

Information in accordance with Articles 13 and 14 GDPR

Privacy notice regarding the processing of personal data for the purposes of establishing, maintaining or terminating an employment relationship

ECOMAL processes your personal data to fulfil statutory and contractual obligations resulting from the employment relationship or, in the case of pensioners¹, from the original employment relationship between you and ECOMAL.

The term “Employment relationship” comprises not only employment contracts with employees but also service contracts with managing directors.

By way of this document, we aim to fulfil our information obligations under Articles 13 and 14 UK GDPR.

1. Controller

ECOMAL Europe GmbH
Wilhelm-Schauenberg-Str.7
79199 Kirchzarten
E-Mail: info@ecomal.com
Tel.: [+49 7661 395-0](tel:+4976613950)
Website: www.ecomal.com

2. Data Protection Officer

ECOMAL has appointed the following person as Data Protection Officer on a voluntary basis, i.e. without being legally obliged to do so²:

Dirk Farkas-Richling
E-mail: dataprotection@ecomal.com

3 – Purpose and legal basis of the data processing

We process your personal data largely for the purposes of establishing, maintaining and terminating the employment relationship. I.e., in particular for the following purposes:

Processing activity	Processing purpose
Active sourcing	The targeted search for and direct approach to suitable candidates for a vacancy, which takes place prior to the actual application process.
Complaints regarding discrimination	Recording and processing reports of breaches of the Discrimination and Equality Act 2010 and similar legislation

¹ For reasons of better legibility, formulating the respective specific gender is waived. The equal treatment of employees of any gender applies, regardless of the job title.

² [The Privacy Protection Authority Guidelines The Privacy Protection Authority; Privacy Protection \(Data Security\) Regulations The Privacy Protection Authority](#)

Time and attendance recording	Recording the start of work, breaks and end of work, as well as the employee's absences (holidays, sickness)
Occupational health and safety	Organising appointments and opportunities to take part in workplace health promotion initiatives. Recording workplace accidents and, where necessary, notifying the authorities.
Applications	Assessment of the applicant's knowledge and skills in relation to the advertised post or ECOMAL's requirements in the case of unsolicited applications. This may also include a pre-employment screening (background check) based on publicly available sources (Google, LinkedIn, etc.).
Digital personnel file	Records of successfully completed training and further education, the employee's performance and conduct (annual appraisal) etc.
IT equipment	Set up, amend and delete users ("Access management"), including installation, maintenance (updates) and uninstallation of software
Payroll accounting	Calculation and payment of salaries and wages (including bonus payments where applicable), taking into account the employee's individual circumstances (tax, social security contributions etc.)
Start of employment	Recording key employee data for payroll processing, sending out payslips, and sending birthday and service anniversary greetings
Organisational announcements	Internal announcements regarding new recruits, departures and changes to staff roles (by e-mail)
Sanctions list check	Checking whether or not employees, working students, trainees, senior staff and job applicants whose recruitment has already been finalised are on a sanctions list

As a rule, your personal data is collected directly from you as part of the recruitment process or during your employment. In certain circumstances, your personal data may also be collected by other bodies in accordance with legal requirements. This includes, in particular, ad hoc enquiries regarding tax-related information from the relevant tax office, as well as information about periods of incapacity for work from the relevant health insurance fund. In addition, we may have received data from third parties (e.g. recruitment agencies).

ECOMAL shall process your personal data solely for the purposes of the employment relationship entered into with you. Processing your personal data is necessary, among other things, to fulfil the legal and contractual obligations associated with the employment relationship. The legal basis for processing your personal data may be set out in

- Your consent,
- The necessity of fulfilling or executing the employment contract,
- Fulfilling a legal obligation, or
- Pursuing legitimate interests.

4. Safeguarding the data controller's legitimate interests

If personal data is processed based on Article 6 (2) DSG, ECOMAL's legitimate interest results, in particular, from the obligation to furnish proof in legal proceedings, i.e. the defence against legal claims brought against ECOMAL resulting from the employment relationship.

