

Information pursuant to Articles 13, 14, 21 and 49 of the General Data Protection Regulation (GDPR) -

Dear employees,

We hereby inform you in accordance with Art. 13, 14, 21 and 49 GDPR about the processing of your personal data by us and the claims and rights to which you are entitled under the data protection regulations.

Which data is processed in detail and how it is used is largely determined by the agreements in the employment contract.

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

Controller:

SONO MOTORS GmbH
Waldmeisterstr. 76
80935 München

E-Mail: info@sonomotors.com

Phone: +49 (0)89 – 452018

You can reach our company data protection officer at:

SONO MOTORS GmbH
Datenschutzbeauftragter
Waldmeisterstr. 76
80935 München

E-Mail: dataprivacy@sonomotors.com

Phone: +49 (0)89 – 452018

2. What sources and data do we use?

We process personal data that we receive from you as part of the employment relationship, the recruitment process or through your contact.

In addition, we process - to the extent necessary - personal data that we have permissibly received from other companies or from other third parties (e.g. for tax or social security purposes, job placement, former employers).

On the other hand, we process personal data that we have obtained from publicly accessible sources (e.g. professional networks, press, media) and are permitted to process.

Relevant personal data are personal details (name, address and other contact data), date and place of birth and nationality, gender, industry-specific certificates (e.g. forklift license), proof of qualifications (e.g. certificates, AdA certificate, etc.), severely disabled ID card, and employee data (e.g. time recording data, vacation times, periods of incapacity to work, curriculum vitae data, criminal records if applicable, social data, bank details, social security number, pension insurance number, salary data and tax-relevant data) as well as payment and payment transaction data and other data comparable with the above categories.

This may also include special categories of personal data (sensitive data).

3. What do we process your data for (purpose of processing) and on what legal basis?

We process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG).

a) For the fulfillment of contractual obligations (Art. 6 para. 1 lit. b) GDPR

The processing of personal data (Art. 4 No. 2 GDPR) is carried out for the establishment and implementation of the contracts concluded or to be concluded with you, as well as all activities required for the operation and administration of a company.

The purposes of data processing are primarily based on the employment relationship.

Further details on the purpose of data processing can be found in the respective contract documents.

b) Within the framework of the weighing of interests (Art. 6 para. 1 lit. f) GDPR or Art. 49 para. 1 p. 2 GDPR

Where necessary, we process your data to protect legitimate interests of us or third parties. Examples:

- Assertion of legal claims and defense in legal disputes;
- Ensuring IT security and IT operations;
- Measures for building and plant security (e.g. access controls);
- Measures to ensure domiciliary rights;

- Measures for business management and further development of services and products.
- Quality improvement and assurance.

c) Within the framework of the weighing of interests in the case of similar interests (Art. 49 para.1 lit. c) GDPR)

If the weighing of interests shows that both the controller and the data subject have an interest in the transfer of data to a third country, the transfer of data is based on Art. 49 para. 1 lit. c) GDPR.

d) Based on your consent (Art. 6 para. 1 lit. a) GDPR and Art. 49 para. 1 lit. a) GDPR)

Insofar as you have given us your consent to process personal data for specific purposes, this processing is lawful on the basis of your consent. Consent given can be revoked at any time.

Please note that the revocation is only effective for the future. Processing that took place before the revocation is not affected.

e) Due to legal requirements (Art. 6 para. 1 lit. c) GDPR) or the public interest (Art. 6 para. 1 lit. e) GDPR)

In addition, we are subject to various legal obligations, i.e. statutory requirements (e.g. commercial law, tax laws, etc.). Insofar as data is processed in this regard, this is done exclusively on the basis of these regulations.

Such legal basis is in particular the Infection Protection Act or similar national and international regulations to which we are bound due to the current Covid 19 pandemic.

4. Who gets my data?

Within the company, those departments receive your data that need it to fulfill our contractual and legal obligations. Processors (Art. 28 GDPR) or other service providers used by us may also receive data for these purposes. These are companies in the categories of IT services, printing services, telecommunication, consulting and advisory services.

With regard to the transfer of data to recipients outside the company, it should be noted that we only pass on your data if this is permitted or required by law, if you have given your consent or if we are authorized to provide information. Under these conditions, recipients of personal data can be, for example:

- Public bodies and institutions (e.g. tax office, social insurance agency, employment agency, chamber of commerce and industry, public prosecutor's office, police, supervisory authorities, auditors) in the event of a legal or official obligation.
- Other parties to whom we transfer personal data (e.g. banks, customers, suppliers, business partners, tax advisors, law firms, courts).

Other data recipients may be those entities for which you have given us your consent to transfer data.

5. How long will my data be stored?

To the extent necessary, we process and store your personal data for the duration of our business relationship, which includes, for example, the initiation and execution of a contract or for the fulfillment of contractual purposes.

In addition, we are subject to various storage and documentation obligations, which result, among other things, from the German Commercial Code (HGB) and the German Fiscal Code (AO). The retention and documentation periods specified there range from two to ten years.

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

6. Is data processed to a third country or an international organization

Data is only transferred to third countries (countries outside the European Economic Area - EEA) if this is necessary to execute your orders (e.g. payment orders), is required by law or you have given us your consent. We will inform you separately about details, if required by law.

7. What privacy rights do I have?

Every data subject has 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. With regard to the right to information and the right to erasure, the restrictions pursuant to Sections 34 and 35 BDSG apply. In addition, there is a right of appeal

to a data protection supervisory authority (Art. 77 GDPR in conjunction with § 19 BDSG).

8. Is there an obligation for me to provide data?

Within the scope of our business relationship, you only have to provide those personal data that are required for the establishment, execution and termination of a business relationship or that we are legally obliged to collect. Without this data, we will usually have to refuse to conclude the contract or execute the order, or will no longer be able to perform an existing contract and may have to terminate it.

In particular, we are required by money laundering regulations to identify you prior to the establishment of the business relationship, for example, on the basis of your identity card, and to collect your name, place of birth, date of birth, nationality and residential address. In order for us to be able to fulfill this legal obligation, you must provide us with the necessary information and documents in accordance with the Money Laundering Act and notify us immediately of any changes that occur during the course of the business relationship. If you do not provide us with the necessary information and documents, we may not enter into or continue the business relationship requested by you.

9. To what extent is there automated decision-making in individual cases

For the establishment and implementation of the business relationship, we generally do not use fully automated decision-making pursuant to Art. 22 GDPR. Should we use these procedures in individual cases, we will inform you about this separately if this is required by law.

10. To what extent will my data be used for profiling (scoring)?

We do not process your data with the aim of evaluating certain personal aspects (profiling). So, there is no use of profiling.

**Information about your right to object
according to Art. 21 of the General Data Protection Regulation (GDPR)**

Right to object on a case-by-case basis

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Article 6 para.1 lit. e) GDPR (data processing in the public interest) and Article 6 para. 1 lit. f) of the GDPR (data processing on the basis of a balance of interests); this also applies to profiling based on this provision within the meaning of Article 4 No. 4 GDPR.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the purpose of as-
serting, exercising or defending legal claims.

The objection can be made form-free and should preferably be addressed to:

SONO MOTORS GmbH
Waldmeisterstr. 76
80935 München
Email: info@sonomotors.com
Phone: +49 (0)89 – 452018