

## **Privacy statement for employees of the MUFG bank (Europe) N.V. Germany branch according to Art. 13, 14 EU General Data Protection Regulation (“GDPR”)**

To us, the MUFG bank (Europe) N.V. Germany branch, Breite Straße 34, 40213 Dusseldorf, the protection of your data is very important and we observe the rules of data protection laws. This privacy statement gives you an overview of the type of data about your person we will process, for what purpose, how long we will retain the data and the rights you have as a data subject in terms of these data.

### **1. DATA CONTROLLER**

The controller for the processing of your personal data as an employee is the MUFG bank (Europe) N.V. Germany branch, Breite Straße 34, 40213 Dusseldorf.

### **2. DATA PROTECTION OFFICER**

You can contact our data protection officer, Mr Tobias Erdmann, at: sicdata, Schlachthofstraße 23a, 42651 Solingen, Germany, or on +49 212 659 85 0 or by e-mail to: [erdmann@sicdata.de](mailto:erdmann@sicdata.de)

### **3. WHAT ARE PERSONAL DATA?**

“Personal data” is all the information relating to an identified or identifiable natural person. In your case, this is all the information we can relate to you. It may also include information where we cannot relate it directly to you but only via an, e.g., personnel number.

### **4. WHAT TYPE OF PERSONAL DATA WILL WE PROCESS?**

One category of personal data we will process are your master data. They include, in particular, first name, last name, nationality and personnel number, start date and position. Another category of personal data are your private and business contact data, such as address, (mobile) phone number, e-mail address. In addition, we will process further data from your employment relationship, e.g., your professional development, including your qualification, your remuneration including company pension scheme, bonuses or other gratifications, performance assessments, communication data (e.g., e-mail traffic, phone conversations, letters), working files created by you, (inability to) work data, time capturing data if applicable, leaves of absence, CCTV data. In particular, data required for full payroll accounting, e.g., social insurance data, your bank details, social insurance number, pension insurance number and tax identification number.

It is also possible that we may process special categories of personal data (particularly sensitive data), in particular, health data and religious orientation.

### **5. WHAT ARE THE SOURCES OF YOUR DATA?**

Basically, all the data about you as a person are collected directly from you. Exceptions exist where third parties have to provide information about certain personal data due to legal obligations. Examples of this include (cause-related) personal data requests by health insurers, social insurance providers, government authorities, tax authorities or the German Federal Employment Agency.

### **6. PROCESSING PURPOSES**

The main purpose of processing personal data is the proper execution of the employment

relationship. This includes full human resource management and, in particular, correct payroll accounting.

A supplementary purpose of data processing is compliance with legal obligations resulting from, in particular, social insurance and tax regulations.

A further supplementary purpose is to secure legal rights of us or third parties. It represents a legitimate interest of ours or of third parties. An example of this may be data processing to investigate crimes. Sharing data with companies affiliated with us, for internal administrative purposes, is also based on such legitimate interests, i.e., to increase efficiency and cut costs. We use CCTV exclusively in the entrance area on each floor in our buildings. It is exclusively used to prevent crimes and violation against our domiciliary right (e.g., material damage, burglaries) and, if necessary,

to investigate and preserve evidence in case of incidents.

There is a possibility that special categories of personal data are also processed within the legally admissible scope. This happens when processing is required to exercise the rights granted to you and

us from labour laws, the right to social security and the rights resulting from social protection. This may become relevant if it is necessary to establish religious orientation during payroll accounting to calculate church tax, identify the degree of disability or ability to work or provide health data to health insurers.

## **7. LEGAL BASIS FOR PROCESSING**

The legal basis for performing the employment relationship as the main purpose of processing is Art. 6 Para. 1 b) GDPR in connection with Sect. 26 Para. 1 BDSG.

