

1 General Information and Notes

In the following we inform about the collection of personal data when using our website. Personal data are all data that can be related to you personally, e.g. name, address, e-mail addresses, user behavior.

1.1 contact details

- 1) Responsible according to Art. 4 No. 7 EU Data Protection Basic Regulation (GDPR) is

Workrate Holding B.V.
 Tupolevlaan 1031119PA
 Schiplok-Rijk (Netherlands)
 Phone: +31 88 0234 010
 E-mail: compliance@workrate.eu

- 2) When you contact us by e-mail or via a contact form, the data you provide (your e-mail address, your name and telephone number if applicable) will be stored by us in order to answer your questions. We delete the data arising in this connection after storage is no longer necessary or restrict processing if there are legal storage obligations.
- 3) If we use contracted service providers for individual functions of our offer or wish to use your data for advertising purposes, we will inform you in detail about the respective processes below. We will also state the specified criteria for the storage period.

1.2 Your rights

- 1) You have the following rights against us with regard to the personal data concerning you:
- Right to information,
 - Right to correction or deletion,
 - Right to limit processing,
 - Right to object to the processing,
 - Right to data transferability.
- 2) You also have the right to complain to a data protection supervisory authority about the processing of your personal data by us.
- 3) To exercise your rights regarding your personal data, please contact compliance@workrate.eu.

1.3 Objection or revocation against the processing of your data

- 1) If you have given your consent to process your data, you can revoke it at any time. Such revocation will affect the permissibility of processing your personal data after you have given it to us.
- 2) Insofar as we base the processing of your personal data on the weighing of interests, you can object to the processing. This is the case if the processing is in particular not necessary for the fulfillment of a contract with you, which is described by us in the following description of the functions. In the event of such an objection, please explain the reasons why we should not process your personal data as we have done. In the event of your justified objection, we will examine the facts of the case and will either stop



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or adapt the data processing or show you our compelling reasons worthy of protection on the basis of which we will continue the processing.

- 3) Of course, you can object to the processing of your personal data for advertising and data analysis purposes at any time. You can inform us about your objection to the processing of your personal data under the following contact details: **compliance@workrate.eu** .

1.4 SSL or TLS encryption

This site uses SSL or TLS encryption for security reasons and to protect the transmission of confidential content, such as orders or inquiries that you send to us as site operator. You can recognize an encrypted connection by the fact that the address line of your browser changes from "http://" to "https://" and by the lock symbol in your browser line. If the SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

2 Use of the website

2.1 General

If you use the website for informational purposes only, i.e. if you do not register or otherwise provide us with information, we only collect the personal data that your browser sends to our server.

If you would like to view our website, we process the following data, which is technically necessary for us to display our website and to ensure stability and security (legal basis is Art. 6 para. 1 p. 1 lit. f GDPR):

2.2 Cookies

1) What are cookies?

Our website uses so-called cookies to store user-specific data. Cookies are small files that are stored on your computer by our website and contain certain user data about you, such as language or personal page settings. When you return to our site, your browser transmits the "user-related" information back to our site. Thanks to the cookies, our website knows who you are and offers you your usual default settings. A cookie consists of a name and a value.

2) First-party and third-party cookies

There are both first-party cookies and third-party cookies. First-party cookies are created directly by our site, third-party cookies are created by partner sites or their tools/plugin-services (e.g. Google Analytics). Each cookie is evaluated individually, as each cookie stores different data. The expiration time of a cookie also varies from a few minutes to a few years. Cookies are not software programs and do not contain viruses, trojans or other "malware". Cookies also cannot access information on your PC.

Whether cookies are set in each case and which data are stored there under which further circumstances is explained in more detail in our notes on the tools, plug-ins or services used.

3) What types of cookies are there?

(1) Essential Cookies

These cookies are necessary to ensure basic functions of the website. For example, when the user places a product in the shopping cart, then continues surfing on other pages and only proceeds to checkout later. These cookies do not delete the shopping cart, even if the user closes his browser window.

Used essential cookies:

Name	Purpose	Period
cookie_notice_accepted	Requesting consent as part of the cookie banner and subsequent recording for purposes of proof.	1 year
icl*, wpml_*, wp-wpml_*	Saves the current selected language.	For the duration of the session

(2) Functional Cookies

These cookies are not absolutely necessary, but they increase the functionality of the website. This includes, for example, information such as user names, form data entered once, font size, etc.

