

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

Dear applicants,

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

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

Responsible for data processing:

SONO MOTORS GmbH
Waldmeisterstr. 76
80935 München

E-Mail: info@sonomotors.com
Telefon: +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
Telefon: +49 (0)89 – 452018

2. What sources and data do we use?

We process personal data that we receive from you in the context of the employment relationship, the recruitment process or during our business relationship or through you contacting us.

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).

In the context of enforcement measures, we receive data from creditors or

their agents (lawyers, courts, bailiffs, authorities, banks, etc.).

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

Relevant personal data are personal details (name, address and other contact details, date and place of birth and nationality, gender, industry-specific credentials (e.g. forklift licence, driving licence), proof of qualifications (e.g. certificates, AdA certificate, or similar), severely disabled person's card or similar) and employee data (e.g. time recording data, vacation days, periods of incapacity to work, curriculum vitae data, criminal records if applicable, social data, previous employment, bank details, national insurance number, pension insurance number, salary request as well as the tax identification number) as well as payment and payment transaction data and other data comparable with the aforementioned categories.

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

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

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

a) For the fulfilment 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 purpose of establishing the contracts 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 or service relationship.

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

b) On the basis of interest balancing in the case of conflicting interests (Art. 6 para. 1 lit. f) GDPR, Art. 49 para. 1 p. 2 GDPR)

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

- Assertion of legal claims and defence in legal disputes;
- Ensuring IT security and IT operations;
- Prevention and investigation of criminal offences;
- Video surveillance to collect evidence in the event of criminal offences. They thus serve to protect clients and employees.
- Measures for building and facility security (e.g. access controls);
- Measures to ensure the right of access to the premises;
- Measures for business management and further development of services and products.

c) On the basis of interest balancing in the case of similar interests (Art. 49 para. 1 lit. c) GDPR)

If the balance 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 Article 49 (1) c) of the GDPR.

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

If you have given us consent to process personal data for specific purposes, the lawfulness of this processing is based on your consent. A given consent can be revoked at any time.

Please note that the revocation only takes effect 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 in the public interest (Art. 6 para. 1 lit. e) GDPR)

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

In particular, the Infection Protection Act or similar national and international regulations to which we are bound due to the current Covid-19 pandemic can be considered as such a legal basis.

4. Who gets my data?

Within the company, those departments receive your data that need it to fulfil 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, logistics, printing services, telecommunications, financial services, advice and consulting.

With regard to the transfer of data to recipients outside the company, please note that we only pass on your data if legal regulations permit or require this, you have consented or we are authorised to provide information. Under these conditions, recipients of personal data can be, for example:

- Public authorities and institutions (e.g. tax office, social insurance agency, public prosecutor's office, police, supervisory authorities, auditors, consulates) if there is a legal or official obligation.
- Other companies to whom we transfer personal data (depending on the contract: e.g. banks).

For applicant management, we particularly used a tool from Personio. We have concluded an order processing contract with Personio GmbH (Art. 28 GDPR). The legal basis of the data transfer to Personio is our legitimate interest according to Art. 6 para. 1 lit. f) GDPR. You can find more information at: <https://sonomotors.jobs.personio.de/privacy-policy?language=de>

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

5. How long will my data be stored?

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

In addition, we are subject to various storage and documentation obligations, which among other things result from the German Commercial Code (HGB) and the German Fiscal Code (AO). The storage and documentation periods specified there are ranging 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 also be up to thirty years.

6. Is data transferred to a third country or to 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 the details, if required by law.

7. Which data protection rights do I have?

Every data subject has the right of **access** under Article 15 of the GDPR, the right of **rectification** under Article 16 of the GDPR, the right of **erasure** under Article 17 of the GDPR, the right to **restrict processing** under Article 18 of the GDPR and the right to **data portability** under Article 20 of the GDPR. With regard to the right of access and the right of deletion, 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?

In the context of our business relationship, you only have to provide those personal data that are necessary for the establishment, implementation 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 will no longer be able to execute an existing contract and may have to terminate it.

In particular, we are obliged under the Money Laundering Act to identify you before the establishment of the business relationship, for example through 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 comply with 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 in 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?

As a matter of principle, we do not use fully automated decision-making pursuant to Art. 22 DS-GVO for the establishment and implementation of the business relationship. Should we use these procedures in individual cases, we will inform you of this separately, insofar as this is required by law.

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

We do not process your data with the aim of evaluating certain personal aspects (profiling). Profiling is therefore not used.

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

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 which we use for credit assessment or advertising purposes.

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 asserting, exercising or defending legal claims.

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

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