Data Protection Declaration

1. BG prevent GmbH, Herbert-Rabius-Straße 1, 53225 Bonn processes personal data and is responsible for its processing. You can reach the Data Protection Officer of BG prevent GmbH at the above address or via email at datenschutzbeauftragter@bg-prevent.de.

2. Your personal data are secure with us. We will not transmit your data to third parties (e.g. employer, authorities) without your consent or a statutory reason. Data processing is carried out for a permissible purpose, with data economy and taking account of the latest technology.

3. We process address and contact details as well as other personal data (e.g. professional title, date of birth, email addresses) as part of our Services as well as in **order and employment contracts**. In doing so, we also process **special categories** of data (e.g. laboratory results, illnesses, disabilities, reports, accident reports, files from authorities) from support with employment protection, occupational health or rehabilitation management. We sometimes also receive your data from third parties (e.g. as part of registration).

4. We transmit our work results in accordance with recognised security standards only to authorised recipients by strictly complying with the legal provisions. Insofar as external service-providers such as laboratories are instructed, data transmission takes place by complying with the medical obligation to maintain confidentiality, data economy and generally using a pseudonym. Your personal data will not be transmitted or sold to a third party.

5. **In an individual case, personal data such as the name, date of birth, investigation date, type of service (no findings/diagnoses), are transmitted to a third party, for example, to an employer or a clearing house (also electronically) for invoicing purposes .**

6. The statutory basis for our data processing can be found among others in. 6 I lit. a) - f) and 9 II lit. a) - j) of the General Data Protection Regulation, if applicable in conjunction with consent which you have granted. We would like to point out to you that regardless of your declaration of consent, we might also have the right or be obliged to process your data on the basis of other statutory provisions (e.g. German Occupational Safety Act - ASiG, Social Security Code - SGB, Protection Against Infection Act - IfSG).

7. Your data will be stored only for as long as is necessary for the purposes for which it is being processed. Legal retention periods (e.g Tax Code - AO, German Commercial Code - HGB, German Civil Code - BGB, Social Security Code - SGB, Radiation Protection Act - StrlSchG, etc.) are usually 6 to 10 years.

8. With regard to the data we process and store, you have the right to information on and/or correction as well as portability for the data you provide to BG-prevent GmbH. In addition, you have the right to the deletion of your personal data, insofar as there are no statutory restrictions. In cases, in which a deletion is not possible for technical reasons, your data will be blocked for further processing at BG prevent GmbH.

9. You have the right to **withdraw the consent you have granted in full or in part with effect for the future** at any time, in writing, by fax, or by email.

10. If you have any complaints regarding data protection, you may contact the Federal State Official for Data Protection and Information Security North Rhine-Westphalia.

11. We only transfer personal data to certain third countries outside the EU if this is necessary and appropriate safeguards have been put in place. These measures include, for example, the European Commission's standard contractual clauses or other appropriate safeguards.

12. If you have any further questions or require information about this data protection declaration, please get in touch with your contact at BG prevent or write to us at datenschutz@bg-prevent.de. This data protection declaration is updated on a regular basis. You can also find our data protection declaration online at www.bg-prevent.de/ds.