Used functional cookies:

Name	Purpose	Period
_gid (Google Tag Manager)	Google Tag Manager triggers other tools by collecting the relevant information for the built-in tools. However, the Tag Manager does not process the collected data; it is merely forwarded to the respective tool.	1 day

(3) Performance cookies

These cookies collect information about user behavior on the website and whether users receive error messages (if so, which ones?) in order to improve the content and structure of the website. Loading times or the behaviour of the website with different browser types are also measured with these cookies.

Currently, we don't use any performance cookies.

(4) Marketing/Third Party Cookies

These cookies come from external advertising companies, among other things, and are used to collect information about the websites visited by the user, for example to create target-group-oriented advertising for the user.

Used marketing/third party cookies:

Name	Purpose	Period
_ga (Google Analytics)	Cookie from Google for website analytics. Generates	2 years

	statistical data about how the visitor uses the website.	
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4) Consent to the use of cookies

When you visit our website for the first time (using a so-called "cookie banner" or "cookie consistent tool") you will be asked which of the above types of cookies you wish to allow. **Cookies, which are not essential for providing the services of this website, will only be used after your consent has been given.** However, this decision is stored in a cookie for verification purposes and to implement your settings.

You can view and change your cookie settings here at any time:



5) Legal basis for the use of cookies and their processing of personal data.

The use of cookies represents a legitimate interest and is justified by Art. 6 para. 1 sentence 1 lit. f GDPR. In the case of non-essential cookies, the processing of personal data relating to you by cookies is based on your consent in accordance with Art. 6 para. 1 sentence 1 lit. a GDPR for the individual cookies. You are at all times entitled to the rights described in Section I.

Whether cookies are set in each case and which data are stored in them under which further circumstances is also explained in more detail in our notes on the tools, plug-ins or services used.

6) Browser-side deactivation or deletion of cookies

You can set your web browser to generally prevent cookies from being stored on your terminal device or to ask you each time whether you agree to the setting of cookies. Once cookies have been set, you can delete them at any time. How this works is described in the help function of the web browser you use.

A general deactivation of cookies may lead to functional limitations of this website.

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2.3 Further functions and offers of our website

- 1) In addition to the purely informative use of our website, we offer various services which you can use if you are interested. For this purpose, you will generally have to provide additional personal data which we use to provide the respective service and to which the aforementioned data processing principles apply.
- 2) In some cases we use external service providers to process your data. These have been carefully selected and commissioned by us, are bound by our instructions and are checked regularly.
- 3) Furthermore, we may pass on your personal data to third parties if we offer campaigns, competitions, contract conclusions or similar services together with partners. You will receive more detailed information on this when you provide your personal data or in the description of the offer below.
- 4) Insofar as our service providers or partners are based in a state outside the European Economic Area (EEA), we will inform you of the consequences of this circumstance in the description of the offer.

3 social media

1) General Information

We maintain publicly accessible profiles in social networks. You can find the social networks we use in detail below.

Social networks can usually analyze your user behavior comprehensively when you visit their website or a website with integrated social media content (e.g. like buttons or advertising banners). A visit to our social media profile triggers numerous data protection-relevant processing operations.

2) Personal data

If you are logged in to your social media account and visit our social media profile, the operator of the social media portal can assign this visit to your user account. Your personal data may also be collected even if you are not logged in or do not have an account with the respective social media portal. In this case, this data is collected, for example, via cookies that are stored on your end device or by recording your IP address.

With the help of this data, the operators of social media portals can create user profiles in which your preferences and interests are stored. In this way, interest-based advertising can be displayed both inside and outside the respective social media profile. If you have an account with the respective social network, interest-based advertising can be displayed on all devices on which you are or were logged in.

Please also note that we cannot track all processing on the social media portals. Depending on the provider, further processing may therefore be carried out by the operators of the social media portals. For details, please refer to the terms of use and privacy policy of the respective social media portals.

3) Reference to risks

We point out that user data may be processed by the respective providers outside the European Union. This can result in risks for the users, because the enforcement of the users' rights could be made more difficult. With regard to US providers who offer guarantees of a secure level of data protection, e.g. through EU standard contract clauses, we would like to point out that they thereby undertake to comply with EU data protection standards.

4) Purpose of processing/legal basis

Our own processing of personal data on our social media sites is based on our legitimate interests in accordance with Art. 6 Para. 1 S. 1 lit. f GDPR, in order to provide information about our offerings, make articles more attractive, find the right time for publication, and communicate with the customers, interested parties and users active there. We have no influence on possible further processing by the providers.

