

**DPA - Exhibit I**

- Description of the processing -

**1. Categories of data subjects whose personal data is transferred**

Depending on the respective CUSTOMER, the following data subjects may be concerned by the processing:

- Employees as defined in § 26 (8) BDSG [German Federal Data Protection Act]
- Civil servants and aspiring civil servants of the countries
- Employees who are subject to collective agreements, as well as trainees

**2. Categories of personal data transferred**

The categories of personal data that are processed in the respective individual CONTRACT depend on the configuration and parametrization selected by the CUSTOMER in each case and the agreed module selection.

Additional information can be found in the respective contractual documents and/or other information provided (e.g., in the context of using our website, digital customer lounge).

Relevant categories of personal data can be in particular:

**a) Employee master data and time management information**

- Master data such as:
  - Personnel number
  - Title, surname, first name
  - Date of birth
  - Employee category (for example, payroll model assignment)
  - Other contract-relevant data such as entry, exit and regrouping data
  - Agreements on working time and the start and end of time management considerations
  - Contact details (such as address, email, telephone numbers)
  - Staff photo
  - Other organisational features
- Information about affiliation to certain regions / countries / languages
- Information about work locations and travel times
- Information on supervisor, employee and deputy relationships
- Other personal data stored by end users in freely definable fields
- Information on qualifications and training
- Information about time balances / time accounts
- Information on individual contractual, collectively agreed and other remuneration, holiday and time off entitlements of employees:
  - general arrangements
  - Values and balances
- Information on planned and actual absences
- Information about bookings / stamping incl. time and place of booking / stamping
- Information on actual attendance, (call) on-call and working hours
- Information about affiliation to organisational units, projects, orders, cost centres, work-places etc. and the times worked for them
- Canteen bookings
- Manual annotations to master and transaction data
- System warnings and error messages in case of deviations from specifications or rules

### **b) Information from workforce planning**

- Information on contractual and planning availability of employees
- Information about planning requests from employees
- Information on employee scheduling and actual hours worked
- Information about plan changes
- Information about shift swaps of employees
- Information about employee performance profiles

### **c) Application and task management**

- Requests for absences incl. approval history and status
- Requests for operations relevant to working time or duty scheduling, including approval progress and status
- Pending and completed tasks
- Information about e-mail and SMS notifications sent by the system

### **d) Information of the access management**

- Information about access authorisations for specific devices, zones and time periods
- PIN for input on the device

### **e) System related information**

- System access information
- Information about authorisations for certain objects and interactions as a user of the system
- Internet Protocol (IP), Paket information, including URLs, time stamps, telemetric data, ports related to the use of CREWMEISTER Cloud Services
- Browser information (browser user agents, log data) related to use of CREWMEISTER Cloud Services
- Last used system settings and preferences
- Logged in system users
- Login attempts
- Logs of user interactions that modify data in the system.

## **3. Nature of the processing**

### **a) Processing activities**

CREWMEISTER's services may include the following processing activities without limitation, - as described in more detail in the respective individual CONTRACT with the CUSTOMER:

- Customizing in the sense of parameterising CREWMEISTER PRODUCTS (particularly support in creating employee master data in the database of the standard software provided to the CUSTOMER by CREWMEISTER for use, in setting up working time models and time accounts, etc.) and adapting or scripting standard interfaces.
- Software maintenance for the CREWMEISTER PRODUCTS (particularly support with software release changes, the import of continuous modifications, and eliminating reported malfunctions);
- Hotline services for CREWMEISTER PRODUCTS (particularly receiving information or supporting the analysis for reported malfunctions; troubleshooting for data transfer via interface to third-party systems (e.g., payroll and salary) as well as for data entry with data entry terminals);
- Testing and maintenance work of automated processes or of data processing systems to ensure the operational readiness of CREWMEISTER PRODUCTS.
- Administration services relating to the management of personal data according to the extent of the CONTRACT (in particular, active assistance in the administration of customer's employee's personal data in the database of the CREWMEISTER PRODUCTS provided by CREWMEISTER to the Customer for use).

In all cases, the possibility of read and write access by CREWMEISTER to the database integrated in the CREWMEISTER PRODUCTS and, if applicable, to the further information-processing systems connected thereto at the respective CUSTOMER's premises which contain personal data cannot be excluded.

**b) Substantive limitation of the processing**

CREWMEISTER is not permitted to process the CUSTOMER's personal data beyond the scope of this DPA. Processing for other purposes, in particular the unauthorized transfer of order data to THIRD PARTIES, is not permitted. CREWMEISTER is obliged to process the personal data of different customers separately.

**c) Local restriction**

The provision of the data processing agreed under a CONTRACT shall generally take place in a member state of the European Union (EU) or in another contracting state of the Agreement on the European Economic Area (EEA) or in Switzerland (CH).

If the data processing takes place in a third country (i.e., outside the EU, the EEA or Switzerland), CREWMEISTER shall ensure that the special requirements of Art. 44 et seqq. GDPR and the provisions of this DPA are fulfilled.

**4. Purpose(s) of the processing**

CREWMEISTER shall process the personal data of the respective CUSTOMER only for the specific purposes stated in the CONTRACT, unless further instructions are given by the CUSTOMER to CREWMEISTER. The basic purpose of the processing is to ensure the functionality and up-to-dateness of the CREWMEISTER PRODUCTS made available to the CUSTOMER by CREWMEISTER for use.

**5. Period for which the personal data will be retained**

The personal data of the CUSTOMER shall be processed by CREWMEISTER only for the duration specified in the CONTRACT between the PARTIES. This usually corresponds to the contractual term of the CONTRACT including any post-contractual obligations. If the term of the CONTRACT is not specified, the duration of the commissioned processing shall begin with the commencement of the services owed and shall end with the end of the provision of the services. The obligation to delete data does not exist if there is an obligation to store the data under Union law or applicable national law, which includes, in particular, obligations to retain data under tax law or commercial balance sheet retention obligations.

\*\*\*