

During the preparation, compilation, publication and distribution of text and, if applicable, picture and sound recordings (including their combination in *testimonials* or *user stories*), personal data of employees are regularly processed. This processing is carried out exclusively on the basis of the **consent** of the persons concerned.

Controller for processing of personal data is *Hellmann Worldwide Logistics SE & Co. KG, Elbestrasse 1, 49090 Osnabrueck, Germany*, or a different controller in a specific case (hereinafter referred to as "**Hellmann**" regardless of the specific controller). In addition to being able to contact the *Data Protection Officer* by post, she*he is available via e-mail at privacy@hellmann.com.

Data processed on the basis of consent may be used – edited or unaltered – in digital, audio-visual and/or in printed form

- in Hellmann's **internal media** (intranet, employee magazine, etc.),
- on Hellmann's **own websites**,
- for publication in **press releases, press reports** and **journalistic coverage of third parties**,
- for **public relations** and **advertising purposes** of Hellmann (annual reports, brochures, advertisements, posters, portals, etc.) and
- within **social media** (Facebook, Instagram, Twitter, LinkedIn, YouTube, etc.).

Consent to the publication of personal data in social media regularly involves the transfer of data to so-called **third countries** outside the European Union, which are to be regarded as insecure in terms of data protection law. Hellmann has no influence or knowledge on how social media operators further process such data.

Consent is given **voluntarily**; it is also possible to work as an employee of Hellmann without providing it. Consent is regularly given in written or electronic form, unless a different form is appropriate because of special circumstances. A different form of consent is, for example, the conscious provision of personal data by the persons concerned in response to corresponding calls from Hellmann (e.g., on the intranet or as a board notice) or participation in (film) recordings on their own initiative.

In principle, consent is valid for an **unlimited period of time**, but may be **withdrawn at any time with effect for the future** towards Hellmann. The withdrawal shall not affect the lawfulness of the processing carried out prior to the withdrawal. Therefore, publications that have already taken place (e.g. on websites or in social media) are not automatically deleted and printed matter that has already been produced may be distributed further. If, due to special circumstances, a deletion of publications is necessary or a further distribution of printed matter is to be omitted, Hellmann must be informed of these circumstances. Since the worldwide retrieval as well as the loss-free copying of data from websites or social media is possible at any time, a further processing of personal data by third parties or their discoverability in search engines/archives cannot be ruled out even after the deletion of personal data from websites and social media.

Recipients of personal data can be anyone within the scope of the consent, in particular journalists, press agencies, colleagues, visitors to websites, users of social media, etc.; furthermore, service providers within the scope of data processing on behalf, in particular commissioned web hosting companies as well as IT and media service providers.

Data subjects have the following **rights** towards Hellmann regarding personal data concerning them:

- Right of access
- Right to rectification and/or erasure
- Right to restriction of processing
- Right to data portability
- Right to object to processing

Data subjects also have the right to lodge a complaint with a data protection **supervisory authority** at any time.