The legal basis for the setting of the above-mentioned cookies is your consent in accordance with Art. 6 para. 1 sentence 1 lit. a GDPR. You will find details on this above under the item "Cookies" or under "Social Media Plugins".

5) Joint controllership

If you visit one of our social media sites (e.g. Facebook), we are jointly responsible with the operator of the social media platform for the data processing operations triggered during this visit.

Please note that despite the joint responsibility with the social media portal operators, we do not have full control over the data processing operations of the social media portals. Our possibilities depend largely on the corporate policy of the respective provider.

6) Management of rights

You can assert your rights against us as well as against the operator of the respective social media portal.

However, we would like to point out that these can be most effectively claimed from the operators. Only the operators have access to the data of the users and can take appropriate measures and provide information directly. Should you nevertheless require assistance, please do not hesitate to contact us.

7) Storage duration

The data collected directly by us via the social media profile will be deleted from our systems as soon as the purpose for storing it no longer applies, you request us to delete it, revoke your consent for storage or the purpose for storing the data no longer applies. Stored cookies remain on your end device until you delete them. Mandatory legal provisions - in particular retention periods - remain unaffected.

We have no influence on the storage period of your data, which is stored by the operators of social networks for their own purposes. For details, please contact the operators of the social networks directly (e.g. in their privacy policy, see below).

8) Data protection of the providers

For a detailed presentation of the respective forms of processing and the possibilities of objection (opt-out), we refer to the data protection declarations and information provided by the providers of the respective social media networks, over which we have no influence and which apply when the respective sites are accessed.

9) Existing Social Media Profiles

a) Facebook

Own profile: <https://www.facebook.com/Workrate.eu/>

service provider: Facebook Ireland Ltd. also Facebook Inc, 1601 Willow Road, Menlo Park, California 94025, USA; **website:** <https://www.facebook.com>; **privacy policy:** <https://www.facebook.com/about/privacy>

"Insights data"

Furthermore, Facebook provides us with statistical data of different categories (so-called "Insights data") when using our fan page, which we can access accordingly. These page insights are aggregated data that can help us understand how people interact with our site. This includes: total number of page views, "Like" information, page activity, post interactions, video views, post reach, comments, shared content, responses, percentage of men and women, country and city of origin, language, store views and clicks, clicks on route planners, and clicks on phone numbers.

For more information about "Insights Data", including how to exercise your rights, please visit: https://www.facebook.com/legal/terms/information_about_page_insights_data.

Joint controllership

According to Art. 26 GDPR there is a joint responsibility of the fan page operator and Facebook.

A corresponding agreement was made with the fan page operators (available at:

https://www.facebook.com/legal/terms/page_controller_addendum).

Facebook assumes primary responsibility under the GDPR for the processing of Insights data and will comply with all obligations under the GDPR with regard to the processing of Insights data (including articles 12 and 13 GDPR, articles 15 to 22 GDPR and articles 32 to 34 GDPR).

You can reach the Facebook data protection officer via the general contact form at

<https://www.facebook.com/help/contact/540977946302970> or, with regard to Insights data, at

<https://www.facebook.com/help/contact/308592359910928>.

b) Instagram

Own profile: <https://www.instagram.com/workratebv/>

service provider: Instagram Inc, 1601 Willow Road, Menlo Park, CA, 94025, USA; Web site:

<https://www.instagram.com>; Privacy Policy: <http://instagram.com/about/legal/privacy>; Opt-Out:

<https://help.instagram.com/519522125107875>.

c) LinkedIn

Own profile: <https://nl.linkedin.com/company/workrate>

service provider: LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland; **website:**

<https://www.linkedin.com>; **privacy policy:** <https://www.linkedin.com/legal/privacy-policy>; opt-out:

<https://www.linkedin.com/psettings/guest-controls/retargeting-opt-out>.

3.1 Linking of social media profiles via graphic or text link

- 1) We also link on our website to social media profiles on the platforms listed above. The integration is done via a linked graphic or a text link of the respective platform. The use of this link prevents that when a website with a social media link is called up, a connection is automatically established to the respective server of the platform to display a graphic of the respective platform itself. Only by clicking on the corresponding graphic the user is forwarded to the service of the respective platform.
- 2) After the user is forwarded, information about the user is collected by the respective provider. It cannot be excluded that the data collected in this way will be processed in the USA.



