



## Data Protection Notice

### Employees of business partners

You will find information below about the processing of your personal data by AUDI AG in connection with your activity as an employee of a business partner of AUDI AG or as a self-employed individual who is a business partner of AUDI AG.

**Business partner** refers to suppliers, service providers (e.g. IT service providers, vendors, interpreters, instructors), cooperation partners, joint venture partners, or the like.

**Personal data** means any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or one or more factors specific to the physical, psychological, genetic, mental, economic, cultural, or social identity of that natural person. **Processing** means any operation or set of operations which is performed on personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

#### 1. Who is responsible for data processing and whom can I contact?

Your personal data is processed by:

**AUDI AG**, Auto-Union-Strasse 1, 85045 Ingolstadt, Germany.

If you have any concerns about data protection, you can also contact our **company's Data Protection Officer**: AUDI AG

Data Protection Officer, Auto-Union-Strasse 1, 85045 Ingolstadt, Germany

Email: [datenschutz@audi.de](mailto:datenschutz@audi.de)

If you want to assert your **data protection rights**, please use the contact options on <https://gdpr.audi.com>

You will find further information there on how you can assert your data protection rights.

If you have any **general questions** about this data protection notice or about the processing of your personal data by AUDI AG, please contact us using the following contact details:

AUDI AG, GDPR Central Contact, Ettinger Strasse, 85045 Ingolstadt, Germany

#### 2. What data do we process and what sources do such data come from?

We process personal data which we lawfully receive from you or which we lawfully collect about you within the scope of our business relationship with a business partner and your interaction with us. This includes, in particular, the use of IT systems (including websites, platforms) and communication tools, contact with employees of AUDI AG or the customer service of AUDI AG, information that we obtain from your superiors and colleagues, registration for newsletters, participation in training and refresher courses at AUDI AG, participation in meetings and events, or the receipt of non-cash benefits.

The personal data include:

**Professional contact data and (work) organisational data** (e.g. surname, first name, title, academic title, sex, address, date and place of birth (for identification, especially when applying for rights to use IT systems), nationality (to take account of special national legislation), the name of the company which you are representing as well as your department and position, work email address, telephone number and postal address),

**Private contact data** (e.g., postal address, email address, telephone number),

**Data regarding personal/professional circumstances and characteristics** (e.g. professional classification, duties, activities, qualifications, training and continued education data, data protection-related declarations such as declarations of consent for the processing of personal data, language skills, activity-based assessments),

**Special category: Photos** (e.g. work ID, portrait photo published on the basis of separate consent (internal social media platform Audi mynet etc.)),

**Health data** (e.g. accidents on work premises),

**IT usage data** (e.g. user ID, roles and rights, (system) authorisations, login times, computer name, IP address, user-specific settings, change documentation etc.),

**Data from lawful surveillance systems** (e.g. video surveillance systems, data from IT security programs (including log files with IP addresses, MAC addresses, entry controls), data concerning entry to the work premises or specially secured areas),

**Vehicle data** (model, brand, license plate number),

**Information about work equipment and allocation plans received** (e.g. mobile phones, smartphones, tablets, laptops, locker assignment, entry authorisation).

We may also process any further personal data of yours that you provide during our interaction, e.g. identification data, data regarding the use of IT systems or in the context of your communications with our employees, or data that we lawfully collect about you from public sources (e.g. commercial register, credit agencies, Schufa, press, publications).

Any of your personal data stored in the ONE.Konzern Business Platform of Volkswagen AG is also processed by us. Information about the processing of your personal data in connection with the ONE.Konzern Business Platform can be found at [www.vwgroupsupply.com](http://www.vwgroupsupply.com).

If you work for us as a test driver during product development and/or quality assurance and we provide you with a test vehicle, we will process your personal data in connection with use of the vehicle (e.g. driving and operating behaviour, position and movement data, video and audio data). We process this data exclusively for research and development purposes or for quality assurance. The data are processed for research purposes (Art. 27 of the Federal Data Protection Act (BDSG)) on the basis of your consent (Art. 6(1)(1)(a) GDPR) and/or to satisfy our legitimate interest in developing and improving vehicle functions and/or for quality assurance purposes (Art. 6(1)(1)(f) GDPR).

