

# EU GENERAL DATA PROTECTION REGULATION

## Privacy Policy for Applicants and Employees

### 1. General Information

With the entry into force of the General Data Protection Regulation (GDPR), extended information obligations towards applicants and employees are required. In compliance with these regulations, we inform you about the data processing activities related to your employment relationship. These are existing processes – this does not result in any changes to your employment relationship.

### 2. Data Processed

During the application process, we process the data you provide (e.g., resume, cover letter, certificates) exclusively for applicant selection and, if applicable, for establishing an employment relationship (Art. 6 para. 1 lit. b GDPR).

#### Data provided during the employment relationship:

- Resume, application documents
- Emergency contacts (voluntary disclosure)

#### Data generated during employment:

- Salary or wage data
- Sick leave, care leave, parental leave, etc.

### 3. Purpose and Legal Basis of Data Processing

#### The processing of personal data serves the following purposes:

- Payroll and salary administration
- Fulfillment of legal documentation, disclosure, and reporting obligations
- Provision of voluntary social benefits and external training offers
- IT system security and administration
- Publication of professional contact information based on legitimate interest

#### Legal bases:

- Art. 6 para. 1 lit. b GDPR (performance of a contract)
- Art. 6 para. 1 lit. c GDPR (legal obligation)
- Art. 6 para. 1 lit. f GDPR (legitimate interest)
- Art. 6 para. 1 lit. a GDPR (consent for voluntary information)

Without this data, it is not possible to conclude or fulfill the employment relationship.

### 4. Recipients of Personal Data

#### Data is transferred to the following entities, where legally or contractually required:

- Tax advisor (payroll)
- Social insurance institutions
- Federal Office of Social Affairs and Disability
- Tax office
- Company pension funds
- Apprenticeship office, vocational schools
- Chamber of Commerce / Chamber of Labour
- Public Employment Service (AMS)
- Labour inspectorate, occupational health service, safety officers
- AUVA (Austrian Workers' Compensation Board)
- District and municipal authorities
- Clients and suppliers (contact details only)
- Training providers
- Legal representatives, courts
- Creditors in case of wage assignments
- Banks (salary transfer)
- Pension funds
- Insurance companies in connection with group or individual insurance policies

### 5. IT Systems and Data Security

In accordance with legal data security requirements, various data are processed for system administration and security purposes – such as user ID management, assignment of hardware and software, as well as system and network security. This includes automatically generated and archived text documents (e.g., correspondence) related to these matters. Without this data processing, secure system operation and thus employment in our company would not be possible.

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### 6. Publication of Professional Contact Information and Photos

#### Professional contact details:

Contact details of employees who interact externally are published on the company website to maintain business operations. This is based on our legitimate interest (Art. 6 para. 1 lit. f GDPR). Objection is possible at any time if legitimate reasons are presented.

#### Photos:

The publication of your photo on the website or in brochures is only done with your explicit consent (Art. 6 para. 1 lit. a GDPR). Consent can be revoked at any time. Revocation does not affect printed materials already published but does apply to future publications.

### 7. Data Processing in the Event of Employment-Related Legal Disputes

If a legal dispute arises during or after the employment relationship, the data necessary for legal prosecution will be forwarded to legal representatives and courts (Art. 6 para. 1 lit. f GDPR – legitimate interest).

### 8. Consent and Its Revocation

Voluntarily provided data (e.g., emergency contacts, photos) are processed solely based on your consent. You may revoke this consent at any time with future effect.

#### Please address your revocation to:

Mag. Florian Dirisamer  
florian.dirisamer@dirisamer.at  
07732/2751-0

### 9. Support from External Service Providers

To ensure technical support, data is transmitted to the following external service providers (in accordance with Art. 28 GDPR):

- SAP partner
- BMD partner
- External IT service providers

### 10. Data Retention Period

Your data is stored in accordance with the statutory retention periods (e.g., under tax or labor law).

### 11. Your Rights

According to the GDPR, you have the following rights:

- Access to your stored data (Art. 15 GDPR)
- Correction of inaccurate data (Art. 16 GDPR)
- Deletion ("right to be forgotten", Art. 17 GDPR)
- Restriction of processing (Art. 18 GDPR)
- Data portability (Art. 20 GDPR)
- Objection to processing (Art. 21 GDPR)

For questions or to exercise your rights, please contact:

Dirisamer Rohrbiegetechnik GmbH / Dirisamer Verwaltungs GmbH  
Mag. Florian Dirisamer  
florian.dirisamer@dirisamer.at  
07732/2751-0

### 12. Right to Lodge a Complaint with the Supervisory Authority

If you believe that the processing of your data violates data protection laws, you have the right to lodge a complaint with the supervisory authority pursuant to Art. 77 GDPR.

**Competent Supervisory Authority in Austria:**

Austrian Data Protection Authority  
Barichgasse 40-42, 1030 Vienna