***Data Privacy Policy and Declaration of Consent***

By using our services, you consent that PROGEDO relocation Nürnberg, Kupferschmiedshof 9, 90403 Nürnberg, Germany (hereinafter “we”/”us”) may collect, process and use your personal data in accordance with the respective legal regulations and the terms and conditions set forth hereinafter.

**Declaration of Consent**

Surname …………………………………………………………………………………………………..

First Name ……………………………………………………………………………………………………

Date of Birth (dd / mm / year) ....../....../..........

Pursuant to Article 6 of the General Data Protection Regulation, I hereby express my consent to the processing of my personal data by PROGEDO relocation Nürnberg, Kupferschmiedshof 9, 90403 Nürnberg, Germany.

Explicitly I agree that my personal data as well as the data of my spouse and child/children as listed below may be collected, processed, and used for the purposes listed below.

........................................ ..............................................

City/Date Signature

Name, First Name spouse: ………………………………………………….

Name, First Name child /children: ………………………………………………….

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***Data Privacy Policy***

**PROGEDO relocation Nürnberg**

Kupferschmiedshof 9

90403 Nürnberg

**Legal basis for the storage of your data in our database/files and possibly necessary distribution**

The data you provide to us will be stored in our database/files for the purpose of maintaining contact with you and processing your order. We guarantee that your information will be used exclusively for this purpose, discreetly treated, specially protected and not disclosed. If you wish, you will receive information about the data that we have stored about you. All your saved data will be deleted from our database/files if you ask us to.

Your electronic contact, either via the website of PROGEDO relocation Nürnberg or via e-mail will be forwarded to us via our German provider, HOST EUROPE GmbH (Hansestr. 111, 51149 Cologne). We refer here once again explicitly to the data privacy policy of our website https://www.progedo.de/kontakt/datenschutz/, whose operator

PROGEDO relocation GmbH & CO. KG, Stadttor 1, 40219 Düsseldorf, which is valid for all listed PROGEDO companies.

We presuppose, under the notice of our data privacy policy, your consent to the storage of personal data, with the placement of an order and in case the order has been placed by your employer, with the signature of the declaration of consent on your behalf.

We do not obtain personal information from third parties.

It may occur that your data are passed on for further processing within our company or to third parties, which have to be integrated as part of a request or an order. Our employees and third parties (processors) are bound by and bound to our data protection principles.

**Securing your data**

Your data will also be stored on our computer. The computer is password-protected and a third-party access, even if a computer is lost, is therefore not possible. A backup of your data takes place on an external hard drive, which is protected against unauthorized access by a password. In addition, a backup of your data takes place on our own servers. Our computer is protected against outside access by a firewall and corresponding software from a recognized provider. The firewall and the protection software are automatically updated and are therefore always up to date.

**Processing record of your personal data transmitted to us**

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| --- | --- |
| Person responsible for the storage of your data | Managing Partner Wilfried Meyer  Kupferschmiedshof 9 90403 Nürnberg phone: +49 (0) 911 715 94 74 email: [wilfried.meyer@progedo.de](mailto:wilfried.meyer@progedo.de) |
| Purpose of storage of the data  Data is being accessed by  Recipients of the data  Data categories  Separation of databases/files according to types of use  Transmission of data, including through data backup and synchronization, to third countries, outside the EU  Deletion period of the data  Legal Basis  Consent of the persons concerned  Contact person related to data protection | Providing the desired services;  Workshops;  Consultation;  Serving customers in the context of  relocation and immigration contracts as well as all other services to be provided in this context  Managing Partner, self-employed colleagues and all permanent employees; temporary employees of PROGEDO relocation Nürnberg who have signed a data privacy consent after they have received a detailed data privacy briefing  Depending on the order / service:  **Authorities** (Registration Offices, Foreigner´s Offices, Embassies and Consulates, Federal Employment Agencies, Driving License and Car registration offices, Family Benefits and Parental Benefit Centres, Tax Offices, Pension Insurance Institutions)  **Third parties** (Banks, Insurance Agencies, Health insurance companies, tax consultants, translators, driving schools, lawyers, brokers, landlords, energy suppliers, telephone / Internet service providers)  Name, First Name  Address  Phone numbers  Email addresses  Account information  Tax Data  Social Security information  Denomination data  Family status information  Self-information data for tenant self-assessment;  Labour contract data  Payslips  Personal documents (identity cards, passports, birth certificates, marriage  certificates, diplomas, school / university degrees, certificates, other educational qualifications)  The data sets are separated into the respective categories and according to the respective use types.  No  At the request of the person concerned. As a general rule, your data will be stored at PROGEDO relocation GmbH & Co. KG and PROGEDO relocation Nürnberg for as long as necessary for the respective tasks or as provided for by law.  Fulfilment of the contractual relationship (legal basis is Art. 6 I lit a, b DSGVO)  Every person who contacts us electronically will be informed beforehand, in our web presence and with our respective data protection declarations, but at the latest when the person receives an answer e-mail from us. The data privacy policy states that you may at any time receive information about your data stored and that they will be deleted by us  at any time, on request, unless there are other rights to omit the deletion.  Wilfried Meyer  Kupferschmiedshof 9  90403 Nürnberg  phone: +49 (0) 911 715 94 74 email: [wilfried.meyer@progedo.de](mailto:wilfried.meyer@progedo.de) |

