

## **GISA GmbH data protection information. Your data – our responsibility.**

### **Table of contents**

1. Who is responsible for the processing?
2. Website hosting
3. What data do we collect and store and for what purposes?
  - 3.1. When visiting the website for information purposes only
  - 3.2. When contacting us by email and/or contact form
  - 3.3. Other functions and offers on our website
4. How long do we store your data and when do we delete it?
5. What rights do you have as a data subject?
  - 5.1. Information
  - 5.2. Correction
  - 5.3. Deletion
  - 5.4. Restriction of processing
  - 5.5. Data portability
  - 5.6. Revocation of consent
  - 5.7. Objection to data collection in special cases and for direct advertising
6. When and where do we share your data?
7. Right to lodge a complaint with the supervisory authority
8. What data do we collect and use from your devices? Which services do we use?
  - 8.1. General information
  - 8.2. Cookie banner
  - 8.3. Which cookies and services do we use?
  - 8.4. Anonymous evaluations with eTracker
9. Data processing when registering for events and when requesting white papers/eBooks etc.
10. Processing of your data when registering for and participating in webinars
  - 10.1. Microsoft Teams
  - 10.2. Data processing during registration and implementation

- 10.3. Recording and publication
- 10.4. Storage in the CRM system

#### 11. Profiling, newsletters and promotional emails

#### 12. Orders in our “Shop IT” store

- 12.1. Data collection for orders
- 12.2. Storage duration of your store data
- 12.3. Security

#### 13. Processing of personal data as part of the application process and in our applicant portal

- 13.1. Collection and processing of your personal data in the application process
- 13.2. Special processing in the applicant portal
- 13.3. Registration and administration in the applicant portal
- 13.4. Sending emails in the applicant portal
- 13.5. Storage period of your application and profile
- 13.6. Transfer of your data
- 13.7. Personality analysis by partner

#### 14. Processing of personal data in the context of contractual relationships

- 14.1. Sources and types of personal data
- 14.2. Processing purposes and legal bases
- 14.3. Processing time
- 14.4. Your rights as a data subject

#### 15. Processing of your data when contacting us at trade fairs and events

#### 16. How secure is your data?

#### 17. Status and updating of this data protection policy

Your privacy is important to us. Here you can read what happens to your personal data when you visit our website and who you can contact. Below you will also find information on how we handle personal data in the context of existing or prospective contractual relationships as well as information on data processing in specific corporate situations (e.g. at trade fairs). Personal data is all data that relates to an identified or identifiable natural person, e.g. name, address, email addresses, user behavior.

## **1. Who is responsible for the processing?**

Persons responsible in accordance with Art. 4 (7) of the GDPR (General Data Protection Regulation):

GISA GmbH  
Leipziger Chaussee 191 a  
06112 Halle (Saale), Germany

Tel: [+49 345 585-0](tel:+493455850)

Fax [+49 345 585-2177](tel:+493455852177)

Email [kontakt@gisa.de](mailto:kontakt@gisa.de)

For further information about our company, please refer to the legal notice on our website (<https://www.gisa.de/impressum/>).

You can reach our data protection officer at

GISA GmbH, Datenschutzbeauftragter  
Leipziger Chaussee 191 a  
06112 Halle (Saale), Germany

Tel: [+49 345 585-0](tel:+493455850)

Fax [+49 345 585-2177](tel:+493455852177)

Email [datenschutz@gisa.de](mailto:datenschutz@gisa.de)

## **2. Website hosting**

Our website is hosted on the web server (hosting) of Alfahosting GmbH, Edmund-von-Lippmann-Straße 13-15, 06112 Halle (Saale) (hereinafter: Alfahosting). If you would like to know more about their data protection, you can find the details in the privacy policy: <https://alfahosting.de/datenschutz/>.

We use Alfahosting on the basis of Art. 6 (1) (f) of the GDPR i.e. we have a legitimate interest in ensuring that our website is displayed as reliably as possible. We have entered into a data processing agreement (DPA) with Alfahosting. This ensures that Alfahosting only processes your personal data in accordance with our instructions and in compliance with the GDPR.

## **3. What data do we collect and store and for what purposes?**

### **3.1. When visiting the website for information purposes only**

If you visit our website for informational purposes only, and do not register or actively send us any data, we process the personal data that your browser sends to our server. This data is stored until it is automatically deleted without you having to do anything. What information is this? You will find this below:

- Requesting computer's IP address

- Date and time of access
- Amount of data transferred
- Notification of successful retrieval
- Status code

We use the above data for operating our website, mainly to detect and eliminate website errors, to ascertain the website's capacity and to make adjustments and improvements. The legal basis for data processing is Art. 6 (1) (1) (f) of the GDPR and Section 25 (2) (2) of the TTDSG (The German Telecommunications and Telemedia Data Protection Act). Our legitimate interest follows from the aforementioned purposes for data collection. Under no circumstances do we use the collected data for the purpose of personally identifying you. The data is also not merged with other data sources.

This personal data is stored for a period of 10 days and then automatically deleted.

If we use external links on our pages to redirect you to other service providers, you will recognize this by the link symbol for external links. The mouse pointer changes shape when it is on a link and the link to which you are redirected appears at the bottom left of the website. The link's web address will tell you which service provider you will be redirected to. If you click on an external link, your IP address will be visible to that page's provider.

### **3.2. When contacting us by email and/or contact form**

You can contact us via the email address provided or the contact form. In this case, the data you provide (your email address, possibly your name and telephone number) will be stored in order to process your request and answer your questions. In this case, the data you provide (your email address, possibly your name and telephone number) will be stored in order to process your request and answer your questions. We will delete the data collected in this context if the request is assigned to a contract, after the deadlines for the contract period, otherwise after the purpose of the processing has ceased to apply, or we will restrict the processing if there are legal obligations to retain data (see Section 13. for information that differs from that for applicant data).

### **3.3. Other functions and offers on our website**

In addition to the use of our website for purely informational purposes, we offer various services that you can use if you are interested. These are presented in more detail below under Sections 8. et seq. To use these additional services and features, you will generally need to provide additional personal data or we will process this additional personal data in order to provide the respective services and enable the features. The following data processing principles apply to all data processing purposes described here.

## **4. How long do we store your data and when do we delete it?**

If no specific deletion periods are mentioned in this data protection declaration for the respective case, we will delete your personal data as soon as the purpose of storage no longer applies. However, we must continue to store your data if we are obliged to do so by European or national legislators in EU regulations, laws or other provisions to which we are subject.

If, however, the storage period prescribed in the aforementioned standards expires, your data will of course be deleted – unless it is still needed at this point in time for the entry into or performance of a contract with us.

## **5. What rights do you have as a data subject?**

### **5.1. Information**

You can request information from us at any time about the personal data processed by us in accordance with Art. 15 GDPR. In particular, if you request it, we will provide you with information about the purposes of the processing, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, whether there is a right to rectification, erasure, restriction of processing or objection, whether there is a right to lodge a complaint, the source of your data if it was not collected by us, as well as if there is any automated decision-making, including profiling, and, where appropriate, meaningful information about the details.

### **5.2. Correction**

In accordance with Art. 16 of the GDPR, you can immediately request the correction of incorrect or incomplete personal data stored by us.

### **5.3. Deletion**

You have the right to request the deletion of your personal data stored by us in accordance with Art. 17 of the GDPR.

### **5.4. Restriction of processing**

You can request the restriction of the processing of your personal data in accordance with Art. 18 of the GDPR.

### **5.5. Data portability**

In accordance with Art. 20 of the GDPR, you may request that we provide you with the personal data you have provided to us in a structured, commonly used and machine-readable format or that we transfer it to another controller designated by you.

### **5.6. Revocation of consent**

You can revoke your consent to us at any time in accordance with Art. 7 (3) of the GDPR. As a result, we will no longer be allowed to continue the data processing based on this consent in the future.

### **5.7. Objection to data collection in special cases and for direct advertising**

If the data processing based on Art. 6 (1) e or f of the GDPR (performance of tasks carried out in the public interest or in the exercise of official authority, processing based on our legitimate interests), you have the right to object to the processing of your personal data (including profiling based on these provisions) in accordance with Article 21 of the GDPR on grounds relating to your particular situation or if the objection is to direct marketing.

Please refer to the information in the respective Section of this data protection declaration for the respective legal basis on which data processing is based. If you object, we will no longer process the personal data concerning you, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the purpose of establishing, exercising or defending legal claims (objection pursuant to Art. 21 (1) of the GDPR).

If you object to direct advertising, you have a general, unrestricted right to object, which we will implement without you having to specify a particular situation.

You can inform us of your objection informally by telephone, by email or by writing to our postal address listed at the beginning of this data protection declaration.

If you wish to exercise one or more of your rights or require more detailed information about this, please feel free to contact us using the contact details provided above.

### **6. When and where do we share your data?**

We do not pass on your personal data to third parties unless you have consented to the data transfer or we are authorized or obligated to pass on data due to legal provisions and/or official or judicial orders. In particular, this may involve the disclosure of information for the purposes of law enforcement, to avert danger or to enforce intellectual property rights.

We use external service providers for some of the processing of your data. These are carefully selected by us, strictly bound by our instructions and regularly monitored by us. We have, of course, entered into a data processing agreement (DPA) with all of our external service providers to whom we transfer personal data, where required by law. This is how we ensure that the personal data of our website visitors and customers is only processed in accordance with our instructions and in compliance with the GDPR.

For the provision of our services, we rely in particular on iopyuio-34 service providers

- for the operation/maintenance of the website
- IT service providers for the operation of the applicant portal
- Service providers for the administration of customer/prospect inquiries (CRM)
- Service providers for the implementation of webinars and video conferences

If we also offer certain services together with partners, we may pass on your personal data to these partners if you have given your consent or if we are entitled to pass on data on the basis of statutory provisions. Depending on the service, your data may also be collected by our partners under their own responsibility. You will receive more detailed information when you provide your data or below in the description of the respective services.

If our service providers or partners are based in a country outside the European Economic Area (EEA), we will inform you about the consequences of this circumstance in the respective description of our offer. Some of our service providers are based in the USA. The USA is recognized as a safe third country with data protection standards comparable to those in the European Union, but with the restriction that service providers based in the USA or the parent companies of a European service provider based in the USA must be certified under the EU-U.S. Data Privacy Framework. If the service provider used is not certified, further means of transfer (e.g. the signing of standard contractual clauses) or additional measures are required. When using such service providers, we have of course taken all necessary and possible measures to ensure maximum protection of your data. For details, please refer to the information on the respective service provider.

## **7. Right to lodge a complaint with the supervisory authority**

You have the right to complain to a supervisory authority in accordance with Art. 77 of the GDPR. As a rule, you can contact the supervisory authority at your usual place of residence or work, or at our company headquarters: Landesbeauftragter für den Datenschutz Sachsen-Anhalt

Postfach 1947

Otto-von-Guericke-Straße 34a

39009 Magdeburg

[poststelle@lfd.sachsen-anhalt.de](mailto:poststelle@lfd.sachsen-anhalt.de)

## **8. What data do we collect and use from your devices? Which services do we use?**

### **8.1. General information**

#### **8.1.1 What are cookies?**

Cookies are text files or information in a database that are stored on your device and assigned to the browser you are using so that certain information can flow to the location that sets the cookie. Cookies cannot execute programs or transfer viruses to your computer, but are primarily used to make the website faster and more user-friendly. We use the following types of cookies on this website, whose functionality and legal basis we will explain below:

Transient cookies: These cookies, in particular session cookies, are automatically deleted when you close your browser or log out. They contain a what is known as a

session ID. This allows various requests from your browser to be assigned to the same session so that your computer can be recognized when you return to our website.

Persistent cookies: These are automatically deleted after a specified period, which varies depending on the cookie. You can view the cookies that have been set and their durations at any time in your browser settings and delete the cookies manually.

### **8.1.2 Mandatory functions that are technically necessary to display the website**

The technical structure of the website requires us to use technology, in particular cookies. Without this technology, our website cannot be displayed (completely correctly) or the support functions could not be provided. You cannot deselect these cookies and data transfers if you wish to use our website. The legal basis for this processing is our legitimate interest in the purposes just mentioned in accordance with Art. 6 (1) (1) (f) of the GDPR and Section 25 (2) (2) of the TTDSG.

### **8.1.3 Optional cookies and data transfers when you give your consent**

We only set various cookies after you have given your consent, which you can select during your first visit to our website using our cookie consent tool. The same applies to data transfers without cookies. The functions are only activated with your consent and can be used primarily to help us analyze and improve visits to our website, to make it easier for you to use our website with different browsers or devices, to recognize you when you visit again, or to place advertisements (including, where applicable, to tailor advertisements to your interests, to measure the effectiveness of advertisements, or to display interest-based advertisements). In addition, these cookies can be used to access additional functions on our website. The legal basis for this processing is your consent, Art. 6 (1) (1) (a) of the GDPR and Section 25 (1) of the TTDSG, insofar as the consent includes the storage of cookies or access to information in the user's device (e.g. device fingerprinting) within the meaning of the TTDSG. You can revoke your consent at any time. However, this does not affect the lawfulness of the processing up to the point of revocation.

## **8.2. Cookie banner**

We use the Borlabs Cookie Consent Tool on our website to obtain your consent to the storage of certain cookies on your device or to the use of certain technologies for data collection and to document these in a data protection compliant manner. The provider of this technology is Borlabs GmbH, Rübenkamp 32, 22305 Hamburg (hereinafter referred to as Borlabs).

When you visit our website, your consent and other declarations regarding the use of cookies are obtained using the cookie consent tool and a cookie is stored in your browser in order to be able to assign the consent you have given or any revocation of it. No data is passed on to Borlabs. All data collected in this way remains on our server. You can delete the Borlabs cookie yourself in your browser. Mandatory statutory retention periods remain unaffected.

We use Borlabs to obtain the consent required by law for the use of cookies. The legal basis for this is Art. 6 (1) (c) of the GDPR and Section 25 (2) (2) of the TTDSG.

### **8.3. Which cookies and services do we use?**

All information on the cookies we use and data transfers (processing purposes, storage duration, controller, etc.) can be found in the Cookie Consent Manager in the corresponding category (Essential, Statistics, Marketing, External Media) under the “Show cookie information” Section.

However, this does not apply to our careers page. Details can be found under Section 13.

### **8.4. Anonymous evaluations with eTracker**

We use the services of etracker GmbH, Erste Brunnenstraße 1, 20459 Hamburg, Germany, on our website to analyze usage data. We do not use cookies for web analysis and do not retrieve any information from your device’s memory, i.e. we do not access your device. Instead, the information sent by your browser (including your abbreviated IP address, geo-information (maximum city level), log files) is recorded and assigned to a securely encrypted (hashed) session token for the visitor. As a result of the truncation of the IP address, the entire data record collected is already anonymous and you cannot be personally identified.

With the data, we can measure website interactions such as time spent on the site, conversions (e.g. registrations, orders), scroll events, clicks and page views by the website visitor. These interactions are assigned to you by the anonymous session token (which is not stored on your device) for the duration of the current day so that you can be recognized when you visit again. At the end of the day, visitor recognition is no longer possible.

The data generated with etracker is processed and stored by etracker on our behalf exclusively in Germany and is therefore subject to strict German and European data protection laws and standards. etracker has been independently audited, certified and awarded a data protection seal of approval in this regard

<https://www.eprivacy.eu/en/customers/awarded-seals/company/etracker-gmbh>

We base the data processing (notably the anonymization) on Art. 6 (1) (f) of the GDPR, our legitimate interest in optimizing our online services and our website. There is no other use, merging with other data or disclosure to third parties.

You can object to the aforementioned data processing at any time by clicking on the following slider. The contradiction has no adverse consequences.

eTracker

Further

information about data protection at etracker can be found at:

<https://www.etracker.com/en/data-privacy-statement/>.

We have entered into a data processing agreement (DPA) with etracker. In this way, we ensure that etracker processes our website visitors' personal data only in accordance with our instructions and in compliance with the GDPR.

### **9. Data processing when registering for events and when requesting white papers/eBooks etc.**

If you register with us for events, download a white paper or eBook created by our experts or would like to receive other content from us, we collect your data, which we need so that we can hold the event or provide you with the content you have requested. The legal basis for processing this data is Art. 6 (1) (b) of the GDPR (performance of a contract or pre-contractual measures).

If we request your consent to use the data you have provided for advertising purposes or to link your participation in events and the provision of content to this consent in order to process the data you have provided for advertising purposes, we base this on Art. 6 (1) (a) of the GDPR (see also Section 11.) Your consent is tied to the provision of content, in particular, when we provide you with added value in the form of knowledge, etc., which has been developed by us and/or external experts, free of charge.

We use Hubspot CRM from Hubspot Inc. on our website to collect and process your data. 25 Street, Cambridge, MA 02141 USA (hereinafter Hubspot CRM). We use Hubspot CRM to manage existing and potential customers and customer contacts, among other things. This enables us to capture, sort and analyze customer interactions across multiple channels, including email, social media and telephone. We can evaluate the personal data collected in this way and use it for communication with you or, if you have given your consent, for marketing measures.

We use Hubspot CRM on the basis of Art. 6 (1) (f) of the GDPR (legitimate interest), i.e. we have a legitimate interest in the most efficient customer management and customer communication possible. If a corresponding consent (see Section 11.) has been requested, the processing is carried out exclusively on the basis of Art. 6 (1) (a) of the GDPR. The consent can be revoked at any time.

Details on data protection at Hubspot CRM can be found in Hubspot's privacy policy at: [HubSpot Privacy Policy](#).

Due to the corresponding setup, all personal data is stored by Hubspot on European servers. However, it cannot be completely ruled out that data may still be transferred to Hubspot in the USA in individual cases. Such a data transfer is then based on the EU Commission's standard contractual clauses. HubSpot is also certified in accordance with the EU-US Data Privacy Framework (DPF). The DPF is an agreement between the European Union and the United States that is designed to uphold European data

protection standards when data is processed in the United States. Any company certified under the DPF agrees to uphold these data protection standards. Further information can be found below: <https://www.dataprivacyframework.gov/s/participant-search/participant-detail?contact=true&id=a2zt0000000TN8pAAG&status=Active>

## **10. Processing of your data when registering for and participating in webinars**

We have entered into a data processing agreement (DPA) with Hubspot. This ensures that Hubspot processes your personal data only in accordance with our instructions and in compliance with the GDPR.

The following statements under Section 10 apply to registering for and attending webinars.

### **10.1 Microsoft Teams**

We use Microsoft Teams (hereinafter “Microsoft Teams”) to conduct the webinars. The provider is Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland (“Microsoft”). We have configured Microsoft Teams to store all personal data on European servers. Should data nevertheless be transferred to affiliated companies of Microsoft in the USA, this will be based on the standard contractual clauses of the EU Commission. For details, see the Microsoft data protection policy at <https://www.microsoft.com/licensing/docs/view/Microsoft-Products-and-Services-Data-Protection-Addendum-DPA>. Microsoft is also certified in accordance with the “EU-US Data Privacy Framework” (DPF), see Section 6. Further information can be found below: <https://www.dataprivacyframework.gov/s/participant-search/participant-detail?contact=true&id=a2zt0000000TN8pAAG&status=Active> To register, you will be directed to the Microsoft Teams page to create a registration account with Microsoft. Microsoft is responsible for the creation of this account under data protection law. Details can be found in the conditions at <https://go.microsoft.com/fwlink/?linkid=2210903> and Microsoft’s privacy policy at <https://www.microsoft.com/de-de/privacy/privacystatement> can be found here.

### **10.2 Data processing during registration and implementation**

We are responsible under data protection law for all data collection and processing that takes place after the registration account has been created, i.e. for logging in with this account and for conducting the webinar. We have entered into an data processing agreement with Microsoft for this purpose to ensure that Microsoft processes your data only in accordance with our instructions. Details of this data processing can be found in the “Microsoft products and services data protection addendum”, <https://www.microsoft.com/licensing/docs/view/Microsoft-Products-and-Services-Data-Protection-Addendum-DPA>.

When you participate in a webinar, the following personal data is also processed:

- User information (first name, last name, registration email address, registration status, registration time), not visible to other participants;
- Communication data (data that you enter, upload or share during the webinar), not visible to other participants;
- Meeting metadata and telemetry data (technical data, including about the use of the service, including when and how the sessions were conducted (IP address, event logs, session information, etc.) as well as device and hardware information that teams need to access in order for functions such as camera, microphone, etc. to be operational during participation);
- Activities (e.g. answering questions, raising hands), not visible to other participants.

The legal basis for the processing of personal data collected and processed in the context of registering for and conducting webinars is Art. 6 (1) (b) of the GDPR (performance of a contract or pre-contractual measures). We store the data collected and processed by Microsoft on our behalf for the duration of the webinar and, if necessary, in accordance with the statutory retention periods. We have no influence over the period for which the data processed by Microsoft on its own responsibility is stored.

If, as part of the registration process, we request your consent to use the data you have provided for advertising purposes and, if necessary, link participation in the webinar to this consent in order to process the data you have provided for advertising purposes, this is done on the basis of Art. 6 (1) (a) of the GDPR (see also Section 11 below). In particular, your consent is linked to the free webinar if we provide you with added value in the form of knowledge, for example, that has been developed by us and/or external experts.

### **10.3 Recording and publication**

We expressly draw your attention to the fact that we will record the webinars and subsequently publish them on our website or our social media channels. We will ensure that you, as a webinar participant, are not visible or identifiable in the recordings. Participants can only ask written questions, which are not shown in the recording. Instead, the answer to a participant's question becomes part of the speaker's or moderator's statements during the webinar. However, should any participant's personal data unexpectedly be visible during the webinar, it will be made unrecognizable and thus anonymized before publication. We base the recording and storage of the webinar on our legitimate interest in improving the quality of our webinars and being able to provide interested parties with the content (Art. 6 (1) (1) (f) of the GDPR). The publication of the webinars does not lead to any further processing of personal data, as this is anonymized beforehand.

### **10.4 Storage in the CRM system**

After the webinar has been held, your data will be transferred to our service provider Hubspot for use in our CRM system for advertising purposes, based on your consent. See the information on this service provider in Section 9.

## **11. Profiling, newsletters and promotional emails**

**11.1** We use the email tool of our service provider Hubspot to register for, manage and send our newsletters and promotional emails (hereinafter collectively referred to as “newsletters”). You can find details about this service provider in the explanations under Section 9.

**11.2** We will only send you our newsletter, which we use to inform you about our current attractive offers, after you have given your consent. The goods and services advertised are specified in the declaration of consent. By giving your consent, you also allow us to evaluate confirmations of receipt and read receipts as well as information about the links you clicked on in the newsletter. We use the data obtained in this way to create a user profile that allows us to tailor the newsletter to your individual interests. To do this, we record when you read our newsletter and which links you click on, and we use this information to deduce your personal interests. We link this data to the actions you have performed on our website (provided you have also given your consent on the website) and assign this information to your personal user profile (Section 5). The legal basis is Art. 6 (1) (1) (a) of the GDPR.

**11.3** We use what is known as the double opt-in procedure for newsletter subscriptions, i.e. when you give your consent. This means that after you register, we send an email to the email address provided, in which we ask you to confirm that you are the owner of the email address provided and that you wish to receive the notifications. In doing so, we store the IP addresses you use and the times of registration and confirmation. The purpose of this procedure is to be able to prove your registration and, if necessary, to clarify any possible misuse of your personal data.

**11.4** You can revoke your consent to the sending of the newsletter and its evaluation at any time by unsubscribing from the newsletter. You can revoke your consent by clicking on the link provided in every newsletter email, by email to [kontakt@gisa.de](mailto:kontakt@gisa.de) or by sending a message to the contact details given in the legal notice.

**11.5** If you have given your consent to the respective processing of the data, we will create a user profile in our customer database from the data you have provided, from previous participations in events and webinars, from the use of documents (e.g. white papers), from the subject of your telephone calls with us and from your user behavior in the newsletters we send. Likewise, if you have consented to any further tracking measures, information about your visit to certain areas of our website will be assigned to your user profile. By creating a personal user profile, we optimize our advertising to suit your interests and optimize our offers on our website. The legal basis for the use and evaluation of your data is your consent in accordance with Art. 6 (1) (1) (a) of the GDPR.

## **12. Orders in our “Shop IT” store**

### **12.1. Data collection for orders**

If you would like to order a product from our store, we require you to provide us with the personal data necessary for entering into a contract so that we can process your order. Mandatory information required for contract processing is marked separately; any further information is voluntary. We store and use the data you provide to process the contract. The legal basis for the processing of your data is Art. 6(1)(b) GDPR (fulfillment of contract).

### **12.2. Storage duration of your store data**

Due to commercial and tax law requirements, we are obliged to store your address, payment and order data for a period of ten years. However, we will restrict processing after three years, i.e. your data will only be used to comply with legal obligations from this point onwards.

### **12.3. Security**

To prevent unauthorized access to your personal data by third parties, your data will be encrypted with SSL or TLS technology during order submission.

## **13. Processing of personal data as part of the application process and in our applicant portal**

### **13.1. Collection and processing of your personal data in the application process**

If you apply to us electronically via our applicant portal (see Section 13.2. below for the registration process and Section 13.3.5. below for applications by email or via social networks), we collect the following personal data from you in particular when you register on our applicant portal and during the application process:

Applicant master data (surname, first name, date of birth, etc.)

Contact details (address, telephone number, email address)

Application-related data (education, professional background, etc.)

Any severe disability

We process your personal data for the following purposes

Creation of a general candidate profile

Implementation and handling of the application and selection process (including possible job interviews via video conference, if applicable) and implementation of pre-contractual measures

additional measures required by law (e.g. for reporting purposes, sanctions list checks)

Your personal data is stored and processed solely for the purpose of filling the vacant position for which you have applied. The legal basis for this is Art. 6 (1) (b) of the GDPR, Section 26 (1) (1) of the German Federal Data Protection Act (BDSG), the implementation of pre-contractual measures and the decision to establish an

employment relationship. If you have given your consent for certain data processing, e.g. in the applicant portal for the consideration of your application for further positions, we base the data processing on the legal basis of Art. 6 (1) (a) of the GDPR (consent).

The processing of your voluntary information about severe disability (health date) serves exclusively to involve our internal representative for severely disabled employees in the application process and to fulfill further obligations incumbent on us. In this respect, we base the processing on Art. 9 (2) (b) of the GDPR, which enables us to fulfil our legal obligations.

For the processing of any further special categories of personal data contained in your application documents (e.g. application photo, information on marital status, health, trade union membership or similar data), we also rely on your consent in accordance with Art. 9 (2) (a) of the GDPR.

Only authorized employees in the human resources department or those involved in the respective application process have access to your data. We store and process your data in the applicant management software “SuccessFactors Recruiting” from the provider SAP Deutschland SE & Co. KG, Hasso-Plattner-Ring 7, 69190 Walldorf (hereinafter “SAP”). SAP acts as a processor and is strictly bound by our instructions. Of course, we have entered into a data processing agreement (DPA) with SAP. This ensures that SAP processes your personal data only in accordance with our instructions and in compliance with the GDPR. For more information about data protection at SAP, please visit: <https://www.sap.com/germany/about/legal/privacy.html>

### **13.2. Special processing in the applicant portal**

We use the applicant management software and services of the aforementioned provider SAP for our applicant portal.

Cookies are set when you visit our applicant portal. For this purpose, we use the cookie consent tool from SAP to inform you about the technically necessary cookies and data collections and, if necessary, to obtain your consent for the storage of certain cookies on your device or for the use of certain technologies for data collection for cookies that are not technically necessary, as well as to document these in a data protection-compliant manner. We currently only use technically necessary cookies from SAP on our applicant portal. You can find all information about the cookies in the cookie manager under “Show more details”.

When you visit our applicant portal, a connection to the SAP servers is established to obtain your consent and other declarations regarding cookie use by means of the cookie banner. SAP then stores a cookie in your browser in order to be able to assign the consent you have given or any revocation of it. We store this data until you request us to delete it, delete the SAP cookie itself or the purpose of the data storage no longer applies. Mandatory statutory retention periods remain unaffected.

We use SAP to obtain the legally required consent for the use of cookies. The legal basis for this is Art. 6 (1) (c) of the GDPR and Section 25 (2) (2) of the TTDSG. Of course, we have entered into a data processing agreement (DPA) with SAP to ensure that your personal data is processed only in accordance with our instructions and in compliance with the GDPR.

### **13.3. Registration and administration in the applicant portal**

#### **13.3.1**

To register, the following mandatory information is initially required:

- first name, last name,
- email address and password.
- country/region of residence.

If you do not provide this information, you will not be able to create a user account. In addition, after registration, you will be required to add further information (marked with a red \*) to your profile information. All mandatory information is hereinafter referred to as “mandatory information”.

We use the mandatory information to (1) enforce the applicant portal’s terms of use and all associated rights and obligations, (2) enable you to use the applicant portal and (3) contact you. We need to know the country/region in order to be able to comply with any special country-specific legal requirements.

This data processing is justified by the fact that (1) the processing is required for the fulfillment of the contract between you as the data subject and us in accordance with Art. 6 (1) (b) of the GDPR for the use of the applicant portal, and (2) we have a legitimate interest in ensuring that the platform is functional and operating correctly, that your rights and interests in the protection of your personal data within the meaning of Art. 6 (1) (f) of the GDPR prevail.

#### **13.3.2**

If you have submitted your application documents to us via our applicant portal, you can use your user name and password to view the data you have sent to us at any time. You can also edit and change the mandatory information you provided in the context of ongoing applications, depending on the status of the application process. However, the information on the status of severely disabled persons cannot be changed after the application has been submitted, as this has an influence on the involvement of the representative and the entire procedure. Once the application has been completed (e.g. because you have been hired or because you have withdrawn the application), there is no longer any possibility of making changes. For future applications, you can adjust your data in your profile.

#### **13.3.3**

In addition, you can manage your consent to the release of your application documents

for other positions in the applicant portal. You can grant this consent by selecting the corresponding field “Yes, I consent...” and confirming it. You can revoke this consent by selecting the corresponding consent field “No, I do not consent...” and confirming it. However, revoking your consent does not affect the data processing that has taken place up to this point, i.e. processing that has already taken place on the basis of the previous selection (e.g. forwarding and checking of your application for another position that has already taken place) will remain unaffected by the changes. In addition, ongoing application procedures for such other positions will also remain unaffected. If you wish to withdraw your application for such other positions, you can do so directly in the applicant portal or send us a message to this effect to [bewerbung@gisa.de](mailto:bewerbung@gisa.de) to this effect.

#### **13.3.4**

In principle, we ask you to refrain from disclosing special categories of personal data in accordance with Art. 9 of the GDPR (e.g. information about racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, or concerning health or sex life or sexual orientation) in application documents and in the further process. Such data may be contained in the application text or in the application photo. We therefore always ask you to clean up the documents. Such data may be contained in the application text or in the application photo. We therefore always ask you to clean up the documents. If an applicant does not clean up their documents and sends us such sensitive data, we always require your consent in accordance with Art. 9 (2) (a) of the GDPR for (administrative) technical reasons when sending the application documents and request that you provide this consent.

You can revoke your consent at any time by withdrawing your application in the applicant portal or by sending us a message to that effect to [bewerbung@gisa.de](mailto:bewerbung@gisa.de). Your application will then no longer be considered and your data will no longer be processed. Retention periods (Section 13.5.) are not affected by this. The data processing which has taken place up to the point at which you revoke your consent remains unaffected.

#### **13.3.5**

If you apply to us by email (or via social networks and job portals such as XING or Indeed), we will not be able to process your application further due to the centralized administration of all applications in our applicant portal. In this case, you will usually receive a reply email asking you to please apply via our applicant portal. Your email with the attached documents will then be deleted after the reply email has been sent. In very rare cases, if the application is of particular interest to us, we will process your documents and manually transfer them to our applicant database. After we have entered your application, you will receive an email from us with access to the applicant portal. Once you have activated your account, you can use the portal to manage your personal data yourself at any time as described above.

### **13.4. Sending emails in the applicant portal**

When creating an account (e.g. double opt-in), when resetting a password (link to reset password via the “Forgot password” function), etc., in order to contact you and for further information on the provision of our services, we will send you an email. We use the email function of the applicant portal provider SAP for this purpose, among other things. Your data will only be processed for the purpose of fulfilling the contract with us. The legal basis is Art. 6 (1) (b) of the GDPR.

### **13.5. Storage period of your application and profile**

#### **13.5.1**

Your data will be stored for a period of six months after the application process has ended. This is usually done to fulfill legal obligations or to defend against any claims arising from legal regulations. We will then usually delete or anonymize your data. In this case, the data is only available to us as so-called metadata without direct personal reference for statistical evaluations (e.g. proportion of male or female applicants, number of applications per period, etc.).

#### **13.5.2**

Alternatively, you can delete your candidate profile with your data in the applicant portal at any time by going to the settings and clicking on the “Delete my profile” button or by sending a request for deletion to the contact details provided in this data protection notice. This will delete your application data (including any attachments you have uploaded) provided that the application has not yet been sent to us, i.e. actively submitted to the application process. In the latter case, the deletion periods mentioned in the previous section apply.

If you do not log in to our careers portal for more than six months, your candidate profile will be deleted automatically.

### **13.6. Transfer of your data**

The data sent to us via the applicant portal as part of your application is sent using SSL encryption and stored in encrypted form in a database operated by SAP. As a processor, SAP processes your personal data only in accordance with our instructions. A data processing agreement has been entered into accordingly (see above).