We will notify you about the specific data processing in the consent form or in specific data protection notifications.

### **3. For what purposes do we process your data and on what legal basis?**

We process your personal data in all cases for a specified purpose and only to the extent necessary to fulfil this purpose.

The processing may occur on the basis of the following legal principles:

- You have provided your consent (Art. You have given your consent (Art. 6 (1) (1) (a) GDPR);
- The processing is necessary for the performance of a contract of which you are a contractual party or in order to take steps at your request prior entering into a contract (Art. 6 Par. 1, Subpar. 1 Letter b) of the General Data Protection Regulation (GDPR);
- Processing is necessary for compliance with a legal obligation under EU law or under a Member State law to which AUDI AG is subject (Art. 6(1)(1)(c) GDPR);
- The processing is necessary in order to protect your vital interests or those of another natural person (Art. 6 Par. 1, Subpar. 1 Letter d) of the GDPR);
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in AUDI AG (Art. 6(1)(1)(e) GDPR);
- Processing is necessary for the purposes of the legitimate interests pursued by AUDI AG or by a third party, except where these interests are overridden by your interests or fundamental rights and freedoms which require protection of personal data (Art. 6(1)(1)(f) GDPR).

To the extent that we, in exceptional cases, **process special categories of personal data**, then one of the following legal bases must also apply:

- You have given your explicit consent (Art. 9(2)(a) GDPR);
- Processing is necessary to protect your vital interests or those of another natural person where the relevant person is physically or legally incapable of giving consent (Art. 9(2)(c) GDPR);
- Processing relates to personal data which you manifestly made public (Art. 9(2)(e) GDPR);
- Processing is necessary for the establishment, exercise or defence of legal claims (Art. 9(2)(f) GDPR);
- Processing is necessary for public health, to determine work capability, for medical diagnostics, care or treatment in healthcare or social work, or to administer systems and services in the healthcare and

social work field, or on the basis of a contract that you have concluded with a member of a healthcare profession, and these data are processed by medical staff or other persons subject to confidentiality, or under their responsibility (Section 22(1)(1)(b) BDSG).

Following on from the above, we process your personal data on the basis of the following legal bases for the following purposes:

<b>Purpose</b>	<b>Examples</b>	<b>Legal Basis</b>	<b>Legitimate Interest for Balancing of Interests</b>
<b>Initiating contact to prepare for, perform, and end a business relationship between AUDI AG and the business partner for which you work or possibly with you yourself</b>	<p>General communication</p> <p>Processing of orders and procurements based on contracts (e.g. nomination agreement, framework agreement, order)</p> <p>Inquiries about current orders (change requests, capacity changes etc.)</p> <p>Schedule organisation, event/participant management</p> <p>Invoicing between AUDI AG and business partners, invoicing of service periods or invoicing of expenses or costs</p> <p>Contact person for the business relationship, business divisions, departments, projects, collaboration between the business partners</p> <p>Collaboration as part of the business relationship, projects</p> <p>Use of Audi mynet (if you have received access authorisation)</p>	<p>Contract initiation and execution (if you work for yourself), balancing of interests</p>	<p>Collaboration with business partners, feasible structure of processes within the business relationship, with contact persons being available, controlling and invoicing of the contractual services</p>
<b>Execution and processing of procurement processes within AUDI AG or between AUDI AG and its group companies as well as internal processes for conducting the business relationship</b>	<p>Processing of orders and procurements based on contracts (e.g. nomination agreement, framework agreement, order)</p> <p>Reporting and reporting administration</p> <p>Satisfying tax law-imposed review and reporting obligations, archiving of data</p> <p>Bookkeeping, receivables collection</p>	<p>Fulfilling statutory obligations, contract performance (if you work for yourself) and balancing of interests</p>	<p>Structuring processes within the business relationship, fulfilment of statutory and regulatory requirements</p>
<b>Creating and managing authorisations to enter the work premises, offices, buildings, security of the work premises</b>	<p>Creating factory IDs and entry authorisations</p> <p>Identifying visitors and those authorised for entry</p> <p>Visitor administration, issuing visitor passes</p> <p>Issuing drive-in and/or parking passes at the factory for visitor vehicles</p> <p>Video surveillance of the work premises</p>	<p>Contract performance (if you work for yourself), balancing of interests</p>	<p>Protecting our business and trade secrets, protecting our house rules, checking authorisations to enter our buildings and properties</p>

