

Privacy Policy for the Use of APEX

The tool APEX ("APEX") offers various functions, such as order processing, processing of price inquiries, maintenance of a supplier profile, document exchange with IAV and uploading of catalogues. A supplier profile is required for most functions. However, the receipt of orders also works without a supplier profile. In that case APEX will transmit orders to you by e-mail.

This Privacy Policy is designed to give you an overview of which personal data ("Data") we collect and process when you use APEX and what rights you have in relation to the processing of your Data.

I. Who are we and how can you contact us?

We,

IAV GmbH Ingenieurgesellschaft Auto und Verkehr („IAV“)
Carnotstraße 1
10587 Berlin

are responsible for protecting your Data.

If you have any questions regarding the processing of Data, regarding your rights or this Privacy Policy, please do not hesitate to contact our external Group Data Protection Officer. He can be reached

By post at: IAV GmbH Ingenieurgesellschaft Auto und Verkehr
Data Protection Officer
Carnotstraße 1
10587 Berlin

As well as by email at: datenschutzbeauftragter@iav.de.

II. Data processing in connection with your use of APEX

A. Supplier profile

Description and scope of the data processing:

APEX offers various functions, such as order processing, processing of price inquiries, maintenance of supplier profile, document exchange with IAV and uploading of catalogues. A supplier profile is required for most functions. Via the supplier profile, master data, purchase orders and requests in particular can be viewed and continuously maintained. However, the receipt of orders also works without a supplier profile, in that case APEX will transmit orders to you by e-mail.

In the supplier profile, in addition to the information on the company, such as general company master data (including certificates), assignment to a product group, supplier evaluation, supplier classification, catalogues, price lists the following data is stored:

- First and last name of the contact person as well as associated contact data (telephone, e-mail address, optionally: department, fax number),
- First and last name of the managing directors as well as associated contact data (telephone, e-mail address, optionally: fax number).

In addition to the aforementioned Data, profile photos of the contact persons can be added to the supplier profile.

Purposes of the data processing:



We process the Data transferred during the registration process to create your supplier profile and for user authentication purposes. The execution and administration of our ordering procedures via APEX optimizes our procurement processes.

Legal basis:

The data processing operations described above are carried out on the basis of legitimate interests, (Art. 6 (1) f General Data Protection Regulation "**GDPR**"). Our legitimate interests lie in the documentation of our ordering processes and the authorisations granted as well as the purposes described above. If you add a profile photo to the supplier profile, we will process this to enable you to individualise the profile (Art. 6 (1) f GDPR); please make sure that consent is given when you upload a profile photo for another person.

Term of storage and control options:

If you want to revise information in the supplier profile or delete users assigned to the supplier profile, we are automatically informed about the change or deletion requests and requested to review and release them.

B. Using APEX and log files

Description and scope of the data processing:

When you use APEX, we will automatically collect the following IT-usage data:

- Your IP address,
- Computer name,
- Date and time of access (login time),
- UserID,
- Roles.

Furthermore, when using APEX, your browser will automatically transmit the following data (log files):

- Last name, first name of the user;
- Name of the organisation to which the user belongs;
- Timestamp of the login (date and time);
- IP address of the login (for access from company networks this is usually the same for all users of the company).

Purposes of the data processing:

Temporary storage of this Data is necessary to enable delivery of APEX to your device and to ensure APEX' functionality. In addition, we collect the Data in order to be able to trace and prevent unauthorized access to the web server and misuse as well as to secure our information technology systems.

Legal basis:

The data processing described above is carried out on the basis of legitimate interests (Art. 6 (1) f GDPR). Our legitimate interests lie in achieving the purposes described above.

Term of storage and control options:

We store the Data as long as this is necessary for the purposes described above. Log files are usually deleted after three months.

C. Change logs

Description and scope of the data processing:



To document relevant changes in the ordering processes, change logs are created.

The following information on the change status is stored in the objects/documents:

- Last name, first name of the user who created the object;
- Timestamp of creation;
- Last name, first name of the user who last changed the object;
- Timestamp of the last change.

In addition, the following information is stored in a change log in the objects/documents (availability depends on the respective object):

- Last name, first name of the user;
- Timestamp of the change (date and time);
- Old value, new value.

Purposes of the data processing:

The change logs are created to document relevant changes in the ordering processes.

Legal basis:

We store this Data on the basis of legitimate interests (Art. 6 (1) f GDPR). Our legitimate interest is to achieve the purpose described above.

Term of storage and control options:

The Data will be deleted when they are no longer necessary for the achievement of the purposes. Documents, including change logs, are usually deleted after ten years.

III. Who receives your Data?

Departments within IAV

Within IAV, access to your Data shall only be provided to those departments / persons who require this for the purposes described (need-to-know principle).

Service providers that support us

We transmit your Data to service providers who support us in the operation of APEX.

These service providers are contractually obliged to maintain confidentiality and fulfill the requirements under data protection law. Service providers that are processors have signed a contract, which guarantees that Data will be processed strictly according to our instructions.

IV. What rights do you have and how can you exercise these?

A. Withdrawal of consent

You can withdraw any consent you have granted to the processing of your Data at any time and with effect for the future. Please note that the withdrawal will have no impact on the legality of the previous data processing and that it does not extend to such data processing for which statutory authorisation exists and which can therefore be performed without your consent.

B. Other rights of data subjects

According to Art. 15 to 21 and 77 of the GDPR and if the conditions are met, you are furthermore entitled to the following rights:



Access:

You can at any time demand provision of information on the Data of yours that we process and demand a copy of the Data stored on you, Art. 15 GDPR. Please note that further copies of the Data stored on you may be subject to a charge.

Correction:

You can demand the correction of incorrect Data as well as the completion of incomplete Data according to Art. 16 GDPR.

Erasure:

You can demand the erasure of your Data. Please note that the erasure does not include Data required for the execution and processing of contracts and to assert, exercise and defend against legal claims as well as Data for which statutory, supervisory or contractual retention obligations exist, Art. 17 GDPR.

Restriction of processing:

You can under certain circumstances demand the restriction of the processing, e.g. if you believe that your Data is incorrect, if the processing is illegal or you have raised a complaint about the data processing. This will mean that without your consent your Data may only be processed in a very restricted way, e.g. to assert, exercise or defend against legal claims or to protect the rights of other natural or legal entities, Art. 18 GDPR.

Objection to the data processing:

You can object at any time to data processing performed on the basis of a legitimate interest if there is particular reason for doing so, Art. 21 GDPR.

Data portability:

You have the right to receive the Data provided by you, which was processed based on your consent or in order to fulfill a contract, in a structured, commonly used and machine-readable format and the right to demand a direct transfer of this Data to third parties within the realms of what is technically possible, Art. 20 GDPR.

C. Contact routes

You can exercise your rights through the **contact routes** mentioned above under **I.**

D. Right to appeal to the competent data protection supervisory authority

If you, for example, consider that the processing of your Data is illegal or that your rights described above are not granted to you to the required extent, you have the right to file a complaint to the competent data protection supervisory authority.

Stand: May 2022