

PRIVACY NOTICE

Dear Ladies and Gentlemen,

Dear Employees!

The protection of your personal data is very important to us! We process your personal data exclusively in accordance with the applicable legal provisions, in particular the Austrian Data Protection Act (hereinafter referred to as 'DSG') and the European General Data Protection Regulation (hereinafter referred to as 'GDPR').

This Privacy Notice provides you with details of the most important aspects of data processing in connection with our employment.

A. Name and contact details of the controller

UnitCargo Speditionsges.m.b.H.

Hietzinger Kai 13/Top 7

A-1130 Vienna,

Tel: +43 1 577 25 03

Mail: data-protection@unitcargo.at

B. General information on data processing

Personal data refers to any information that relates to you as an individual, such as your name, address, email address, or your job title within the company. We collect, process and store your personal data solely for the purpose of initiating and managing your employment relationship. This happens only:

- when it is necessary to fulfil our contractual or legal obligations in accordance with Art 6 (1) (b) and (c) GDPR or
- when you have given your explicit consent in accordance with Art 6 (1) (a) GDPR.

If we process special categories of personal data (e.g. health data, information about religious beliefs, etc.) under Art 9 GDPR, or data related to criminal offenses under Art 10 GDPR, this happens specifically:

- to manage the employment relationship and fulfil our duties of care as an employer (Art 9 (2) (b) GDPR),
- or to establish, exercise or defend legal claims (Art 9 (2) (f) GDPR).

Additionally, we may process personal data under Art 6 (1) (f) GDPR when it is necessary to protect our legitimate interests or those of a third party, provided your right to privacy does not outweigh those interests.

We delete your personal data or store it securely and protect it from unauthorised access as soon as the purpose for processing no longer applies, unless legal obligations require us to retain it longer. We also retain your data for as long as legal claims can be established against us.

C. Processing Activities

In the context of your employment relationship, personal data is processed in particular for the following purposes:

1. Data processing for employee administration

We process your personal data only to the extent necessary to fulfil the stated purpose and where a legal basis exists for doing so. If you do not provide us with your data, it may not be possible to carry out or maintain the employment relationship.

a) Scope of the data processing

We process the following data in connection with the administration of the employment relationship:

Employee identification data (employee number, name, previous names, title, date of birth, place of birth, gender, birth certificate, marital status, marriage/divorce certificates), family information (children and other family members for benefits including names, dates of birth, social security numbers), personal details (nationality, residential address, residence registration forms, contact information including phone and fax numbers, email addresses), employment information (organisational assignment within the company including start and end dates, job title, employee classification, employment contracts including fixed term and non-compete clauses), financial data (bank details, gross and net salary information, payslip data, salary changes, non-cash benefits, expense allowances, social benefits, insurance premiums, advances and loans, garnishment data), social security information (social security number, social insurance provider, health insurance information, contribution groups, registration and deregistration dates), time and attendance data (working hours, overtime, flexitime, night and part-time work, vacation administration, sick leave including work accidents and occupational diseases), health-related information (medical certificates, degree of disability under Disability Employment Act as disclosed, maternity information and protection periods), training and qualification data (special qualifications, business licenses, training records, apprenticeship data under the Vocational Training Act), legal compliance data (work permits, occupational safety requirements, statutory employment requirements), vehicle and equipment data (company vehicle usage, driver's licenses, mobile device information), and other employment-related information (secondary employment, union contributions, commuter allowances, company events participation).

b) Purpose of the data processing

The purpose of the data processing is to enable the administration of the employment relationship between you and us, including payroll processing, benefits administration, compliance with legal obligations and ensuring workplace safety.

c) Legal basis of the data processing

The personal data listed under 1.a. is processed on the basis of the following legal grounds:

- i. **Contract performance:** in fulfilment of our contractual obligations as an employer and for the processing of the employment relationship in accordance with Art 6 (1) (b) GDPR.
- ii. **Legal compliance:** as an employer, we are legally obliged to process and store personal data within the scope of the employment relationship. This is done on the basis of Art 6 (1) (c) GDPR.

- iii. **Legitimate interests:** insofar as our legitimate interests justify to a reasonable extent the interference with your right to confidentiality of your personal data, we process the personal data in accordance with Art 6 (1) (f) GDPR.