<b>IT administration</b>	<p>User administration (assignment of access, IT support, system access, authorisation administration)</p> <p>Proof of changes to information in applications</p> <p>Clear identification of the user for secure operation of applications</p> <p>Identification of disruptions and assurance of system security, including detection and tracking of unauthorised access attempts and access to our web servers</p>	<p>Balancing of interests or contract performance (if you work for yourself), fulfilment of our legal obligations in the area of data security</p>	<p>Guaranteeing the security and integrity of processes in connection with use of the Audi systems, troubleshooting and uncovering and tracking impermissible instances of access or access attempts</p>
<b>Project organisation and management</b>	<p>Collaboration on projects</p> <p>Exchange about projects with other business partners</p>	<p>Contract performance (if you work for yourself),</p>	<p>Collaboration with the business partner</p>
<b>Taxes</b>	<p>Determining and reporting cash-equivalent advantages from non-cash benefits</p> <p>Legal documentation regarding recipients of hospitality and gifts</p>	<p>Fulfilment of our legal obligation concerning taxes</p>	
<b>Gastronomy</b>	<p>Cashless payment</p> <p>Complaints Card balances Factory IDs</p>	<p>Contract performance (hospitality contract or the payment function for work IDs)</p>	
<b>Health protection</b>	<p>Medical care for occupational and commuting accidents or accidents on work premises</p> <p>Medical care (acute medicine, emergency call, workplace accident, occupational medicine examinations and care, outpatient, medical consulting, function diagnostics, medical history lab analytics)</p>	<p>Consent, healthcare, medical diagnostics, protection of vital interests, Section 22(1)(1)(b) BDSG</p>	
<b>Internal audit</b>	<p>Audits and special inspections Internal investigations</p>	<p>Balancing of interests</p>	<p>Reviewing compliance with contractual and statutory duties by AUDI AG, the business partner, the employees</p>
<b>Preserving and defending our rights and disclosure within the scope of official/judicial measures</b>	<p>Exercising and asserting rights and claims</p> <p>Disclosure within the scope of official/judicial measures for the purposes of gathering evidence, prosecution and enforcement of civil claims</p> <p>Processing data subject inquiries under GDPR</p>	<p>Fulfilment of legal obligations, balancing of interests</p>	<p>Asserting and defending our rights and fulfilling statutory and official requirements</p>

<b>Prevention, combating and clarification of the financing of terrorism and crimes that pose a threat to property, comparisons with European and international anti-terror lists</b>	Comparison with anti-terror lists	Fulfilment of legal obligations, balancing of interests	Compliance with legal and regulatory requirements
<b>Retention and archiving</b>	Archiving based on storage obligations set forth under tax and commercial law	Fulfilment of legal obligations, balancing of interests	Fulfilling statutory and official requirements, internal policies and industry standards
<b>Fraud and money laundering prevention</b>		Compliance with legal and regulatory requirements	
<b>Statistical evaluations regarding company control, cost recording and controlling</b>	Reporting on business management metrics	Balancing of interests	Evaluations for controlling our business processes and cost control
<b>Conducting surveys and campaigns</b>	Conducting surveys, marketing campaigns, market analyses, lotteries, competitions, and similar operations	Balancing of interests, consent	
<b>Testing, developing, refining our products, quality assurance, product improvement</b>	Trial runs, test runs, acceptance runs	Research Balancing of interests Consent	Testing, developing, refining our products, quality assurance, product improvement

#### 4. Is there an obligation to provide personal data?

In the context of our business relationship or interaction with you, you need to provide only the personal data that is required for the interaction or that we are required to collect by law. If you are required to provide us with personal data due to statutory or contractual duty, then we will refer to the particular duty when collecting the data. If you do not provide us with the data, it may not be possible to provide certain services.