***Data Privacy Policy Guideline***

**PROGEDO relocation Nürnberg**

Kupferschmiedshof 9

90403 Nürnberg

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Editorial Note:

For better readability, the additional formulation of the female form has been omitted. The exclusive use of the male form should be explicitly understood as gender-independent.

**1. Purpose of the Privacy Policy**

This policy describes the measures implemented within the company to implement the provisions of the General Data Protection Regulation (hereinafter referred to as GDPR) and applies throughout the company. All employees and external service providers (processors) directly or indirectly involved in the processing of personal data are obliged to comply with the statutory requirements under the GDPR when dealing with personal data. Deviation from this is only permitted after documented approval by the management.

**2. Legality, processing in good faith and transparency**

Personal data may only be processed if there is a legal basis in accordance with Article 6 GDPR or the demonstrable consent of the person concerned in accordance with Article 7 GDPR. As far as possible, personal data should always be collected directly from the person concerned so that they have knowledge of the data stored about their person. In doing so, the data subject is fully informed in accordance with Article 13 GDPR. In the case of a collection and storage of personal data without the data subject's knowledge, the information obligations to the data subject pursuant to Article 14 GDPR are ensured. The right of access specified in Article 15 of the GDPR is taken into account. The principles of appropriation, data minimization, correctness, memory limitation, integrity, confidentiality and availability are considered.

**3. Data processing**

Compliance with the provisions of the GDPR is the prerequisite and the basis for the processing of personal data. For this purpose, the relevant data processing procedures are recorded on the basis of the provisions of Article 30 GDPR with the aim of creating transparency.

**3.1 Technical and organizational measures**

To ensure data protection, technical and organizational data protection measures have been established on the basis of the requirements of Articles 5, 25 and 32 GDPR. The definition and implementation takes into account the nature and the resulting protection requirements of the personal data processed.

**3.2 Procedural safeguards**

The procedural safeguards are planned, implemented and continuously monitored, taking into account the personal data to be processed, the place of data processing and the persons involved in the data processing. The respective state of the art and the protection requirements of data processing are taken into account. The goal of always collecting, processing and using the personal data that is absolutely necessary for the processing procedure is taken into account. It is checked in each data processing, to what extent the

• Legality, fairness and transparency

• Appropriation

• Data Minimization

• Accuracy

• Storage limit

• Integrity, confidentiality and availability

by existing or future risks in the context of data processing, which takes into account the state of the art and the implementation costs.

**3.3 Privacy Impact Assessments**

A data protection impact assessment procedure is in place, provided that the proposed processing procedure involves particular risks to the rights and freedoms of those concerned. Remedial actions are planned and implemented for the identified risks. These may include warranties, safeguards and procedures that consistently ensure the protection of personal data. If the data protection impact assessment identifies a high level of risk to the personal data and the data subject, which cannot be reduced by additional measures, we undertake to consult the responsible supervisory authority.

**4. Rights of the data subject**

If your personal data are processed, you have the right to obtain information about the data stored about you (Art. 15 GDPR).

Any person affected by data processing has the right to correct, restrict and delete his personal data (Articles 16, 17, 18). Incoming rectification, restriction and cancellation requirements will be scrutinized and implemented by the entity responsible for data protection in the organization and the controller. This also takes into account any processors and recipients of the personal data of the person concerned. The person concerned receives feedback about this. Upon request, we will the personal data provided to us to the data subject, in a structured, standard and machine-readable format. If technically possible, we also provide the data directly to another person responsible for the requirements of the persons concerned.

Furthermore, you can object to the processing (Articles 17, 18 and 21 GDPR). However, if you do not provide the required data, we cannot fulfil the order placed with us.

**5. Privacy breach and obligation to report**

There is a procedure established for the documentation of any personal data breach. All employees, processors and service providers involved in the processing activities must immediately report any breach of personal data protection to the management. The management, in cooperation with the data protection officer, decides on the further measures and any obligation to notify the supervisory authority as well as any notifications of the persons concerned.