



Privacy Policy for Business partners and employees of business partners of IAV Poland Sp. z. o. o.

In the following we inform you about how we process your personal data (“**Data**”) as a business partner or employee of a business partner. The protection of your Data is very important to us. This Privacy Policy is designed to give you an overview of which Data we collect and process 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 Poland Sp. z. o. o.
Ludwika Waryńskiego Str. 2
45-047 Opole

are responsible for protecting your Data. (For central services of the IAV Group, see item V.)

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

by post at: IAV GmbH Ingenieurgesellschaft Auto und Verkehr
Datenschutzbeauftragter
Carnotstraße 1
10587 Berlin

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

II. Welche Daten verarbeiten wir und wie erhalten wir die Daten?

If you are our business partner or an employee of one of our business partners, we process your Data which we receive in the context of our business relationship with you or your employer.

These data are, in particular, processed when using our IT systems and if you or your colleagues have contact with our employees.

In this context, the following categories of data are processed by us:

- **Professional contact and organizational data:** e.g., name, first name, title, academic degree, gender, name of the company you work for, department, e-mail address, postal address, telephone number;
- **Data on professional circumstances:** e.g., job title, tasks, occupation, qualifications, advanced training and education, language skills, job-related assessments;
- **IT usage data:** e.g., user ID, roles and rights, login times, computer name, IP address, user-specific settings, change documentation, log data;
- **Online data:** e.g., IP address, location data, cookie data, data from analysis and tracking tools, websites accessed, log data;
- **Photos;**
- **Information on work resources received and allocation plans:** e.g., mobile phones, tablets, laptops, access authorizations;



- **Vehicle data:** e.g., model, make, registration number, driving behavior, position data, video and audio data during vehicle use;
- **Others:** In addition, we may process other Data that is provided within the interaction with our employees or Data that we have collected about you from publicly available sources (e.g., commercial register, credit agencies, press, publications) and statements with regard to data protection, such as declarations of consent to the processing of personal data.

III. Purposes and legal basis of data processing

1. Preparation, execution and termination of a business relationship between us and you or the business partner you work for

In order to evaluate and preselect suppliers and to prepare audits in the field of quality management, we process in particular professional contact and organizational data.

For general communication, processing service contracts, appointment organization, event and participant management, billing between us and the business partner, bookkeeping and debt collection, reporting, administration, fulfilment of tax control and notification obligations, we process, in particular, your professional contact data.

Within the scope of project work (joint), we use databases and tools in which contact persons are stored and user accounts are created. In particular, we process professional contact data, online data and IT usage data.

We process the Data on the basis of the following legal bases:

- Contract initiation and execution if you are in person our business partner (Art. 6 sec. 1 lit. b GDPR)
- Fulfilment of legal obligations (Art. 6 sec. 1 lit. c GDPR in conjunction with legal and administrative requirements, e. g. from tax and commercial law)
- Prevailing legitimate interests (Art. 6 sec. 1 f GDPR): Our legitimate interest lies in the functioning and practicable cooperation with our business partners.

2. Generating and administering access authorizations to premises, buildings, test areas and issuing key cards and tokens

In order to issue visitor passes and access authorizations, identify visitors and authorized persons, administer visitors, issue entry and/or parking authorizations for visitor vehicles, we process, in particular, professional contact and organizational data, IT usage data, photos and other data relating to the resource handed over.

We process the Data on the basis of the following legal bases:

- Contract initiation and execution if you are in person our business partner (Art. 6 sec. 1 lit. b GDPR)
- Prevailing legitimate interests (Art. 6 sec. 1 f GDPR): Our legitimate interest lies in the protection of our business and trade secrets and our house rights by means of controlling the access rights to our buildings and premises.

3. IT-Administration

In order to allocate IT system access, administration of authorizations, IT support, proof of changes to information in IT systems, unambiguous identification of the user for the secure



operation of IT systems, detection and tracking of unauthorized access attempts and accesses, we process, in particular, professional contact data, online data and IT usage data.

We process the Data on the basis of the following legal bases:

- Prevailing legitimate interests (Art. 6 sec. 1 f GDPR): Our legitimate interest lies in ensuring the security and integrity of the IT systems used, the troubleshooting, the tracking of unauthorized access and access attempts and the fulfillment of our obligations in the area of data security.

4. Safeguarding and defending our rights and disclosure in the context of administrative/judicial measures

For the exercise and assertion of rights and claims, disclosure within the framework of national, administrative/judicial measures for the purposes of gathering evidence, criminal prosecution, for the execution of internal investigations, within the framework of legal defense, preparation of the assertion of claims and assertion of civil law claims, processing of enquiries of data subjects in accordance with the LGPD, we process, in particular, professional contact and organizational data, data on professional conditions, IT usage data, online data, photos, information on work resources received and allocation plans, vehicle data and other Data which can contribute to clarifying the facts of the case.