#### 5. Who receives my data?

Due to the scale and complexity of data processing at AUDI AG, it is not possible to list each recipient of your personal data individually in this data protection notice, which is why usually only categories of recipients are specified.

Within AUDI AG, those departments will receive your data that need it in connection with their work (e.g. distribution in Germany, IT).

Service providers employed by us and working on our behalf (so-called processors) can also receive data for these purposes. This includes:

- Group companies of Volkswagen AG that provide services (e.g. IT services) to AUDI AG (e.g. VW AG)
- printing service providers

- media service providers and shipping service providers
- archiving service providers
- hosting providers
- IT service providers (e.g. support, maintenance)
- development service providers that complete work on our behalf
- event service providers
- logistics/warehouse companies
- consultancy service providers

Beyond this, where applicable, we forward your personal data to the following recipients or categories of recipients who are acting as controllers, in so far as this is necessary to achieve the aforementioned objectives:

- customers, other business partners (e.g. development partners, consultancy service providers) and vendors of AUDI AG with whom you interact within the scope of your professional activities or within the scope of our business relationship,
- universities,
- AUDI AG Group companies,
- Volkswagen AG Group companies within the framework of contract initiation or execution (esp. ordering and financial processes),
- external consultants of AUDI AG (e.g. lawyers, tax advisers and auditors),
- insurance companies,
- officials within the scope of their competence (e.g. tax office, police, public prosecutor, social insurance agencies),
- courts
- other third parties to the extent to which they instruct us to forward your data or you grant your consent.

## 6. Are data transmitted to a third country?

We generally do not transmit your data to third countries (countries that are members of neither the European Union nor the European Economic Area) or to international organisations.

In connection with use of the ONE.Konzern business platform and as part of intragroup processes, we also send your data to group companies of Volkswagen AG outside the European Union and the European Economic Area. Information relating to the companies that receive access to your data in relation to the ONE.Konzern business platform can be found on the platform.

There are also exceptions if you are employed by a business partner which has its registered office in a third country or if an event is taking place in third countries. In addition, some of our IT service providers or other business partners, customers or vendors might be located in third countries. In individual cases, personal data may also be passed on to authorities and courts in third countries.

Please note that not all third countries offer a recognised level of data protection deemed adequate by the European Commission. For data transferred to third countries which do not have an adequate level of data protection, we have taken appropriate measures to protect your personal data (e.g. by integrating so-called standard data protection clauses). You can request a copy of these measures. To do this, please use the contact information below.

## 7. For how long will my data be stored?

If necessary, we process and store your personal data for the duration of our business relationship with you or the business partner for whom you work or the duration of your interaction with us.

In addition, we are subject to various retention and documentation requirements pursuant to, inter alia, the German Commercial Code (HGB) and the Tax Code (AO). The retention and documentation periods specified therein last up to ten years. Lastly, the storage period is also governed by statutory limitation periods, which can be up to 30 years, for example, pursuant to Section 195 et seq. of the German Civil Code (BGB). The general limitation period is three years.

Under certain circumstances, your data may need to be kept longer, e.g. if a *legal hold* or *litigation hold* is ordered in connection with official or judicial proceedings (i.e. a ban on deleting data for the duration of the proceedings).

## 8. What rights do I have?

As the data subject, you are entitled to the following data protection rights:

**Access:** You have the right to request access to personal data related to you and stored at AUDI AG and about the scope of data processing and data transfer performed by AUDI AG and to obtain a copy of your stored personal data.

**Rectification:** With respect to your personal data stored at AUDI AG, you have the right to demand the immediate rectification of incorrect personal data and you have the right to have incomplete personal data completed.

**Erasure:** You have the right to demand the immediate erasure of your personal data stored by AUDI AG, if the legal requirements are satisfied.

This is the case, in particular, if:

- your personal data are no longer needed for the purposes for which they were collected;
- the sole legal basis for processing such data was your consent, and you have withdrawn such consent;
- you have objected to processing on the legal grounds of a balancing of interests relating to your particular situation, and we cannot prove that there are overriding legitimate grounds for processing;
- your personal data were processed unlawfully; or
- your personal data must be erased in order to comply with legal requirements.

