

SERVICE-related description

Application Management Service (AMS) - PAISY

Version 1.0 (19.12.2023)

1. Designation and object of SERVICE

1.1 Object of Service:

The SERVICE relates to services in the area of „Application Management Service (AMS) - PAISY“.

1.2 Purpose, Scope and Type of the Service:

The parties agree on the type and scope as well as the exclusive purposes of the commissioned data processing of the data by the contractor as follows:

The PAISY AMS service basically includes the operation of the PAISY platform, the execution of payroll accounting, including the creation of documents to be printed, and the provision of bank files for the client. Pre-defined reports for the analysis of personnel data (payroll totals, control lists, statistics and error lists) can also be automatically made available to the client. The contractor also provides support/maintenance of the Paisy platform for the client.

If requested by the client, data processing can also be carried out to provide the following services:

- PAISY Advanced Logging
- PAISY Standard Reporting
- PAISY + IW Elan
- Additional ADP components
- Multicash file transfer (bank transfer authorisation module)

The scope of data processing is specified in the service description.

1.3 Type of Data:

Commissioned Data Processing relates to the following types of data:

- Master data (e.g. name, first name, address, marital status)
- Payroll data (e.g. IBAN, salary, salary group, tax class)
- Social insurance data (e.g. pension number, health insurance company)
- Time evaluation data (e.g. SoFeNa surcharges)

Special categories of data¹:

- The Commissioned Data Processing does not concern any special categories of data within the meaning of Art. 9 GDPR.
- The Commissioned Data Processing concerns the following special categories of data within the meaning of Art. 9 GDPR:
 - Religious affiliation (e.g. denomination)
 - Health data (e.g. number of sick days)

1.4 Categories of data subjects concerned by the commissioned data processing

The data concerns the data of the following categories of data subjects:

- Employees and former employees of the client
- Survivors of employees of the client
- External staff of the client

2. Designation of subcontractors

- No subcontractors are used as part of the Commissioned Data Processing.
- In accordance with section 8 of the FRAMEWORK AGREEMENT on the Commissioned Data Processing, the subcontractors listed below are used as part of the Commissioned Data Processing.

The following subcontractors process the data on behalf of the contractor for partial SERVICES of the Commissioned Data Processing:

Designation of subcontractor	Address Subcontractor	Description of the Commissioned Data Processing
OEDIV HR Services GmbH	Kurzes Gelände 14 86156 Augsburg	Complete service provision

¹ Special categories of personal data include: Data revealing the ethnic origin, political opinions, religious or philosophical beliefs or trade union membership as well as genetic data, biometric data, health data and data relating to sex life or sexual orientation.

3. List of permitted Commissioned Data Processing activities in third countries

- No data processing takes place within the scope of the Commissioned Data Processing in third countries.
- In accordance with Section 2 of the FRAMEWORK AGREEMENT, the Client consents to the Contractor and/or subcontractors in the third countries specified below to carry out parts of the Commissioned Data Processing:

Designation of subcontractor	Description of the Commissioned Data Processing provided in third countries	Third country designation
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4. Additional arrangements on SERVICE-related technical and organisational measures

- As part of the provision of the services, the Contractor shall take the technical and organisational measures defined in ANNEX 2 of the FRAMEWORK AGREEMENT to ensure the security of the Commissioned Data Processing in accordance with Art. 32 GDPR.
- In addition to the technical and organisational measures defined in ANNEX 2 of the FRAMEWORK AGREEMENT, the contractor shall take the technical and organisational measures described below as part of the provision of the SERVICES to ensure the security of the Commissioned Data Processing in accordance with Art. 32 GDPR.

Description of SERVICE-related technical and organizational measures:

The SERVICE-related technical and organizational measures can be found in the service description.

- Instead of the technical and organisational measures defined in ANNEX 2 of the FRAMEWORK AGREEMENT, the contractor shall take the technical and organisational measures described below as part of the provision of the SERVICES to ensure the security of the Commissioned Data Processing in accordance with Art. 32 GDPR.

Description of SERVICE-related technical and organizational measures: