

**Information required to be provided pursuant to Article 13 GDPR
Employees**

**IBV Wohnungsunternehmen Erich Ross GmbH & Co. KG und
ADRIA Vermögensverwaltung Erich Ross GmbH & Co.KG
Rohrbacher Str. 12, 69115 Heidelberg**

Data Protection Officer:

**External Data Protection Officer appointed via
WTS Wohnungswirtschaftliche Treuhand Stuttgart GmbH
Hohe Str. 16, 70174 Stuttgart
Telefon: 0711/16345410, Mail: dsb-wts@wts-vbw.de**

Purpose of data processing

Conclusion, performance and termination of employment relationships

1. Processing job applications
2. If the application is successful, performance of the employment relationship:
 - 2.1 Wage payment
 - 2.2 Remittance of income tax and social security contributions

Legal basis for processing

Grounds

1. Contract Contract of employment, initiation of contract of employment
2. Laws Working Hours Act, Works Constitution Act, Tax and social security laws, accounting obligations under the German Commercial Code (HGB) and tax laws

Categories of recipients of personal data

1. Internal
 - Company Management
 - Other departments within the company to which processing activities related to the performance of the obligations under the contract have been assigned
 - Shareholders within the scope of monitoring obligations or third-party experts engaged by them
 - Data Protection Officer
2. External
 - Tax consultant, auditor, other consultants
 - Creditors of an employee in the case of existing attachment and garnishment orders
 - Payroll accounting service providers
 - Banks
 - Insurance providers for transfers of capital-forming benefits and old-age pensions
3. Agencies and authorities (provided data is requested pursuant to a law or must be disclosed by law)
 - Social insurance providers
 - Tax authorities

Intended data transfers to third countries

No data is transferred to countries outside of the EU nor is this planned

Information to be made available pursuant to Article 13(2) GDPR

1. Rights of data subjects

You have the right to:

- 1.1 Information about personal data processed and stored that concerns you
- 1.2 Rectification of your stored personal data
- 1.3 Erasure of your data when it is no longer needed
- 1.4 Restriction of the use of your data
- 1.5 Objection (especially for any consent you have provided previously)
- 1.6 Data portability

2. Retention period

- 2.1 Data resulting from the initiation of a contract will be deleted if a contract is not concluded and statutory retention and/or time limits for producing evidence do not preclude deletion.
- 2.2 During a current contractual relationship, storage is subject to statutory retention obligations.
- 2.3 After termination of the contractual relationship, data will be deleted upon expiry of the statutory retention periods and/or periods required for proof of the employment relationship and any applicable pension rights for the benefit of the employee and/or until attainment of statutory retirement age.

3. Withdrawal of consent

If data is stored on the basis of your consent, you may withdraw your consent. Your data is stored on the basis of a contract and/or in the process of contract initiation. Consent is not provided in such cases.

4. Right to lodge a complaint

4.1

Pursuant to Article 77 GDPR, you have the right to lodge a complaint with a supervisory authority if you believe that processing your personal data infringes the GDPR or Federal Data Protection Act (BDSG)

4.2 You may lodge complaints with:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg
Lautenschlagerstraße 20
70173 Stuttgart
Telefon: 0711/6155410
E-Mail: poststelle@lfdi.bwl.de

5. Provision of your personal data and the consequences of failing to provide such data

The provision of your personal data is required for the initiation and performance of the contractual relationship and/or we are legally required to collect such data. Without this data we cannot conclude or perform the contract. To the extent that we are legally required to collect such data, we would otherwise commit a violation of law that could result in criminal penalties or fines.

6. Automated decision-making

Automated decision-making processes are not used.