

## Data protection information in accordance with Art. 13/14 GDPR for the employee referral program

### 1. What information does this document contain for you?

thyssenkrupp Materials Services ("we") offers an employee referral program as part of the application process. In this context, we process your personal data insofar as this is necessary and you have been named by an applicant.

In doing so, we ensure that we comply with the requirements of the applicable data protection laws. Below we provide you with a detailed overview of how we handle your data and your rights.

### 2. Who is Controller for processing and who is the data protection officer?

The controller is:

thyssenkrupp Materials Services GmbH

thyssenkrupp Allee 1

45143 Essen

Germany

E-mail: info@thyssenkrupp-materials.com

You can reach our data protection officer at

thyssenkrupp Materials Services GmbH

thyssenkrupp Allee 1

45143 Essen

Germany

Email: datenschutzbeauftragter@thyssenkrupp.com

### 3. What categories of data do we process and where do they come from?

We process your personal data collected by an applicant as part of the employee referral program. The following data or categories of data are collected from you by the applicant and subsequently processed by us for the purposes specified in section 4:

- First and last name
- E-mail address

In addition, the following personal data is processed if the bonus is paid out:

- Payment-related data (e.g. account data)

### 4. For what purposes and on what legal basis is data processed?

We process your data in compliance with the provisions of the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG) as well as all other applicable laws and regulations.

We process your data to implement the employee referral program and to pay out the bonus.

The legal basis for the processing of your personal data is Art. 88 para. 1 GDPR in conjunction with. § 26 para. 4 BDSG-new.

### 5. Who receives your data?

Within our company, only those persons and departments (e.g. the responsible HR department) receive your personal data that require it for the above-mentioned purpose.

In addition, in order to fulfill our contractual and legal obligations, we sometimes use various external service providers who are bound by data protection law through order processing contracts. These are, for example, IT services.

#### 6. How long will your data be stored?

We process your personal data for as long as it is required for the above-mentioned purposes. After termination of the employee referral program, your data will be stored for as long as we are legally obliged to do so. This regularly results from legal obligations to provide evidence and retain data, which are set out in the applicable (national) laws and regulations.

#### 7. Will your data be transferred to a third country?

No data is transferred to a third country.

#### 8. What data protection rights can you assert as a data subject?

You have the right to request information about the personal data stored about you, Art. 15 GDPR. In addition, you can request the rectification or erasure of your data, Art. 16, 17 GDPR. You may also have the right to restrict the processing of your data and the right to receive the data you have provided in a structured, commonly used and machine-readable format, provided that this does not adversely affect the rights and freedoms of others, Art. 18, 20 GDPR.

If you have given us your consent to process your personal data, you can revoke this consent at any time with effect for the future. This does not affect the lawfulness of the processing carried out on the basis of the consent until revocation.

To exercise these rights, please contact the responsible body or data protection officer named in section 2.

#### **You also have the right to object in accordance with Art. 21 GDPR.**

You also have the option of lodging a complaint with a data protection supervisory authority, Art. 77 GDPR. The right to lodge a complaint is without prejudice to any other administrative or judicial remedy.