
Insight Mobile App - Privacy Policy

We use the mobile maintenance solution Insight Mobile in our company. In this context, it is a matter of course for us to respect your personal rights. This also applies to the handling of personal data when using Insight Mobile. In the following you will learn how we treat your personal data and in particular which data we process for which purposes and which rights you have in this respect. In order to make it easier for you to read this privacy policy, we briefly use the term "Your Data" below when referring to your personal data.

1 Subject Matter

- 1.1 This privacy policy applies to the use of the Insight Mobile App (hereinafter referred to as "Insight Mobile App"). This is the app-supported mobile maintenance solution, which is provided to us in the form of the Insight Mobile App by RODIAS GmbH (<https://rodias.de>).
- 1.2 As your employer, we are the entity responsible within the meaning of the EU General Data Regulation (GDPR).

2 Data Protection Contact Details

If you wish to assert your data protection rights, have questions about this privacy policy or our data protection behavior in the context of the Insight Mobile App, please contact our data protection officer. You can find his contact details in the privacy policy on our company website.

3 Personal Data

Personal data is all information relating to an identified or identifiable natural person. The basic personal data is your name. In addition, your IP address and your electronic "footprint" of mobile devices (smartphones, tablets and notebooks) are, *inter alia*, also considered personal data. Non-personal data, on the other hand, is data with which the determination of your actual identity is impossible or at least requires considerable effort.

4 Processing Your Data in the Insight Mobile App

- 4.1 When you use the Insight Mobile App, various of Your Data will be processed. This includes
 - Name or pseudonym
 - IP address
 - Log-in data, username, password
 - Start, end, duration of use
 - System data of your device (device identifier, type of device, version of operating system)
 - Language, country, time zone, date format, decimal format
 - Personal ID and affiliation to groups of persons within the operational organization (e.g. maintenance groups)
 - Transfer of your position to our main application (IBM Maximo, Hexagon EAM or SAP EAM)
 - Image data, if you use the camera or select them when using the Insight Mobile App
 - Files & Documents, if you select them when using the Insight Mobile App
- 4.2 You decide yourself by switching on and off the camera and the microphone whether and when the Insight Mobile App transfers your image and audio data and thus such data will be processed.
- 4.3 For software-related reasons, the Insight Mobile App sets cookies on the mobile device that are need to very the user-session within the Insight-Server, as well as on connected (EAM-)systems. Such cookies will be deleted each time the App user changes.

5 Purpose of Processing Your Data

- 5.1 We process Your Data for the purpose of operating and using the mobile maintenance solution Insight Mobile in our company.
- 5.2 The personal data provided by you when using the Insight Mobile App or collected by us will not be used for automated decision-making.

6 Legal Basis for the Processing of Your Data

The legal basis for processing Your Data via the Insight Mobile App results from the fulfillment of the employment contract and the implementation of the employment relationship (Art. 6 para. 1 lit. b GDPR, Sec. 26 para. 1 German Federal Data Processing Act).

7 Categories of Recipients

- 7.1 No data will be transferred to the manufacturer of the mobile maintenance solution (RODIAS GmbH) in your day-to-day operation of the Insight Mobile App. Your Data will not be passed on, sold or otherwise transferred to third parties. Anything to the contrary shall only apply if this is necessary for the execution of the notified or agreed purposes and is permitted under applicable data protection law without consent, if you have expressly given your consent or if we are legally obliged to do so.
- 7.2 Notwithstanding the above provisions set forth in Section 7.1, we have engaged various service providers to assist us in the provision, operation and maintenance of our IT systems, including the mobile maintenance solution Insight Mobile App. These include, for example, hardware and software suppliers, software developers and hosting providers. When such service providers work for us, they may be given access to your personal data as recipients. However, these service providers are then also contractually obliged to comply with data protection by means of a data processing agreement; the statutory provisions on data protection also apply to our service providers anyway.

8 Storage and Deletion

- 8.1 Your Data is partially stored on your mobile device, but mainly Your data is processed on the server of our main application operated by us in the European Union or the European Economic Area.
- 8.2 We will delete log-in data and IP addresses after seven (7) business days at the latest. In addition, the duration of storage is based on the statutory archival obligations, e.g. the German Fiscal Code (6 years) or the German Commercial Code (10 years).
- 8.3 If you leave the employment relationship as an employee, we will delete Your Data no later than three (3) years after termination of the employment relationship, unless longer storage is required for one of the reasons listed above in Section 8.2. In the event of such longer storage, we will delete the relevant data as soon as the reason for longer storage ceases to apply.

9 Right of Access, Right to Rectification, Erasure, Restriction of Processing, Object and Data Portability

Subject to the statutory provisions, you have the right to obtain information from us about your personal data processed by us, as well as the right to correct, delete, restrict processing, object to processing and to data portability. The exact conditions under which you are entitled to the aforementioned rights can be found in Art. 15 to 18 and 20 to 22 GDPR and Sections 34, 35 and 37 of the Federal Data Protection Act (BDSG). If you wish to exercise one or more of the above rights, please also contact our data protection officer.

10 Right of Appeal

Subject to the statutory provisions, you have the right to contact a supervisory authority with complaints regarding data protection.

11 Provision of Personal Data

- 11.1 The provision of Your Data is not required by law for the use of the Insight Mobile App. The obligation to use the Insight Mobile App and the associated provision of Your Data arises for you from your employment relationship (employment contract). If you as an employee do not provide Your Data, this may result in insufficient fulfillment of your employee obligations, which include the use of a mobile maintenance solution, as well as consequences under labor law.
- 11.2 Since Your Data will be processed each time you log-in to our main application, you are not able to use the Insight Mobile App without personal data being processed as described in Section 4 in more detail.