You can object to this processing at any time by giving reasons at data-protection@unitcargo.at. We will – after the objection has been made – delete the data immediately, provided that there are no legal retention periods to the contrary.

- iv. **Consent:** we may ask you separately in advance for your consent to process your data. The specific data concerned and the purpose of processing can be found in the consent form.

You can informally withdraw your consent for the future at any time and without giving reasons at data-protection@unitcargo.at. Any processing that has taken place up to this point retains its lawfulness.

- v. **Special categories of data:** if we process special categories of data in accordance with Art 9 and 10 GDPR, this is based in particular on Art 9 (2) (b) GDPR in the context of our duties of care as an employer, as well as on Art 9 (2) (f) GDPR for the establishment, exercise or defence of legal claims arising from the contractual relationship.

d) Recipients of the personal data

Your personal data will be processed internally by our authorised personnel. External disclosure will occur only:

- where required by law (e.g., to tax authorities or district/municipal authorities),
- to banks for the purpose of payment transactions, or
- to legal representatives, courts, or public prosecutors in connection with legal claims.

If you wish to receive further details regarding the recipients of your personal data, please contact us at data-protection@unitcargo.at.

No data is transferred to third countries.

e) Involvement of service providers

To ensure an efficient employee administration, we use service providers including IT service providers and external payroll processors. They process your data exclusively on our instructions and on the basis of data processing agreements according to Art 28 GDPR.

If you wish to receive further details regarding our service providers, please contact us at data-protection@unitcargo.at

f) Storage period

The personal data listed under 1.a is stored as required by Austrian legal retention requirements, depending on the specific type of data and applicable legal obligations.

If you wish to receive further details regarding our storage periods, please contact us at data-protection@unitcargo.at.

g) Further processing for other data processing purposes

Depending on the nature of the employment relationship, the personal data listed under 1.a may be further processed for time tracking, internal contact directory purposes and other employment-related activities.

h) Automated individual decision-making

No automated individual decision-making or so-called “profiling” takes place.

2. Data processing for marketing purposes

For representation and marketing purposes, we may take photographs of you as an employee of our company, add brief descriptions and publish them on our online presence, in particular on our website.

a) Scope of the data processing

As part of our marketing communications, we process in particular your name, academic title (if applicable), gender, information about your professional activity and position, photograph and information about the activity shown in the image.

b) Purpose of the data processing

The purpose of the data processing is to enable a simple and straightforward advertising presence through our online platforms, thereby increasing interest in our product portfolio and portraying you as our employee.

c) Legal basis of the data processing

The personal data listed under 2.a is processed on the basis of the following legal grounds:

- i. **Legitimate interests:** if our legitimate interests in promoting demand for our services justify the processing for representation purposes to an extent that reasonably outweighs the impact on your right to confidentiality, we process your personal data in accordance with Art 6 (1) (f) GDPR.

You may object to this processing at any time by providing reasons at data-protection@unitcargo.at. Following a successful objection, we will delete the data without delay, unless our legitimate interests outweigh your interest of confidentiality or statutory retention obligations prevent deletion.

- ii. **Consent:** in certain cases, we may ask you separately in advance for your consent. The specific data concerned and the purpose of processing can be found in the consent form.

You can informally withdraw your consent for the future at any time and without giving reasons at data-protection@unitcargo.at. Any processing that has taken place up to this point retains its lawfulness.

- iii. **Contract:** if we have concluded a contract with you regarding the creation of photographs, we process your data on the basis of our contractual obligation pursuant to Art 6 (1) (b) GDPR.

d) Recipients of the personal data

The data is published on the internet as part of our marketing activities and may be transmitted to social media platforms and other marketing service providers.

Please note that some recipients may be located outside the European Economic Area (EEA) in third countries, including the United States. Where we transfer personal data to third countries, we ensure appropriate safeguards are in place in accordance with applicable data protection laws.

If you wish to receive further details regarding the recipients of your personal data, please contact us at data-protection@unitcargo.at.

e) Storage period

We store the data processed on the basis of our legitimate interests until a successful objection is raised or for the duration required by legal obligations. Data processed for marketing purposes is stored as long as the contractual basis exists and as long as claims may be asserted against us.

