

# Declaration of the external institute on data protection

CREWS & CAPTAINS GmbH utilises data solely and exclusively within the framework of the 360°-Feedback survey and implements the technical and organisational security measures for the protection of personal data (entry, admission, access control) required by § 9 BDSG [German Federal Data Protection Act].

All of the employees at CREWS & CAPTAINS GmbH have undertaken an obligation to comply with data protection confidentiality pursuant to § 5 BDSG. In addition, they have accepted a non-disclosure declaration in which they undertake the obligation to maintain confidentiality regarding any and all operating information.

All of the answers are transmitted in encrypted form via an SSL connection from a PC of the participating persons to a web server maintained by CREWS & CAPTAINS GmbH. All of the information is encrypted yet again in the database and is consequently stored in a form that cannot be viewed by unauthorised persons.

The data storage remains confidential, secure and inaccessible to other parties at CREWS & CAPTAINS GmbH until the reason for the storage has ceased to exist. This is the case, for example, if a feedback recipient leaves BELFOR or the data can no longer be used for repeated surveys (presentation of changes over time). The data records from the feedback partners are stored in anonymised form. CREWS & CAPTAINS GmbH deletes all of the project-related data on its own computers when the business relationship terminates or upon written request. The protection of your personal data is very important to us. The assessment is completely anonymous.

The evaluation is carried out by an external institute and the summarized results report won't be associable to any individual who took part in the feedback process.

Only you will receive the results report, which you will discuss together with your external coach. The results will be used exclusively for your personal development..

## Anonymity

CREWS & CAPTAINS GmbH guarantees anonymity and strict confidentiality with respect to the client/principal. No one on the client's/principal's side is allowed to view the completed questionnaires or the specific data. The results are always reported in summarised form. The responses will not be analysed unless the minimum number of questionnaires in a feedback partner group have been returned or the feedback partners have agreed to an analysis with at least 3 questionnaires:

- Manager: at least 1 questionnaire
- Peers: at least 3 questionnaires
- Employees: at least 3 questionnaires
- Stakeholders/Interfaces/Others at least 3 questionnaires

# Anonymity

The individual feedback report will solely be available to the feedback recipient via the online portal.

The report itself is encrypted and can only be opened with a password. Results are summarized on group-level, they can never be traced to individuals (i.e. feedback recipients). When used for scientific studies, the data will be made available solely in fully anonymised form.

Technical requirements make it necessary to record the identity of anyone filling out the online questionnaire during the 360°-Feedback. These cases are covered by data protection provisions.