for all contractors and external persons (third parties). The systems employed by you as part of your activities will determine which section is relevant to you.

## 2. Who is responsible for data processing?

The responsible party for data processing (controller) and contact data is included in your order (for example the agreement).

## 3. How can you contact our data protection officer?

You can reach our data protection officer at:

Tel: +49 40 32523-550

E-mail: [datenschutz@hur.com](mailto:datenschutz@hur.com)

## 4. Which data sources do we use?

We collect data directly from the data subject.

We process personal data which we have received from our contractors / third parties through their employees.

We may also process personal data from other sources with your consent.

## 5. Which data do we process?

In general, we process:

- First and last name
- Contact data
- Nationality
- Date of safety briefing
- Photo (as part of the safety briefing)
- Entry in the first aid log
- Vehicle data (for example type, license plate, nationality, hazardous goods)

Tanker / Truck driver:

- Cargo
- Vehicle clearance process
- Carrier
- Validity of ADR certificate

## Data protection information for contractors and third parties

Employees of contractors / third parties:

- Employer (contractor / third parties)
- First and last name
- Hours performed (order-related)
- Order data
- Information under occupational health and safety law (e.g. proof of qualification)

### 6. For which purpose do we process data?

We process the aforementioned personal data with adherence to the EU GDPR and the Federal Data Protection Act (BDSG).

The data is processed for the purpose of visitor management which includes controlled factory access and an overview of persons present on the factory premises (for example for evacuation measures).

During the required safety briefing, data serving the purpose of verification of the performance is processed.

Data is also processed for planning, monitoring and supervision of loading and unloading of tankers and trucks.

Furthermore, data processing performed as part of project planning and control of work performed by contractors / third parties comprises work hour registration and project administration and serves the settlement of provided services.

Data processing based on your consent

- Art. 6 Para. 1 lit. a GDPR
- Where you have consented to the processing of personal data for specific purposes (for example marketing, data transfer), the lawful processing is based on this legal foundation. Consent can be withdrawn (for the future) any time. Withdrawal may also be requested for consent which was provided before the EU GDPR came into effect.

Data processing for the performance of contractual duties

- Art. 6 Para. 1 lit. b GDPR
- The processing of personal data is based on and for the performance of an agreement (oral or written) concluded between you or your employer and us. That also includes requests made to us regarding the initiation of an agreement.

Data processing for compliance with legal obligations

- Art. 6 Para. 1 lit. c GDPR
- Data processing is performed on the basis of a legal or statutory standard which may include tax legislature, the money-laundering act or identity checks.

Data processing to safeguard vital interests of the data subject or of another legal person

- Art. 6 Para. 1 lit. d GDPR
- In case of accidents, data may be collected or processed (without consent) if the data subject is no longer responsive and such data processing may be vitally important.

Data processing due to a legitimate interest of the controller

- Art. 6 Para. 1 lit. f GDPR
- Beyond the aforementioned data processing, we process personal data to safeguard legitimate interests. These may include:
  - Safeguarding IT security
  - Assertion of legal claims or defense in case of legal disputes
  - Statistical analyses
  - Development of products and services
  - Business management



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### 7. To whom is my data forwarded?

In our company or group of companies / our corporation, those who have access to your data require such access for the performance of contractual or legal obligations.

Data is forwarded with adherence to legal regulations of the EU GDPR, of the BDSG and any additional national or European statutory regulations.

Personal data may be forwarded to, for example:

- Public bodies and institutions
- Investigative authorities
- Sub-contractors
- Vicarious agents

Where you have provided us with consent for data transfer, data may also be forwarded to this institution.

### 8. Will data be transferred to a third country?

Data processing only takes place in the Federal Republic of Germany, in the EU or in a state which is part of the EEC.

### 9. How long will my data be stored?

We will process and/or store your data as long as required for the performance of the contractual or legal obligations. After that, your data will be deleted regularly.

Your data will not be deleted where prevented or objected by statutory retention periods or if the data must be retained as evidence in the context of a limitation period or if you have consented to longer data storage.

### 10. Which (data protection) rights do I have?

The data subject – meaning the person whose data is processed – has the right to

- access as per Art. 15 EU GDPR
- rectification of incorrect data as per Art. 16 EU GDPR
- deletion as per Art. 17 EU GDPR
- restriction of processing data as per Art. 18 EU GDPR
- data portability as per Art. 20 EU GDPR
- object as per Art. 21 EU GDPR
- withdrawal of consent as per Art. 7 EU GDPR
- lodge a complaint with a supervisory authority as per Art. 77 EU GDPR

If you have provided us with consent for data processing, you may withdraw such consent any time. The withdrawal only applies for future data processing and cannot be applied to already performed data processing.

If you would like to assert your rights, please contact our partner for data protection questions (see above).

### 11. What are my obligations?

The collection of data is required for the performance of a contractor or third party and for the settlement of the work. Without the collection and processing of the data, it may not be possible to perform and/or settle the work. An agreement may have to be terminated if the required data is not provided.

If you do not want to provide any data during the safety briefing or only provide insufficient information, it is not possible to complete the safety briefing and grant access to the factory.



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In case the required data for tanker and visitor management is not available, the factory premises may not be accessed.

### 12. Does automatic decision-making take place?

No automatic decision-making takes place.

### 13. Does profiling take place?

No profiling takes place.