

Data protection information on the collection of personal data in accordance with Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR) for whistleblowers

With this information we inform you about the processing of your personal data and the rights you are entitled to under data protection if you submit a report (anonymous or non-anonymous) in our whistleblower protection system or if you report it by telephone.

1. Person responsible for data processing and who can I contact:

Responsible body:

SINGLE Group GmbH

East ring 17-19

73269 Hochdorf

Data Protection Officer

EmEtz GmbH

Email: datenschutz@emetz.de

Telephone (for submitting a report by telephone):

07144/ 3349050

2. What data we process, what we process your data for (purposes of processing) and on what legal basis we do this:

The data processing is carried out exclusively to check and process your information in which you report the violation of behavior (e.g. fraud, corruption, insider trading) as well as the violation of human rights, environmental concerns, other legal regulations and similar cases, as well as the related clarification of the facts. The legal basis for processing is Article 6 Paragraph 1c) (GDPR) in conjunction with the Whistleblower Protection Act (HinSchG).

Purposes of data processing	Categories of data
Examination of the facts and investigation of crimes, detection of crimes in the employment relationship	Personal data, position in the company/position, circumstances of observation

We may process personal data of employees on the basis of Section 26 Paragraph 1 Sentence 2 BDSG. According to this, personal data of employees may be S.d. § 26 Para. 8 BDSG can be processed to detect criminal offenses if actual evidence to be documented gives rise to the suspicion that the person concerned has committed a criminal offense in the employment relationship, the processing is necessary for detection and the employee's legitimate interest in the exclusion the processing does not predominate, in particular the type and extent are not disproportionate in view of the occasion.

If necessary, we also process your data as part of the balancing of interests in accordance with Art. 6 Para. 1f) GDPR. We process information about employee status, information about data subjects and other information that allows conclusions to be drawn about natural persons on the basis of Art. 6 Para. 1 f) GDPR. According to this, the processing is lawful if the processing is necessary to safeguard the legitimate interests of the controller or a third party, unless the interests or fundamental rights and freedoms of the data subject, which require the protection of personal data, outweigh the legitimate interests of us or of to protect third parties. This can be the case with:

Purposes of data processing	Categories of data
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Determination of violations of internal company ethics rules, processing of non-anonymous reports	Personal data, position in the company, circumstances of observation
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Depending on the specific individual case to be examined, our legitimate interest lies in processing reports in order to prevent, detect or prosecute violations of applicable law or company guidelines. This can also include checking the validity of the allegations made in the report and, if necessary, internal investigations, investigations and the initiation of criminal prosecution. Whether the interests or fundamental rights and freedoms of the data subject conflict with such data processing will be examined on a case-by-case basis - including with regard to the violation.

We require your consent to pass on your identity to third parties, unless the information must be provided upon request in criminal proceedings. We also need your consent if you make a report to us by telephone and an audio recording is made. The legal basis for processing results from Art. 6 Para. 1a) GDPR.

Consent once given can be revoked at any time. Please note that the revocation has effect for the future. Processing that was carried out before this revocation is unaffected by this.

Purposes of data processing	Categories of data
Disclosure of your identity to third parties unless within the exception area of the confidentiality requirement according to § 9 HinschG	Personal data, contact details position in the company/position,
Complete and accurate record of a report made at a meeting	Personal data, audio recording of the meeting, verbatim minutes

3. To whom will the data be passed on (categories of recipients):

Within our company, only those people and positions who need it to fulfill our legal obligations receive it.

We have EmEtz GmbH, Max-Eyth-Str., as our internal reporting point (recipient of reports). 8, 71672 Marbach. EmEtz GmbH operates an internal reporting office on behalf of us. We have concluded an order processing agreement with the contractor in accordance with Art. 28 GDPR.

Incoming reports are subject to an initial review and, if necessary, the coordination of follow-up measures in order to prevent, detect or prosecute violations of applicable law or company guidelines .

we have carefully selected a service provider who provides the portal as a Software as a Service solution. We have concluded an order processing contract with the service provider in accordance with Art. 28 GDPR.

If you submit a tip via the portal, no IP addresses are stored. Unless you voluntarily provide contact details, your report is anonymous and cannot be traced back from the server data. The information text itself that you have entered can of course enable identification.

Our employees and the service providers we commission are obliged to maintain confidentiality and comply with the provisions of the applicable data protection regulations.

Data may be passed on to external bodies in the following cases:

- to law enforcement authorities upon request in criminal proceedings
- based on an order in an administrative procedure following a report, including administrative

- fine procedures,
- to courts based on a court decision
- to external lawyers for case processing

If the success of the investigation is not jeopardized by providing the data to the accused person and if the whistleblower's legitimate interests do not outweigh them, we will usually inform the accused person after four weeks, but possibly later.

Duration of data storage:

The personal data will be deleted after the investigation has been completed. If the report turns out to be irrelevant, we will delete your data after the matter has been resolved. The usual storage period is therefore between 3 and 10 years.

Data transfer to third countries:

A transfer to a third country is not intended (or does not take place).

Rights of those affected:

You can request information about the data stored about you using the contact details provided above. (Article 15 GDPR). In addition, under certain conditions you can request the correction or deletion of your data (Articles 16 and 17 GDPR). You have the right to request that the processing of your personal data be restricted (Article 18 GDPR). In addition, you have the right to have the data you provided available in a structured, common machine-readable format (Article 20 GDPR).

Right to complain:

You have the option of contacting the data protection officer mentioned above or a data protection supervisory authority with a complaint.

Right to object:

If we process your data to protect legitimate interests, you can object to this processing if there are reasons for your particular situation that speak against data processing.