

Tilia GmbH Data Protection Statements

1. Privacy policy

Data protection is of special importance for Tilia GmbH.

The processing of personal data, such as the name, address, email address or telephone number of a data subject, shall always be in line with the General Data Protection Regulation and in accordance with the German Data Protection Act (BDSG).

With the help of these data protection statements, our company wishes to inform you about the type, scope and purpose of the personal data we collect, use and process. Furthermore, the data subjects are informed about their rights.

Tilia has implemented numerous technical and organisational measures to ensure the most comprehensive protection of processed personal data as possible.

2. Name and contact data of the controller and the company data protection officer

2.1 Name and address of the controller

The controller within the meaning of the GDPR, other data protection laws in force in the Member States of the European Union, and other provisions of a data protection nature, is:

Tilia GmbH
Inselstrasse 31
04103 Leipzig
Germany

2.2 Name and address of the data protection officer

The data protection officer (DPO) of the controller is:

Jana Müller
Inselstrasse 31
04103 Leipzig
Germany
Tel.: +49 341 339 76 000
Email: dataprotection@tilia.info

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3. Collecting and saving personal data plus nature and purpose of its use

Your data is very important to use and will be treated confidentially.

We only process personal data which we have received from you as part of our work/business relationship or your application. In doing so, we do not collect or use any so-called special types of personal data (e.g. religion).

Relevant personal data includes personal details (name, address and other contact details, date and place of birth, nationality), verification data (e.g. identification data) and authentication data (e.g. specimen signature). Furthermore, this data could also include contractual and documentation data (e.g. business letters), register data, financial payment messaging data (bank account number, bank details), contact details (telephone no., email address, etc.).

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

- a) For the fulfilment of contractual obligations (sales activities, project handling and all other tasks required for the operation and administration of a company)
- b) In the balancing of interests (to safeguard our legitimate interests or those of third-parties, e.g. guaranteeing IT security and IT operations; prevention and investigation of criminal offenses; measures for building and plant security (e.g. access controls); measure for business management and the further development of services)
- c) Due to their consent (e.g. production and publication of photographs)
- d) Due to legal regulations or in public interest
- e) Fulfilment of legal requirements (e.g. trade law, fiscal laws)

The personal data of all our applicants will only be used for the application process and subsequently deleted. If an applicant is added to our applicant pool, we will obtain the appropriate consent.

3.1 Transfer of personal data to third parties

In principle, we will not make your data available for others to use.

Processing and transfer of data for payroll and compliance with records, information and reporting obligations, to the extent required by laws or obligations pertaining to labour law.

- Within the company, persons that need access to your data in order to fulfil our contractual or legal obligations, receive said access.
- Even processors employed by us (Art. 28 GDPR) can receive access to the data for the stated purposes. Appropriate contracts are concluded that serve as protection for your data and the further processing thereof.
- With regard to data transfer to recipients outside the company, please note that we will only transmit your data if permitted or required by law or if we are obliged to provide information. Under these conditions, recipients of personal data, may be: Public authorities and institutions (prosecution, police, supervisory authorities, fiscal authorities, social insurance agency) and other companies that

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we transmit your personal data to for the purposes of establishing employment or contract initiation (e.g. banks, tax consultancy).

3.2 Duration of storage

Your data will be stored with the framework of the legal retention obligations.

3.3 Rights of data subjects

The so-called rights of data subjects become applicable with the new GDPR. This gives you the right to revoke the use of your data for the purposes of direct approach at any time. Furthermore, you have the right to request information about the data we have stored, restrict processing and request the correction of incorrect data or the deletion of data in the event of unauthorised data storage. Furthermore, you have the right to data portability.

If your personal data based on legitimate interests is processed, you have the right, pursuant to Art. 21 GDPR to object to processing of your personal data, on grounds relating to your particular situation.

If you would like to exercise your right of revocation or objection, please send an email to dataprotection@tilia.info.

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