If you wish to receive further details regarding the recipients of your personal data, please contact us at data-protection@unitcargo.at.

f) Further processing for other data processing purposes

There is no further processing of the personal data listed under 2.a for other purposes.

g) Automated individual decision-making

No automated individual decision-making or so-called “profiling” takes place.

3. Data processing for contact management

We make your professional contact details available within the company to enable colleagues to contact you and to ensure an efficient organisation of our business operations.

a) Scope of the data processing

As part of our contact management, we process your name, academic title (if applicable), gender as well as your professional email address and (mobile) phone number.

b) Purpose of the data processing

The purpose of the data processing is to allow our employees to quickly and easily contact one another and to support smooth internal business communication and coordination.

c) Legal basis of the data processing

We process the aforementioned data on the basis of our legitimate interest pursuant to Art 6 (1) (f) GDPR in ensuring efficient and prompt internal business processes.

You may object to this processing at any time by providing reasons at data-protection@unitcargo.at. Following a successful objection, we will delete the data, unless our legitimate interests outweigh your interest of confidentiality or statutory retention obligations prevent deletion.

d) Recipients of the personal data

Your contact information is not shared externally. It is accessible only by internal departments and authorised personnel.

If you wish to receive further details regarding the recipients of your personal data, please contact us at data-protection@unitcargo.at.

No data is transferred to third countries.

e) Involvement of service providers

To ensure efficient contact management, we engage IT service providers who host and maintain our internal databases. They may access your data to perform their contracted services.

If you wish to receive more details regarding our service providers, please contact us at data-protection@unitcargo.at.

f) Storage period

We store the data processed on the basis of our legitimate interests until an objection has been raised or as required by legal obligations.

If you wish to receive further details regarding our storage periods, please contact us at data-protection@unitcargo.at.

g) Further processing for other data processing purposes

There is no further processing of the personal data listed under 3.a.

h) Automated individual decision-making

No automated individual decision-making or so-called “profiling” takes place.

4. Data processing for mobile device management

As an employee, we provide you with (mobile) devices to carry out your professional duties. Private use is permitted within the scope of the relevant supplementary agreement on “home office”.

a) Scope and purpose of the data processing

We process your name, academic title, professional contact details and device information to organise the issuance and return of our mobile devices, manage contractual agreements and ensure effective device administration and IT security.

b) Legal basis of the data processing

We process the aforementioned data on the basis of our legitimate interest pursuant to Art 6 (1) (f) GDPR in ensuring efficient device management and IT security.

You may object to this processing at any time by providing reasons at data-protection@unitcargo.at. Following a successful objection, we will delete the data without delay, unless our legitimate interests outweigh your interest of confidentiality or statutory retention obligations prevent deletion.

c) Recipients of the personal data

Data may be transmitted to cloud and IT service providers.

If you wish to receive further details regarding the recipients of your personal data, please contact us at data-protection@unitcargo.at.

No data is transferred to third countries.

d) Storage period

We store the data processed on the basis of our legitimate interests until an objection is raised or as required by legal obligations.

If you wish to receive further details regarding our storage periods, please contact us at data-protection@unitcargo.at.

e) Further processing for other data processing purposes

There is no further processing of the personal data listed under section 4.a.

f) Automated individual decision-making

No automated individual decision-making or so-called “profiling” takes place.

D. Your rights as an affected employee

As a data subject of our processing, you may exercise the following rights at any time by contacting data-protection@unitcargo.at.

1. Right of access – Information of the data processed about you, purposes, categories, recipients, storage periods and your rights.
2. Right to rectification – Correction of inaccurate or incomplete data.
3. Right to restriction of processing – Limiting processing in certain cases (e.g., disputed accuracy).
4. Right to data portability – Transfer of provided data in a structured, machine-readable format.
5. Right to erasure – Deletion of your data under the conditions of Art 17 GDPR.
6. Right to object – Object to processing based on legitimate interests.
7. Right to withdraw consent – Withdraw consent at any time without affecting processing before withdrawal.

If you believe that the processing of your data violates your right to confidentiality or otherwise infringes your data protection rights, you may file a complaint with:

Austrian Data Protection Authority

Barichgasse 40-42, 1030 Vienna

This does not affect your right to take legal action before the regional court pursuant to § 29 (2) DSG or to pursue any other legal remedies, such as asserting claims for damages.

Effective as of October 2025