5. Categories of processed personal data

The following categories of your personal data are, or may be, processed largely in conjunction with your employment:

- General information

E.g. name, gender, academic titles, date of birth, place of birth, place of residence, nationality.

- Specific data

E.g. religious affiliation for the purposes of church tax.

- Personal details

E.g. employee number, national insurance number, income tax bracket, tax reference number, bank details, employment references, proof of further training.

- User data

E.g. ECOMAL e-mail address, passwords, IP address of the ECOMAL laptop.

6. Data sources

Personal data that we do not collect directly from you is sourced from Google Search and the social networks Xing and LinkedIn. This refers to data that you yourself have made publicly available for work-related purposes.

7. Transfer of your personal data / transfer to a third country

For the purposes set out above, your personal data will largely be, or may be, transferred to the following recipients:

- ECOMAL companies (e.g. the HR department of ECOMAL Europe GmbH)
- External HR office/branch
- Tax office (at the ECOMAL employee's place of residence)
- Health insurance (of the ECOMAL employee)
- Pension insurance provider
- Banks (which ECOMAL uses for payment processing)
- VISHAY Electronic GmbH or external service providers
- Public authorities and state institutions, where required by law

- Providers of sports programmes or events as part of the workplace health scheme
- Providers of training and further education programmes
- External software service providers (e.g. HR4You AG)

VISHAY processes your personal data in accordance with the VISHAY Intra-Group Data Processing Agreement dated 06.04.2021 between the participating VISHAY and ECOMAL companies. VISHAY may, on a case-by-case basis, transfer personal data to VISHAY companies or to third parties beyond the scope of the GDPR. In the form of suitable guarantees as defined by Article 46 (1) GDPR, compliance with EU data protection regulations is guaranteed in the Framework Agreement of 01.04.2020 between Vishay and/or its affiliated companies and ECOMAL and its associated companies in Europe. Data shall be transferred in accordance with Article 46 (2 c) GDPR, using standard data protection clauses adopted by the Commission in accordance with the review procedure under Article 93 (2) GDPR. Your personal data is disclosed to third parties based on individual agreements.

8. Storage period

We process and store your personal data for as long as is necessary for the purposes set out above (see 3.). As a rule, therefore, for the duration of your employment. As soon as processing is no longer necessary for the purposes stated, the stated data shall be regularly erased.

Please note that ECOMAL is subject to various statutory storage and record-keeping obligations, which affect the storage period and erasure of your personal data. The period for which data is stored is determined, in particular, by various statutory storage obligations that apply to our company, such as:

8.1. Applicant details

We shall erase the data relating to unsuccessful applications no later than 4 months after the application process has been completed. Provided that applicants grant us their consent to a longer storage period (inclusion in the applicant pool), we shall erase their data no later than 12 months after consent has been granted. If applicants wish to extend the storage period by a further 12 months, we shall erase their data no later than the end of that period.

8.2. Employee data

We erase employees' data in accordance with statutory storage periods and operational requirements.

9. Your rights

9.1. Rights in relation to data processing

You have a right of access, right to rectification, right to erasure, right to restriction of processing, right to data portability and right to object, insofar as such cases are justified and applicable (Article 25 et seq. DSG).

9.2. Right to lodge a complaint with a supervisory authority

Furthermore, you have the right to lodge a complaint with a supervisory authority.

9.3. Right to withdraw your consent

You may withdraw your consent to the processing of personal data at any time by contacting the data controller (see 1.). Please note that the withdrawal shall only have an effect for the future.

For further information about your personal data or to exercise any of your rights under GDPR, please contact the Human Resources department or the Data Protection Officer.

9.4. Information about your right to object

You have the right, on grounds relating to your particular situation, to object at any time to the processing of personal data concerning you which is performed in the public interest or based on weighting interests. This also applies to profiling conducted on the basis of this provision.

If you lodge an objection, we shall no longer process your personal data, unless we can demonstrate compelling legitimate grounds for the processing which override your rights, interests and freedoms, or where the processing is necessary for the establishment, exercise or defence of legal claims.

The objection is not subject to a particular form. It should be addressed to the Human Resources department.