**Data protection information regarding the questionnaire for prevention of the spread of Covid-19 (Coronavirus)**

Due to the current situation in connection with the further spread of the coronavirus, and because of our duty of care towards our staff, we are obliged to take measures to protect our employees and visitors of our sites.

This data protection notice explains how your personal data is treated, used and stored. We ensure that your personal data is protected and processed in accordance with the applicable data protection laws and regulations. In addition, our data protection information on the processing of personal data in connection with your visit to Oerlikon Textile GmbH & Co KG, which you can view at reception, also applies.

1. **Name and contact details**
	1. **Responsible**: Oerlikon Textile GmbH & Co KG, Leverkuser Str. 65, D-42897 Remscheid, Germany

E-mail: datenschutz.manmade-fibers@oerlikon.com

- hereinafter also "**we**", "**us**" or "**our**"-

* 1. **Data Protection Officer**: Data Protection Officer of Oerlikon Textile GmbH & Co KG, c/o Oerlikon Textile GmbH & Co KG, Leverkuser Str. 65, D-42897 Remscheid, Germany

e-mail: dsb.manmade-fibers@oerlikon.com

1. **What personal data do we collect in the questionnaire?**
2. The data asked for are those that you can find in the questionnaire. They include your contact details, your name and your employer.
3. In addition, certain personal data is requested, including sensitive information such as health information. This includes, for example, possible current symptoms of illness or contact with persons suffering from Covid-19.
4. **What is the legal basis for the collection and processing of such data?**

The personal data will be collected and processed with your **consent in** accordance with Art. 6 para. 1 sentence 1 lit. a) and Art. 9 para. 2 lit. a) GDPR (General Data Protection Regulation). You can revoke your consent at any time without giving reasons and without incurring any disadvantages. In this case, however, you may not enter our business premises and the company grounds. The processing that took place up to the revocation remains lawful.

1. **Why do we collect your personal data and what do we use it for?**

The personal data is collected and processed so that we can make a responsible decision as to whether you are granted access to our business premises and the company grounds. The data also serves to ensure a reporting chain. This means that we must also be able to contact you if one of our employees who has had contact with you falls ill. The processing of the data therefore also serves your protection.

1. **How long will we keep the personal data?**
2. The personal data provided in the questionnaire will be stored for a maximum of 21 days (14 days incubation period + 7 days security surcharge) and then deleted.
3. Your documented consent to the processing of the data will be deleted after three years starting from the end of the year in which you gave your consent.
4. **Who has access to your data, where is it processed and from where is it accessed?**
5. **Access**: Access to your personal data is available to the reception, plant security and your contact person in our company.
6. **Processing:** The data is processed in the systems of the controller. Our computer center and the back-up server are partly operated by third party IT service providers or companies of the Oerlikon Group. External service providers also support us with other IT solutions. Data processing agreements exist with these service providers. If personal data is transferred to third parties outside the European Economic Area ("EEA") (so-called "third country"), this will only happen if the third country has been certified by the EU Commission as having an adequate level of data protection, if other appropriate data protection guarantees (e.g. EU standard contract clauses) exist or if a transfer is permitted under Art. 49 GDPR.
7. **Your rights as "data subject"?**
8. In accordance with Article 15 of the GDPR, you have the right to obtain information about the data stored about you. Should incorrect personal data have been processed, you have the right to correction in accordance with Art. 16 GDPR. If the legal requirements are met, you can request the deletion or restriction of the processing and object to the data processing (Art. 17, 18 and 21 GDPR). According to Art. 20 GDPR, you can request the deletion or restriction of data processing in the case of data that has been processed on the basis of your consent or a contract with
9. You can exercise your right to data transferability by means of automated processing. These rights can be asserted against Oerlikon Textile GmbH & Co KG at the address given above in the section "Name and contact details of the person responsible".
10. If you are of the opinion that data processing violates data protection law, you have the right to complain to a data protection supervisory authority of your choice (Art. 77 GDPR in conjunction with § 19 BDSG). This also includes the data protection supervisory authority responsible for us, which you can reach at the following contact details: Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Postfach 200444, D-40102 Düsseldorf

|  |  |
| --- | --- |
| Name  |       |
| First name |       |
| Company |       |

I have received and taken note of the “Data protection information regarding the questionnaire for prevention of the spread of Covid-19 (Coronavirus)”.

**Consent to the processing of personal data**

I consent to the processing of my personal data as described in the data protection information for the purpose of deciding about my access to the business premises and grounds of Oerlikon Textile GmbH & Co KG and for maintaining a necessary reporting chain. The categories of personal data processed consist in particular, but not exclusively, of contact data and data concerning current symptoms of illness. My consent expressly also refers to this health information. The processing is necessary for me to be granted access.

This consent is voluntary. I can refuse you without giving any reason and without fear of harm. If I refuse to give my consent, I cannot be granted access to the business premises and premises of Oerlikon Textile GmbH & Co KG.

I may also revoke this consent at any time without giving reasons to Oerlikon (e.g.  B. by letter or e-mail). With the exception of any transmission and connection fees, I will not incur any costs as a result of the revocation. My data provided will then no longer be processed. However, the processing that has taken place up to the time of revocation remains lawful.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, Date Signature