Further legal bases, apart from legal permissions, may be, within the scope of employee data protection, collective bargaining agreements (i.e., company and collective agreements) according to Art. 6 Para. 1 b), Art. 88 Para. 1 GDPR in connection with Sect. 26 Para. 4 BDSG as well as consents given by you according to Art. 6 Para. 1 a), 7 in connection with Sect. 26 Para. 2 BDSG. Examples may be company agreements to use certain technologies or a consent to forward your data to a retiree association when you leave us.

Insofar as data are processed in a supplementary purpose to fulfil legal obligations, the legal basis is Art. 6 Para. 1 c) GDPR in connection with Sect. 26 BDSG.

The legal basis for processing personal data to maintain our legitimate interests or those of third parties is Art. 6 Para. 1 f) GDPR.

The legal basis for processing personal data to investigate crimes results from Sect. 26 Para. 1 Sent. 2 BDSG.

The legal bases for CCTV are Sect. 4 Para. 1 No. 2 and 3 BDSG.

Insofar as special categories of personal data are processed, this is legally based on Art. 9 Para. 2 GDPR in connection with Sect. 26 Para. 3 BDSG.

## **8. DATA RECIPIENTS**

Internal recipients of your personal data are only those bodies, departments and persons whose involvement is required to perform the employment relationship. In addition, we use external entities (including affiliated companies) as order processors to run some IT systems and applications and within the scope of payroll accounting.

We will also—insofar as it is necessary due to a contractual or legal obligation—forward your personal data to external entities who are no order processors. They include:

- health insurers
- social security providers
- credit institutions

- bodies to ensure claims from company pension schemes and share option programmes
- bodies for paying contributions to capital creation
- public sector offices and government authorities
- insolvency administrators if you file for private bankruptcy
- third-party debtors in case of attachment of earnings
- hotels and other providers of travel services when you go on business trips

## **9. DATA TRANSMISSION TO BENEFIT PLAN (VERSORGUNGSKASSE)**

We transmit the following personal data of participating employees to BVV Versorgungskasse and/or BVV Versicherungsverein as they are necessary to perform the company pension scheme:

- master data, in particular name, date of birth, sex, address
- data about your family
- data about pension rights adjustments

From the moment the pension rights relationship begins in the BVV Versorgungskasse and/or BVV Versicherungsverein, these data are independently collected, processed and used by the BVV Versorgungskasse and/or BVV Versicherungsverein (transmission of pension rights confirmation and/or pension insurance slip). The provisions of the Federal Data Protection Act and of the EU General Data Protection Regulation are observed in the process.

## **10. DATA TRANSMISSION TO THIRD COUNTRIES**

Data are transmitted to third countries (states outside of the European Economic Area, EEA) only if it is legally stipulated, if there is a relevant company agreement or if you have given us your consent. We will separately notify you of details, if legally required.

## **11. DURATION OF DATA RETENTION**

We will only retain your data as long as it is necessary to achieve the relevant purpose unless we are required to a longer storage period because of legal retention obligations. For example, it is legally required to store business correspondence according to Sect. 257 HGB and Sect. 147 tax code for six years, in some cases even for ten years. Storing your data is required to achieve the purpose even when the employment relationship has been terminated insofar as claims from the employment relationship may still exist. This applies in particular if you receive a company pension from us. Otherwise, your data are deleted. According to the CCTV Company Agreement, we will delete CCTV material no later than after three months.

## **12. YOUR RIGHTS**

You have the following rights towards us in terms of your personal data:

- right to information;
- right to correction or deletion as well as limitation of processing, if necessary (“blocking”);
- right to object to further processing;
- right to transmission.

You may revoke any consent given by you, according to Art. 7 Para. 3 GDPR, at any time for the future. In that case, we will cease processing and delete the relevant data unless we are not legally entitled or obligated to further storage or processing.

Under [dss-hr@de.mufg.jp](mailto:dss-hr@de.mufg.jp) you have the opportunity to assert these rights.

### **13. RIGHT TO COMPLAIN**

You may contact our data protection officer(s) at any time. In addition, you have the right to complain to a data protection supervisory authority about how we process your personal data.