Data protection – Information in accordance with Art. 13/14 of the General Data Protection Regulation "GDPR" (Datenschutzgrundverordnung "DS-GVO")

1. KAEFER complies with data protection regulations. In accordance with Art. 13/14 DS-GVO, KAEFER is obligated to inform you to what extent personal data is processed. KAEFER processes personal data primarily to fulfil its contractual relationship with you (Art. 6 para. 1 b DS-GVO). In certain cases, other legal bases under Art. 6 para. 1 DSGVO may be relevant, e.g. statutory obligations or a legitimate interest for KAEFER.
2. The entity responsible in terms of data protection law is always the KAEFER company with which you have concluded a contract or rather with whom you are in contact. The name and contact details of the responsible entity and its representatives can be found in a list on the internet under the following link: https://www.kaefer.com/Data-Protection.html. Central activities, such as accounting and finance, are carried out by specialist departments at KAEFER SE & Co. KG, if necessary with the involvement of external service providers. Corresponding agreements on the processing of data have been concluded – if applicable.
3. Within the KAEFER Group data protection officers have been appointed for the following companies: KAEFER SE & Co. KG, KAEFER Schiffsausbau GmbH, KAEFER Construction GmbH, KAEFER Industrie GmbH, KAEFER Montage GmbH, KAEFER ESG GmbH, KAEFER Technik und Service GmbH, KAEFER Gebäudetechnik GmbH. Contact details and names can be found on the KAEFER website www.kaefer.com. If your contracting party is not one of the above-mentioned companies, the data protection officers are nevertheless available as a point of contact.
4. Personal data is collected and processed for various purposes. If you have a contractual relationship or another form of contact with a company of the KAEFER Group, the processing of your personal data, that of your employees and any third parties you may use, is usually used for the processing of the operational contractual relationship or the handling of your request. In certain cases, KAEFER is legally obliged to process the data. Furthermore, there is also a legitimate interest in KAEFER's favour to do so.
5. If personal data of your employees or other persons employed by you are processed by us, we expressly point out that you are deemed to be responsible within the meaning of data protection law. You are therefore obliged to inform the data subjects about the processing of personal data in accordance with Art. 13,14 DS-GVO.
6. The below items are mainly covered in connection with the processing of personal data:
   > Data will be saved which is necessary for the processing of the contract concluded with you. This is specifically: your name, address, e-mail address, telephone number, bank details, etc. as well as the name, e-mail address, telephone number of your employees or any third parties used.
   KAEFER requires the data in order to fulfil contractual and legal obligations such as payment of wages, documentation relating to hourly work, logging in/out at construction sites, reporting obligations to the Customs and other authorities, payment of contributions to the national insurance scheme and payment of minimum wages as well as for the smooth handling of the contractual relationship as a legitimate interest.
   > In some cases, KAEFER is required by law to disclose personal data to the competent relevant authorities, e.g. for security audits in accordance with the German Safety Inspection Act (SÜG), among others for orders from the navy or other security authorities and for company acquisitions in accordance with the German Market Abuse Ordinance (MAR), so-called insider trading. KAEFER complies with these obligations.
   > Generally, the relevant personal data will be requested from you or your employee when the contract is entered into or at a later stage directly from you.
   > If data processing is not based on a legal basis, KAEFER shall obtain the consent of the parties concerned in accordance with the statutory regulations. This consent can be revoked at any time without affecting the legality of the processing carried out based on the consent until the revocation.
   > If you do not provide KAEFER with the necessary personal data, the contractual relationship cannot be concluded properly.
   > If you work for KAEFER in non-EU countries, personal data may have to be transferred there in order to obtain visas, residence and other permits or to comply with reporting requirements. If this is done via KAEFER, the relevant personal data relating to the persons employed, such as name, date of birth, place of birth, address, etc. will be forwarded.
   > Other than the above-mentioned reasons, personal data is only transferred in exceptional circumstances, e.g. if you are assigned an e-mail address within the KAEFER IT network (Microsoft Active Directory). Where necessary, we will regulate the appropriate level of data protection by means of EU standard contractual clauses, consent or other agreements.
7. KAEFER will only store personal data for as long as this is necessary to fulfil the contractual relationship or to comply with legal requirements. Especially, the retention period of 10 years in accordance with § 147 of the German Fiscal Code is applicable.
8. You have the following rights regarding the protection of your personal data:
   > Right to information (Art. 15 DS-GVO) which specific personal data has been stored, for what purposes and for how long.
   > Right to rectification and completeness (Art 16 DSGVO) if stored data is inaccurate or incomplete.
   > Right to deletion (Art. 17 DS-GVO) to the extent that the storage of personal data is no longer necessary or there are no other legal grounds for keeping it.
   > Right to restrict the processing of data (Article 18 DSGVO) in the circumstances mentioned therein.
   > Right to raise objections to the processing of your personal data (Art. 21 DS-GVO).
   > Right to transfer the data (Art. 20 DS-GVO).
   > Right to revoke consent at any time (Art. 7 DS-GVO).
   > Right to complaint to the regulatory authority (Art. 77 DS-GVO), if you are of the opinion that your personal data is in breach of the data protection law.

As of January 2022