



Public process directory

1. Name or company name of the responsible body:

Name of responsible body

BITZER SE

BITZER Kühlmaschinenbau GmbH

BITZER Kühlmaschinenbau Schkeuditz GmbH

2. Owners, directors, managers or other leaders appointed under statutory regulations or the company's articles of association and the persons entrusted with managing the data processing:

Management Board

Rainer Große-Kracht
Frank Hartmann
Gianbattista Parlanti
Christian Wehrle

Head of Data Processing:
Christian Stenzel

Data Protection Officer:
Eberhard Dismar

3. Address of the responsible body:

Address of the responsible body

BITZER Kühlmaschinenbau GmbH

Eschenbruennlestrasse 15

71065 Sindelfingen, Germany

4. Designated purpose of the data entry, data processing or data use

Corporate purpose

- (1) The purpose of the company is the management of business companies and the administration of investments in companies operating especially in the following fields of business: production and sale of refrigeration appliances and air conditioning devices, plants and systems of all kinds as well as parts and component groups for such equipment and other technical products; implementation of development work and structural designs, especially in relation to refrigeration and air-conditioning equipment; consulting in development and production, especially in relation to refrigeration and air-conditioning; consulting and development of data processing and the manufacturing and sale of data processing products; marketing of goods making use of trademark rights; provision of financial services.
The activities of the company especially include the acquisition, holding, administration and sale of investments in such companies, bringing them together under a uniform management and providing support and consulting, including the provision of services for such companies.
- (2) The company is also entitled to operate itself in the above fields of business. This shall not apply to banking and financial services which require approval.
- (3) The company is entitled to carry out any transactions and adopt any measures related to the purpose of the company or which the company considers to be directly or indirectly beneficial. To this end it is also entitled to establish subsidiaries at home or abroad, to found or acquire other companies or to invest in such companies.
- (4) The company is entitled to conclude corporate contracts.

The data entry, data processing and data use are carried out for the above mentioned purposes.

DATA PROTECTION at

5. Description of the persons concerned and the relevant data/data categories

Fundamentally, personal data are entered, processed and used of the following groups, insofar as this relates to natural persons and insofar as the entry, processing and use of data are necessary to fulfill the above purposes:

- customers, suppliers, prospective customers (mainly data on company, name and address, identification and creditworthiness data, any contract data necessary to implement the contract, turnover, payment and performance data, control data and any other data which may be required for proper and expedient consulting and implementation)
- employees, apprentices, student trainees, applicants, former employees, retired persons/pensioners, dependents and relatives (mainly application data such as details of work experience, training, qualifications, any possible previous convictions; contract data, master data and accounting data, including data on wage and salary statements, income tax and social security; details of the private and business address, area of work; transaction and performance data; name and age of relatives where this is relevant for social benefits; bank details, any assets entrusted to the employee; contact information; the employee's status; qualifications; employee assessments; work history; health data; emergency contact data such as details provided by the employee on selected persons to be contacted in emergency, details required for personnel management and control, for communication and for the handling and controlling of transactions)
- Representatives/subsidiaries (mainly for administration and control, for communication and for the handling and controlling of transactions, bank details, accounting and performance data, name, address, contract and control data)
- Tenants (mainly address and contract data)
- Contact persons for the above groups, including legal entities (mainly contact coordinates such as address, phone, fax and e-mail data and custodian information)



6. Recipients/recipient categories to whom the data may be provided

- Public bodies which receive the data as a result of statutory regulations (e.g. social security institutions, tax authorities).
 - Internal departments which are involved in the implementation of the relevant business processes (personnel management, bookkeeping, accounting, production, purchasing, marketing, sales, telecommunications and IT).
 - External contractors (service providers) under Section 11 of the Federal Data Protection Act (BDSG) which are appointed to process the data for us on commission.
 - Other external bodies such as banks (salary payments, supplier invoices), affiliated companies or other external bodies to fulfill the above purposes insofar as the party concerned has given written consent, it is necessary to fulfill the contract or transmission is permissible as a result of an overriding justified interest.
-

7. Standard periods for the deletion of data:

Standard periods for the deletion of data

- The legislative authorities have created various archiving duties and periods which mainly require data to be archived for a period of 10 years, but sometimes for a shorter period. In addition, there may also be variances due to archiving periods under contracts or the articles of association.
 - After the expiry of these periods the relevant data will be deleted as a matter of routine if they are no longer needed for the implementation of the contract (e.g. contracts for work and services).
 - If the data are not affected by this provision, they will be deleted when their designated purpose ceases to apply.
-

8. Planned data transmission to third party states:

Planned data transmission to third party states

- At present, no data are transmitted to third party states as a matter of principle.
- (If data are transmitted: Any transmission of data to countries outside the European Union or the European Economic Region shall only be made to affiliated companies or other service providers in the course of order processing, on the basis of a justified interest or after each party concerned has given explicit consent. In this case, suitable measures shall be adopted to ensure that the data protection rights of the persons concerned are safeguarded.
- Exceptionally, data may be transmitted if this is necessary for the communication with the contracting party, on the contracting party's behalf or for the implementation of the contract.