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- 3) These are initially data such as IP address, date, time and visited page. If the user is logged into his user account on the respective platform during this time, the operator may be able to assign the information collected from the user's specific visit to his personal account. If the user interacts via a "share" button of the respective platform, this information can be stored in the user's personal user account and, if necessary, published. If the user wants to prevent the collected information from being directly assigned to his user account, he must log out before clicking on the graphic. There is also the possibility to configure the respective user account accordingly.

4 Analyse Tools

4.1 Google Analytics

1) General information

We use Google Analytics, a web analytics service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland, a subsidiary of Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA. Google Analytics uses so-called "cookies", which enable the analysis of your usage behaviour on the website. The data collected in this way is used by Google to provide us with an evaluation of your visit to our website and of your usage activities there. This data may also be used to provide other services related to the use of our website and the internet.

2) Categories of data processed

Within the scope of the service, usage and user-related information, such as IP address, location, time or frequency of visits to our website, is recorded.

3) Legal basis

The legal basis is Art. 6 para. 1 p. 1 lit. f DSGVO. Our legitimate interest lies in the analysis, optimisation and economic operation of our website. The statistics obtained enable us to improve our offer and make it more interesting for you as a user.

The legal basis for setting the cookie is your consent in accordance with Art. 6 Para. 1 S. 1 lit. a DSGVO. Details on this can be found above under the item "Cookies".

4) Deactivation of data collection by Google Analytics

- (1) You can revoke your consent to the storage of cookies at any time. For this, we refer to the previous notes on "Cookies" and the rights to which you are entitled.
- (2) You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website.
- (3) You can also prevent the collection of data generated by the cookie and related to your use of the website (including your IP address) by Google and the processing of this data by Google by downloading and installing the browser plug-in available at the following link: <http://tools.google.com/dlpage/gaoptout?hl=de>.

5) IP anonymisation

We have implemented Google Analytics IP address anonymisation on this website. The anonymisation or masking of the IP takes place as soon as the IP addresses arrive in the Google Analytics data collection

network and before any storage or processing of the data takes place. As a result, IP addresses are processed in abbreviated form, which means that they cannot be linked to a specific person.

More information on IP anonymisation can be found at:
<https://support.google.com/analytics/answer/2763052?hl=de>.

6) **Data protection of the provider**

- (1) Google's privacy policy can be found at <https://policies.google.com/privacy?hl=de&gl=de>; as well as the terms of use for Google Analytics at: <https://marketingplatform.google.com/about/analytics/terms/de/>.
- (2) It is not excluded that the processing is carried out by Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

5 Other Tools

5.1 Google Tag Manager

- 1) The Google Tag Manager integrates so-called tags (i.e. relevant information for others like code snippets or pixels for other tools) on the web page. The Tag Manager works by inserting a container with a unique container ID on the website. In this container all relevant information of the used tools is stored.
- 2) The further implementation of tools is then done via the Tag Manager user interface. The Tag Manager thus creates a central location from which all tools can be started and also switched off again. The Google Tag Manager triggers other tools by collecting the relevant information for the built-in tools. However, the Tag Manager does not process the collected data; it is merely forwarded to the respective tool. If a deactivation has been made on domain or cookie level, it will remain for all tracking tags implemented with Google Tag Manager.
- 3) Legal basis for the use of the Tagf-Manager is our legitimate interest according to art. 6 para. 1 p. 1 lit. f GDPR in a functioning administration of the other tools of this website.
- 4) **Data protection of the provider:**

The Google Privacy Policy can be found at <https://policies.google.com/privacy?hl=de&gl=de>.

It is not excluded that the processing may be carried out by Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

- 5) The Google privacy policy for this tool can be found at: <https://www.google.de/tagmanager/use-policy.html>.

5.2 Recrutee

- 1) On our career page we offer you the opportunity to contact us for the purpose of applying for an advertised position. For the organization and processing of the application process, we use the services of Recrutee B.V., Johan Huizingalaan 763, (1066 VH) Amsterdam, The Netherlands (hereafter: "Recrutee"). If you click on "Vacancies" on our website, you will be directed to our Recrutee website.

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- 2) We employ recruiters on the basis of our legitimate interest (Art. 6 para. 1 sentence 1 lit. f GDPR) in the optimization and efficient design of the application process and our internal procedures and a contract processing agreement in accordance with Art. 28 GDPR.
- 3) When you visit the career site, Recrutee automatically collects personal access data. This information includes the requesting device, the web browser used, the operating system, the IP address, the website from which you came and the behavior on the Recrutee Website.
- 4) For more information about Recrutee's privacy policy, please refer to Recrutee's privacy policy at recrutee.com/en/privacy.

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