

Data protection information of TAG Immobilien AG for job applicants and employees as well as other data subjects

With this information in accordance with Articles 13, 14 and 21 of the **General Data Protection Regulation** (hereinafter referred to as "**GDPR**"), we provide you with an overview of the processing of your personal data by TAG Immobilien AG (hereinafter "**TAG**") as well as of your rights under the Basic European General Data Protection Regulation which came into force on 25 May 2018.

1. Who is responsible for data processing and whom can I contact?

The entity responsible for data processing is:

TAG Immobilien AG
Steckelhörn 5, 20457 Hamburg

You can contact our data protection officer at

TAG Immobilien AG
Datenschutzbeauftragter
Kreuzstraße 7 c, 04103 Leipzig
Email: datenschutz@tag-ag.com

These contact details of the data protection officer for TAG also apply to all companies affiliated under company law with TAG Immobilien AG (hereinafter "**TAG**"), i.e. all companies belonging to the TAG Group that accept applications and employ personnel, i.e. for TAG Handwerkerservice GmbH, TAG Immobilien Service GmbH, Multimedia Immobilien GmbH and Energie Wohnen Service GmbH.

2. When does data protection apply to me and when am I a data subject?

This data protection notice is addressed to **applicants, visitors to the TAG website and employees** whose personal data are collected by TAG, TAG Handwerkerservice GmbH, TAG Immobilien Service GmbH, Multimedia Immobilien GmbH and Energie Wohnen Service GmbH.

According to the terminology used in the GDPR, job applicants and employees whose personal data are collected are also referred to as "**employees**".

For reasons of improved readability, the need for simultaneous use of male and female language forms has been dispensed with. All designations of persons are nevertheless valid for both genders.

3. What sources and data do we use?

We process personal data that we receive from you or our employees as part of a job application process or employment relationship. In addition, we process personal data transmitted to us by other companies of the TAG Group or by other third parties (e.g. personnel service providers)

In particular, relevant personal data include personal information (name, address and other contact data, date and place of birth as well as nationality), identification data (i.e. identity card data) and au-

thentication data (e.g. specimen signature). This includes further details about the individual applicant (CV, credentials and certificates) and possibly data about your use of the telemedia we offer (e.g. access to our website at www.tag-ag.com as well as other data comparable to the categories specified above).

4. What do we process your data for (purpose of processing) and on what legal basis?

a) for the performance of contractual obligations (Art. 6 (1) letter 1 GDPR)

The processing of data takes place within the scope of the initiation and conclusion of employment agreements as well as for the execution and termination of thereof.

b) within the framework of the weighing interests (Art. 6 (1) letter f) GDPR)

Where necessary, we process your data beyond actual performance under the contract to safeguard the legitimate interests of us or third parties; in particular:

- consultations and data exchange with credit agencies and personnel service providers,
- asserting legal claims and defence in legal disputes,
- ensuring TAG's IT security and IT operations

c) based on your consent (Art. 6 (1) letter a) GDPR)

To the extent that you have given us your consent to process personal data for specific purposes (e.g. forwarding to third parties, evaluation of data for marketing purposes, dispatch of offers and the like), the lawfulness of such processing applies on the basis of your consent. Consent given may be revoked at any time. This also applies to the revocation of declarations of consent given prior to the validity of the GDPR, i.e. before 25 May 2018. The revocation of consent is only effective for the future and does not affect the lawfulness of the data processed until the time of revocation.

d) on the basis of legal requirements (Art. 6 (1) letter c) GDPR) or in the public interest (Art. 6 (1) letter e) GDPR)

Moreover, TAG and thus also the other companies belonging to the TAG Group are subject to various legal obligations. TAG Immobilien AG is a company with a stock market listing and is therefore required to comply with the requirements of the German Securities Trading Act (WpHG) and other capital market regulations, in particular instructions from the German Federal Financial Services Supervisory Authority (BaFin).

5. Who receives my data?

Within the TAG Group, those departments that need access to your data in order to fulfil our contractual

and statutory obligations are granted access to the data in question. Service providers and vicarious agents used by us may also receive data for these purposes, for example personnel service providers and payroll settlement service providers. If such third parties receive and process personal data, this takes place within the framework of so-called order processing, which is expressly provided for by law. In these cases, TAG remains responsible for the protection of your data.

With regard to the transfer of data to recipients outside the TAG Group, it should be noted that that we are obliged to maintain confidentiality regarding all customer-related facts and assessments of which we obtain knowledge (confidentiality). We may only disclose information about you if permitted or required to do so by law, if you have given your consent or if we are authorised to provide such information. Under these conditions, recipients of personal data may include, in particular:

- public bodies and institutions (e.g. the [German] Federal Financial Supervisory Authority, fiscal authorities) in the event of a statutory or official obligation being applicable,
- other institutions or comparable facilities to which we transfer personal data (e.g. credit agencies), if this is necessary to conduct the business relationship with you.

Other recipients of data may be those bodies for which you have given us your consent to the transfer of data or which you have designated to us as recipients of your data.

6. Are data transferred to any third country or to an international organisation?

Your personal data will not be passed on to any third parties, with the exception of the anonymised IP address and the use of the website service providers as described here, and your personal data will not be passed on outside the EU.

