

# Information on the processing of personal data of employees

## 1. General information on the handling of employee data

The responsible handling of personal data is important to us. We therefore inform you below about how your data is processed in the course of your employment at BBU GmbH and what measures we take to protect it. Personal data is processed exclusively on basis of the provisions of the EU General Data Protection Regulation (GDPR) and Austrian law. The controller within the meaning of these provisions is BBU GmbH.

### Contact information:

#### Federal Agency for Reception and Support Services GmbH

Leopold-Moses Gasse 4/Stiege 2

1020 Wien

E-Mail: [office@bbu.gv.at](mailto:office@bbu.gv.at)

You can reach our data protection officer at: [datenschutzbeauftragter@bbu.gv.at](mailto:datenschutzbeauftragter@bbu.gv.at)

## 2. Data processing

Your personal data will only be processed if there is a legal basis within the meaning of the GDPR, i.e. primarily for the purpose of contract initiation and fulfilment, due to legal obligations or after obtaining appropriate consent. In individual cases, we also process your personal data on basis of the legitimate interests of BBU GmbH.

### 2.1 Purpose of the processing

We process your data on basis of the (pre-)contractual relationship with you (Art 6 para 1 lit b EU General Data Protection Regulation 2016/679 - "GDPR") and on the basis of legal obligations (Art 6 para 1 lit c GDPR, Art 9 para 1 lit b GDPR) and on basis of our legitimate interest (operation and administration of business operations, monitoring the use of IT systems, carrying out data analyses) (Art 6 para 1 lit f GDPR) and your consent (Art 6 para 1 lit a GDPR)

### 2.2 data categories

- We process your personal data provided during the entire application process, such as personal general data (name, all types of contact data, gender, date of birth, age, place of birth), national insurance number, marital status, name of partner, names of relatives, employment anniversary, military career, citizenship, passport data, work visa or work permit, signature, photo, health/medical information if required by law or if you have consented to this processing.

- In order to ensure system security and to grant access to operating systems and as part of the creation of your user account, we process your name, telephone number and e-mail address as well as access logs and change logs of the BBU systems.

### 2.3 Disclosure of your data to third parties

As part of our activities, selected personal data may be transferred to the following recipients if there is a corresponding legal basis:

**Public bodies:** Federal Ministry of the Interior, Federal Office for Immigration and Asylum, Federal Administrative Court, care facilities of the federal states, authorities responsible for granting minimum income benefits, tax offices, social insurance institutions, labour market service, youth welfare authorities,

**International organisations, non-profit organisations:** UNHCR, Austrian Integration Fund, IOM

**Service provider:** Companies that offer products and services to BBU, such as payroll, training and coaching providers, suppliers, IT systems support, credit card companies, fleet management, electronic records management providers, online knowledge base providers

**Professional adviser:** Auditors, lawyers, insurers and other external professional advisors

For the technical and organisational processing of your employment relationship, your data will be passed on to our IT service providers who work for us as processors and who guarantee an appropriate level of data protection within the meaning of the GDPR. GDPR-compliant data processing agreements are concluded with all processors.

#### **BBU's relevant processors for employee data are:**

Microsoft Ireland GmbH, Avanade Deutschland GmbH, Vimcar GmbH, Skalitzerstraße 104, 10997 Berlin, ARW- Agentur für Rechnungswesen GKP GmbH, Dresdner Straße 89, A-1200 Vienna, SAP Österreich GmbH, Lasallesstraße 7b, 1021 Vienna, Nagarro Austria, Am Europlaza 2, 1120 Vienna

In principle, all cloud services used by BBU GmbH are operated in the EU data centres in the geographical region of Europe. If personal data is transferred to third countries (outside the EU) as part of order processing, it is ensured that an appropriate level of protection is maintained.

### 2.4 Storage of personal data

The retention of the data of our employees is based on the fulfilment of legal obligations (Art 17 para 3 lit b GDPR) or the assertion, exercise or defence of legal claims (Art 17 para 3 lit e GDPR). BBU only stores personal data for as long as necessary and proceeds in accordance with the internal deletion concept, which was created on basis of purpose fulfilment and statutory retention periods.

### 2.5 Automated decisions

BBU does not use automated decision-making, including profiling, within the meaning of Article 22 GDPR to fulfil its tasks and conduct business relationships.

### **3. Your rights**

You have the rights to information, rectification, erasure, restriction, data portability, cancellation and objection in relation to the processing of your personal data. If you believe that the processing of your data violates data protection law or that your data protection rights have been violated in any other way, you can lodge a complaint with the supervisory authority. In Austria, this is the data protection authority. Of course, you can also contact our data protection officer directly by e-mail to express your concerns.