If we have transmitted your data to third parties, we will inform them about the erasure to the extent required by law.

Please note that your right to erasure is subject to certain limitations. For example, we may not and/or must not erase data that we are still required to retain due to statutory retention obligations. In addition, your right of erasure does not extend to data that we need in order to establish, exercise or defend legal claims unless there are no reasons for further storage.

**Restriction to the Processing:** Under certain conditions, you have the right to request that processing be limited (i.e. the marking of stored personal data with the aim of limiting its processing in the future). The requirements are:

- The accuracy of your personal data is contested by you and AUDI AG must verify the accuracy of the personal data;
- The processing is unlawful, but you oppose the erasure of the personal data and request the restriction of their use instead;
- AUDI AG no longer needs your personal data for the purposes of processing, but you require the data to establish, exercise or defend your legal claims.
- You have objected to processing pending the verification of whether the legitimate grounds of AUDI AG override your legitimate grounds.

Where processing has been restricted, such data will be marked accordingly and, with the exception of storage, will be processed only with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest in the EU or an EU Member State.

**Data Portability:** To the extent that we automatically process your personal data that you have provided to us based on your consent or any contract with you (including your employment contract), you have the right to receive such data in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from AUDI AG. You also have the right to have the personal data transmitted directly from AUDI AG to another controller where technically feasible, provided that such transmission does not adversely affect the rights and freedoms of others.

**Right to Object:** If we process your personal data on grounds of legitimate interests or in the public interest, then you have the right to object to the processing of your personal data on grounds relating to your particular situation. In addition, you have an unrestricted right to object if we process your data for our direct marketing purposes. Please see our separate note in the section “Information about your Right to Object”.

In certain situations, in the context of a balancing of interests, we will grant you an additional unrestricted right to object. You can also find more information about this in the section “Information about your Right to Object”.

**Withdrawal of Consent:** If you have given consent to the processing of your personal data, then you can withdraw such consent at any time. Please note that the withdrawal applies prospectively only. Processing that occurred before the withdrawal of consent is unaffected.

**Complaint:** Furthermore, you have a right to file a complaint with a data protection authority [Datenschutzaufsichtsbehörde], if you believe that the processing of your personal data is unlawful. The right to file a complaint is without prejudice to any other administrative or judicial remedies. The address of the data protection supervisory authority responsible for AUDI AG is:

**Bayerisches Landesamt für Datenschutzaufsicht [Bavarian Regional Office for Data Protection Supervision]**  
Promenade 27 (Schloss)  
91522 Ansbach  
Germany

#### **Information about Your Right to Object**

##### **Right to Object for Personal Reasons**

You have the right to object to the processing of your personal data on grounds relating to your particular situation. The prerequisite for this is that the data processing takes place in the public interest or on the basis of a balancing of interests. This applies also to profiling.

In so far as we base the processing of your personal data on a balancing of interests, we generally assume that we can demonstrate compelling legitimate grounds but will, of course, examine each individual case.

In the event of an objection, we will no longer process your personal data, unless

- we can demonstrate compelling legitimate grounds for the processing of these data that override your interests, rights and freedoms, or
- your personal data serves the establishment, exercise or defence of legal claims.

##### **Objection to the Processing of your Data for our Direct Marketing Purposes**

If we process your personal data for the purpose of direct marketing, you have the right at any time to object to the processing of your personal data for the purpose of such marketing; this also applies to profiling in so far as it is connected with such direct marketing.

If you object to the processing for purposes of direct marketing, we will no longer process your personal data for these purposes.

##### **Objection Against the Processing of your Personal Data for Product Improvement and General Customer Analysis**

As part of the balancing of interests, we grant you a separate right of objection with regard to the processing of your personal data for product improvement and general customer analysis.

If you object to the processing for purposes of product improvement and/or general customer analysis, we will no longer process your personal data for these purposes. Purely statistical evaluations of aggregated or otherwise anonymous data remain unaffected by this.

##### **Exercise of the Right of Objection**

The objection can be made informally and should preferably be made to the contact whose data listed in this data protection notice.