7. How long will my data be stored?

We process and store your personal data as long as this is necessary for the fulfilment of our contractual and statutory obligations. It should be noted that our business relationship within the framework of the employment agreement entered into constitutes a continuing obligation and is designed to be long-term in nature.

If the data are no longer needed for the fulfilment of contractual and statutory obligations, they will generally be erased unless their further processing for a given limited period is necessary for the following purposes:

- Where job applicants are rejected, 3 months after receipt of the rejection,
- fulfilment of commercial and tax-related retention obligations which may arise from the German Commercial Code (HGB) and the German Fiscal Code (AO). The pre-

scribed periods for storage and documentation are generally two to 10 years.

- Preservation of evidence within the framework of the regulations of the statute of limitations. Pursuant to Sections 15 ff. of the [German] Civil Code (BGB), the limitation periods can be up to 30 years; the regular limitation period is three years, however.

8. What data protection rights do I have?

Each data subject has the right to information pursuant to Article 15 GDPR, the right to rectification in accordance with Article 16 GDPR, the right to erasure according to Article 17 GDPR, the right to limitation of processing under Article 18 GDPR, the right to objection arising from Article 21 GDPR as well as the right to data portability based on Article 20 GDPR. The restrictions of Sections 34 and 35 of the [German] Federal Data Protection Act (BDSG) apply to the right to information and the right to erasure. This means that the right to erasure applies to the limitation of processing of personal data since TAG is obliged to secure its automated data processing security systems (backups) and erasure in these systems would involve unreasonable disproportionate effort. Finally, the data subject has a right to complain to a competent data protection supervisory authority (Article 77 GDPR, read in conjunction with Section 19 BDSG).

You may revoke your consent to the processing of personal data by contacting us at any time. This also applies to the revocation of declarations of consent given to us prior to the validity of the GDPR, i.e. before 25 May 2018. Please note that such revocation will only take effect for the future. Processing that took place before revocation is not affected by this.

The assertion of these data protection rights and in particular the exercise of the right of revocation are to be sent by email to

datenschutz@tag-ag.com

Or in writing by post to the Data Protection Officer

TAG Immobilien AG
Data Protection Officer
Kreuzstraße 7 c, 04103 Leipzig

. The assertion of these rights is free of charge.

9. Is there an obligation on me to make data available?

In the context of a job application process or employment relationship, you must provide the personal data required for the commencement, execution and termination of an employment agreement and for fulfilment of the associated contractual obligations or data which we are legally obliged to collect. Without these data, as a rule we will not be able to enter into or execute a contractual agreement with you.

10. To what extent does automated decision-making and profiling take place?

In principle, we do not use fully automated decision-making as contemplated by Article 22 GDPR and do not process your data automatically with the aim of evaluating certain personal aspects (“profiling”).

11. What measures are taken to ensure data protection at TAG and within the TAG Group?

Within its scope of responsibility, TAG has designed its internal organisation in such a manner that it meets the special requirements of data protection and the parameters laid down by the GDPR and the BDSG. Technical and organisational measures have been taken to protect data that meet these requirements. TAG is convinced that the measures adopted provide an appropriate level of data protection, considering the risks associated with the processing of personal data. The principle of data economy is observed, i.e. Only those data are collected, processed and stored which are necessary for the execution and processing of the relevant contracts or which are to be provided on the basis of a consent and/or legal parameters in place.

If you contact us via our website, for example to find out about vacant positions, in addition to these data protection notices, the data protection information for accessing the website is applicable, which is stored on the website itself and can be viewed and is made available for download at (<https://www.tag-ag.com/en/privacy/>).

TAG reserves the right to supplement and continuously update this data protection information due to technical developments and unknown practices of the supervisory authorities. The updated data protection notice applies from the point in time at which it is published on the website.

12. Information on your right to object in accordance with Article 21 GDPR

Individual case-based right of objection

You have the right to object at any time for reasons arising from your personal situation to the processing of personal data concerning you, which is based on Article 6 (1) letter e) GDPR (data processing in the public interest) and Article 6 (1) letter f) GDPR (data protection based on a weighing or balancing of interests); this also applies to profiling based on this provision within the meaning of Article 4 No. 4 GDPR.

If you lodge an objection, we will no longer process your personal data unless we can provide evidence of compelling legitimate reasons for processing that override your interests, rights and freedoms or if the processing serves to assert, exercise or defend any legal claims.

Right of objection to the processing of data for direct marketing purposes

In individual cases we process your personal data for direct marketing purposes. You have the right to object at any time to the processing of personal data concerning you for the purpose of such marketing; this also applies to profiling, to the extent that it is associated with such direct marketing.

If you object to the processing for direct marketing purposes, we will no longer process your personal data for such purposes.

Recipients of an objection

The objection can be lodged without any formal requirements with the subject “Objection”, stating your name, your address and date of birth and should be addressed to:

TAG Immobilien AG
Steckelhörn 5, 20457 Hamburg.
Email: widerspruch@tag-ag.com

Hamburg, Thursday, 24 May 2018

TAG Immobilien AG

TAG Handwerkerservice GmbH

TAG Immobilien Service GmbH

Multimedia Immobilien GmbH

Energie Wohnen Service GmbH