### **13.7. Personality analysis by partner**

We provide a personality analysis on our applicant portal before login or registration. This is an external offer from our partner ANTES Solutions GmbH, Buchenweg 157, 22926 Ahrensburg (hereinafter “ANTES”). When you click on the “personality analysis” button, you will be taken directly to the ANTES website and ANTES will collect personal data from you. Information about their data protection and contact options can be found at <https://www.antes-group.com/datenschutz>.

We do not receive any information about you from ANTES, notably no results of the personality analysis carried out.

## **14. Processing of personal data in the context of contractual relationships**

### **14.1. Sources and types of personal data**

We primarily process personal data that the data subjects themselves provide to us in the context of contractual relationships or that we receive from the respective contractual partners (e.g. from your colleagues with whom we are already in contact), for example in the context of processing an enquiry or an order.

Relevant personal data processed by us as part of the contractual relationship includes, among other things, personal details (such as surname, first name, address, bank details, billing address, tax number/VAT registration number) and other contact details (such as telephone number, email address). In addition, this may also include data from the fulfillment of our contractual obligations, data about you (e.g. business interests, occupation, industry, position, tasks and powers) as well as other data comparable with the categories mentioned.

The scope of the data processed for a person varies depending on what function the person has in relation to us, for example, what position they hold with the respective contractual partner.

### **14.2. Processing purposes and legal bases**

We process personal data for the following purposes on the basis of the following legal bases:

#### **14.2.1**

In individual cases, we process data because you have expressly consented to this (Art. 6 (1) (a) of the GDPR) – for example, to receive advertising by email and/or telephone.

#### **14.2.2**

Data processing shall be carried out for the purpose of fulfilling contracts entered into with you or your employer or for the purpose of implementing pre-contractual service and work contracts as well as other contractual relationships (e.g. processing and reviewing corresponding offers and requests; authenticating contractual partners, preparing and signing contractual documents, processing claims and payments, managing and terminating contracts).

#### **14.2.3**

Further data processing is carried out on the basis of legal requirements (Art. 6 (1) (c) of the GDPR) – for example, to fulfil tax and other legal control and reporting obligations, as well as to comply with audits by tax or other authorities and to comply with legal retention periods.

#### **14.2.4**

We also process your data to protect our legitimate interests (Art. 6(1)(f) GDPR); namely for the following purposes:

optimal contact support/relationship, also with regard to the employees of our contractual partners;  
optimization of our business processes, such as by maintaining a supplier or prospective customer database,  
also as part of a “customer relationship management”;  
reduction of default risks in our business processes by consulting credit agencies (e.g. Creditreform, Bürgel) and determining score values (profiling), which help us to assess the probability of contractual partners meeting their payment obligations in accordance with the contract on the basis of a recognized mathematical-statistical procedure;  
assertion and defense of legal claims;

### **14.3 Processing time**

We process your personal data for the duration of your employment with one of our contractual partners, but no longer than until the respective business relationship between us and your employer has ended. We delete process-related information (e.g. regarding a specific contractual or contractual relationship) after completion of the respective process, e.g. fulfillment of a contract for work and services, with a period of three years after the end of the respective calendar year, unless these are subject to longer statutory retention periods (such as the six- or ten-year retention period pursuant to § 257 of the German Commercial Code); in such a case, the data concerned will be blocked for any further processing.

### **14.4 Your rights as a data subject**

Information on your rights can be found in Sections 5 and 7 above.

## **15. Processing of your data when contacting us at trade fairs and events**

If you personally provide us with your contact details at trade fairs and similar events, we, i.e. our employees attending the trade fair, collect this data in the trade fair app MyStand Leads from the provider myStand technology GmbH, Bergweg 7, 04356 Leipzig (hereinafter “myStand”). Of course, we have entered into a data processing agreement (DPA) with myStand to ensure that your personal data in the trade fair app is processed only in accordance with our instructions and in compliance with the GDPR.

The legal basis for data processing as part of inquiries regarding cooperation with us is Art 6 (1) (b) of the GDPR, the implementation of pre-contractual measures based on your request. In all other cases, we process your data because you have expressly consented to this (Art. 6 (1) (a) of the GDPR).

If your data can be assigned to a contractual relationship following a request, we will delete it after the contract period, otherwise after your request has been dealt with, or we will restrict processing if there are legal obligations to retain data. If our data processing is based on your consent, the provisions of Section 11, especially 11.4, shall apply, according to which you can revoke your consent at any time and your data will then be deleted in accordance with the prescribed deletion periods.

## **16. How secure is your data?**

Unfortunately, sending information via the internet is not completely secure, which is why we cannot guarantee the security of data sent to our website via the internet.

However, we use technical and organizational measures to secure our website and other systems against the loss, destruction, access, modification or dissemination of your data by unauthorized persons. More specifically, we use encrypted transmission for your personal data. We use the SSL encryption system for this purpose.

## **17. Status and updating of this data protection policy**

We reserve the right to change this data protection policy at any time and with future effect. The latest version is available on the website. Please visit our website regularly to stay informed about the applicable data protection policy.

Last updated: October 2024