

## **Data protection / information and declaration of consent for external resources with work/service contract when using SAP Fieldglass**

### **1. Foreword**

Allianz is aware of its far-reaching responsibility with regard to the protection of personal data and the right to informational self-determination, and has implemented adequate technical and organizational security measures to protect the personal data collected from you against unauthorized access, misuse, loss or destruction. The processing of your personal data is performed based on statutory provisions, in particular on the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG).

### **2. General information**

The German Allianz companies, Allianz Versicherungs-AG, Allianz Lebensversicherungs-AG, Allianz Private Krankenversicherungs-AG, Allianz Beratungs- und Vertriebs-AG, Allianz ONE - Business Solutions GmbH and Allianz Kunde und Markt GmbH, as well as their subsidiaries, are obliged to comply with the administrative rule on the legally compliant deployment of externals („AZD Verwaltungsregel Externeneinsatz“). The web-based vendor management system, SAP Fieldglass, is used by all Allianz entities involved in external contracts as well as the external service providers to document external assignments per work/service contracts and to comply with legal requirements in connection with the onboarding and offboarding of the externals. The servers used by SAP Fieldglass for Allianz Deutschland AG are located in Hamburg and Amsterdam.

As part of an outsourcing project, Allianz Technology SE takes over service provider contracts of the companies that formerly belonged to Allianz Deutschland AG and continues to use the above-mentioned process for these contracts via the internal unit "Fachstelle Externeneinsatz" of Allianz SE.

### **3. Responsible offices / data protection officer**

The responsible party is the Allianz company with which the respective work/service contract exists.

The data protection officer of Allianz Technology SE is Knut Weißer, Allianz Technology SE, Königinstr. 28, 80802 Munich, Germany, who can be reached by e-mail at any time: [ALLIANZTECHNOLOGY-DATA-PRIVACY@ALLIANZ.COM](mailto:ALLIANZTECHNOLOGY-DATA-PRIVACY@ALLIANZ.COM).

For the remaining companies mentioned above, the data protection officer can be reached via the postal address of the relevant contractual partner, with the addition: "To the data protection officer" or via e-mail: [datenschutz@allianz.de](mailto:datenschutz@allianz.de).

### **4. What data is processed?**

In SAP Fieldglass, the external service provider records the following personal data of the persons deployed: form of address, surname, first name, academic title (if any), date and place of birth, user key, nationality, e-mail address, external user declaration, security ID, period of deployment, if necessary a photo for the ID card for non-Allianz employees, as well your company data / the company data of your employer and, as the case may be, subcontractor. To the extent that statutory provisions stipulate this, additional information, such work and residence permits, is also recorded.

### **5. Why will your personal data be processed?**

The collection, storage and processing of your personal data takes place for carrying out the onboarding process and deployment as an external resource (purpose: granting of access and access authorizations as well as the execution of a contract).

We process your data on the basis of our predominant legitimate interest (Art. 6 para.1 s.1 lit. f) GDPR) to protect our house rules and to secure access and access within the scope of external deployment. The processing may also be carried out to fulfil legal obligations (Art. para.1 lit. c) of the General Data Protection Regulation).

Provided you have given us your consent (Art. 6 para.1 s. 1 lit. a) GDPR), we will process your data for this purpose, i.e. storage for the period of employment with Allianz in the event that you wish to work for Allianz again in the future.

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### 6. Retention Period

Allianz adheres to the **principles of data preventability and data economy**

To the extent that Allianz, via SAP Fieldglass, processes and uses your personal data due to a legal basis for obtaining permission or within the scope of your consent, SAP Fieldglass will store your personal data:

- only for as long as the purposes described hereinabove or statutory provisions require this, or
- until you object to the use of your personal data by Allianz / SAP Fieldglass, or
- until you revoke your consent (to the extent that you consented to the use of your personal data by Allianz).

Allianz/SAP Fieldglass will extend a longer storage of your personal data if law requires it or Allianz Deutschland AG needs your personal data to assert legal claims or defend against legal claims. Allianz SAP Fieldglass will extend a longer storage of your personal data if it is required by law or Allianz Deutschland AG needs your personal data to assert legal claims or defend against legal claims. In this event we will store your personal data until the relevant retention period has expired or until the said claim are settled.

### 7. Categories of recipients of the personal data

Specialized entities within our group of companies perform certain data processing tasks for the companies affiliated within the group. These include, among others, the hosting and maintenance of IT and DP systems as well as activities to ensure IT and business processes. We also use external service providers to fulfill our contractual and legal obligations. Allianz uses the external Vendor Management System SAP-Fieldglass for the control and management of the external deployment within the scope of order processing.

### 8. Right of complain/supervisory authority

In the event of breaches under data protection law, you shall be entitled to a right to lodge a complaint with the competent supervisory authority. The supervisory authority responsible for us is:

Bayerisches Landesamt für Datenschutzaufsicht (BayLDA)  
Promenade 27  
91522 Ansbach

An e-mail may be sent to: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)

### 9. What other rights to do you with regard to your data?

Subject to the pertinent prerequisites, you are, at all times, entitled to the following:

- information on the data stored on you as an individual (**data access**)
- receipt of the personal data provided by you in a machine-readable format and/or transmission to a third party (**data portability**)
- **rectification** of incorrect personal data
- **erasure** of your personal data
- **locking** of your personal data; in order for a data lock to be considered, this data must be stored in a lock file for checking purposes.
- **restriction of the processing** of your personal data
- **withdrawal** of the consent granted to data processing; to this end, an informal notification to us sent via e-mail shall suffice. The legality of the data processing performed until the time of revocation shall not be affected by such revocation
- **objection** to the processing of your personal data by Allianz for certain purposes

Should you have any questions regarding the collection, processing or use of your personal data, or in the event of information, rectification, deletion, locking, restriction, revocation of consent that may have been granted, or objection to a certain form of data use, please contact [esource@allianz.de](mailto:esource@allianz.de).

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### 10. Subject to change

We reserve the right to amend this data protection statement so that it complies with the current legal requirements at all times, or in order to implement changes to our services in the data protection statement, e.g. with regard to the introduction of new services. In this case, the new data protection statement shall then apply to you.

#### Written declaration of consent

I hereby agree that the German Allianz companies, Allianz Versicherungs-AG, Allianz Lebensversicherungs-AG, Allianz Private Krankenversicherungs-AG, Allianz Beratungs- und Vertriebs-AG, Allianz ONE - Business Solutions GmbH, Allianz Kunde und Markt GmbH as well as their subsidiaries and Allianz Technology SE may store my data for a maximum of three additional years after the termination of the deployment per work/service contract in case of a possible future deployment. No further processing will take place. If further processing is planned, we will ask for your consent.

This consent is voluntary and can be withdrawn at any time by contacting the above-mentioned companies via e-mail [eSource@allianz.de](mailto:eSource@allianz.de).

With my signature, I confirm that I have taken note of the privacy notice.

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Place, date

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Signature

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Name of the consenting party in block capitals