We process the Data on the basis of the following legal bases:

- Fulfilment of legal obligations (Art. 6 sec. 1 lit. c GDPR in conjunction with legal and administrative requirements, e.g. from tax and commercial law)
- Prevailing legitimate interests (Art. 6 sec. 1 f GDPR): Our legitimate interest lies in the assertion and defence of our rights and the fulfilment of legal and administrative requirements.

5. Direct Marketing

In order to carry out surveys, market analyses, to inform you about our competences and projects as well as to send out event invitations and Christmas post, we particularly process your professional contact data.

We process the Data on the basis of the following legal bases:

- Consent (Art. 6 sec. 1 lit. a GDPR)
- Prevailing legitimate interests (Art. 6 sec. 1 f GDPR): Our legitimate interest lies in the optimisation of our business processes and the long-term loyalty of our business partners.

IV. How long do we store your data?

We store your data as long as we need it for the specific processing purpose. We regularly store your data for at least the duration of the business relationship with you or the business partner you work for.

In addition, we store certain data for the duration of statutory limitation periods and as long as statutory retention stipulate.

Under certain circumstances, your data must also be retained for a longer period of time, e.g. if, in connection with an administrative or judicial procedure, a prohibition of data deletion is ordered for the duration of the procedure or in case of documents concerning, for example, the



construction phase of our products must be retained for a longer period of time due to product liability reasons

V. Who receives your data?

1. **IAV Poland Departments**

Within IAV Poland, access to your data should only be provided to departments/persons that require it for the purposes described.

2. **Other IAV Group Companies**

Within the IAV Group, certain services are provided centrally by IAV GmbH Ingenieurgesellschaft Auto und Verkehr, Carnotstr. 1, 10587 Berlin ("IAV GmbH") for all IAV Group companies.

This applies in particular to the following services:

- Website operation,
- Newsletter, Automation, press contact,
- Customer Relations Management.
- Consulting/ Controlling/ Monitoring/ Forecasting.
- Legal/ Compliance/ Data Protection.
- Risk management, corporate security, audit management, internal auditing.
- Provision of IT infrastructure, IT applications and IT service
- HR Services.

IAV GmbH processes personal data for these purposes. In addition, data is also processed to the extent necessary by other IAV Group companies, e.g., as part of customer relation management.

Data protection agreements have been concluded between the companies of the IAV Group. If you have any questions about this, please contact our data protection officer.

3. **Service providers that support us**

We will pass on your data to our service providers, e.g., in the areas of

- IT Services;
- Development services;
- Event services;
- Post and telecommunications;
- Financial and accounting advice, legal advice;
- Compliance and data protection;
- Distribution and marketing;
- Operation and maintenance of our websites;
- As well as communication.

These service providers are contractually obligated to maintain confidentiality and comply with data protection law requirements. Service providers who are processors have signed a corresponding agreement, which guarantees that data will be processed strictly in accordance with our instructions.



4. Others

As part of the project work, we may also transmit data to project partners such as affiliates of IAV or universities.

In addition, we transmit your data to national (e.g., tax office, police, public prosecutor's office, social insurance carriers) or courts within the scope of their respective responsibilities, if we are obliged to do so by law or by order.

Also, in these cases we transfer your data only in so far as this is necessary for the respective purposes.

VI. Do you have an obligation to provide any data?

As far as we need data in connection with the execution/handling of the business relationship as well as the projects, you are obliged to make them available, as otherwise we are not able to provide the services owed by us.

If you are obliged by law to provide us with data, we will point this out to you when collecting the data.

VII. Are data transferred to a third country?

We try to avoid transferring your Data to a third country, i.e. a country outside the European Union or the European Economic Area.

However, if a transfer should occur because, for example, a service provider or project partner has its head office in a third country, we will only transfer the Data if an adequate level of data protection in the third country is ensured in accordance with an adequacy decision of the European Commission or if appropriate safeguards (such as data protection agreements including the standard contractual clauses of the European Commission) can guarantee an adequate protection of Data.

For instance, our contracts with processors usually contain the conclusion of the standard contractual clauses of the European Commission when the processor is established in a third country. A copy of these guarantees will be provided on request. Please use the contact routes mentioned in this privacy policy.

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

1. 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.

2. 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.

Correction:

You can demand the correction of incorrect Data as well as the completion of in-complete 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, super-visory 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 con-sent your Data may only be processed in a very restricted way, e.g. to assert, exer-cise 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 have the option to object to the data processing for direct advertising purposes at any time. In addition, 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, Article 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, Article 20 GDPR.

3. Contact routes

You can exercise your rights by means of the following **contact details**:

By post at:
IAV GmbH Ingenieurgesellschaft Auto und Verkehr
Datenschutzbeauftragter
Carnotstraße 1
10587 Berlin

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



4. 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.

Status: February 2023