

## Privacy policy

We undertake to comply with the statutory provisions on data protection and endeavor to always take into account the principles of data avoidance and data minimization.

### 1. Name and address of the responsible person and the data protection officer

#### a) The responsible

The responsible person within the meaning of the General Data Protection Regulation and other national data protection laws of the member states of the European Union as well as other data protection regulations is:

Locio GmbH  
Sandstraße 3  
80335 Munich  
Germany  
Tel.: +49 151 54788801  
E-mail: [info@locio.de](mailto:info@locio.de)  
Website: [www.locio.de](http://www.locio.de)

#### b) The data protection officer

The data protection officer of the controller is:

SiDIT GmbH, Langgasse 20, 97261 Güntersleben, [info@sidit.de](mailto:info@sidit.de)

### 2. Explanation of terms

We have designed our privacy policy according to the principles of clarity and transparency. However, if there are any ambiguities regarding the use of various terms, the relevant definitions can be found [here](https://dsgvo-gesetz.de/art-4-dsgvo/) [https://dsgvo-gesetz.de/art-4-dsgvo/].

### 3. Legal basis for the processing of personal data

#### a) Processing of personal data according to the GDPR

We process your personal data, such as your surname and first name, your e-mail address and IP address, etc., only if there is a legal basis for doing so. The following regulations in particular come into consideration here according to the General Data Protection Regulation:

- Art. 6 para. 1 p. 1 lit. a DSGVO: The data subject has given his/her consent to the processing of personal data relating to him/her for one or more specific purposes.
- Art. 6 para. 1 p. 1 lit. b DSGVO: The processing is necessary for the performance of a contract to which the data subject is party or for the performance of pre-contractual measures taken at the request of the data subject.
- Art. 6 para. 1 p. 1 lit. c DSGVO: Processing is necessary for compliance with a legal obligation to which the controller is subject.
- Art. 6 para. 1 p. 1 lit. d DSGVO: Processing is necessary to protect the vital interests of the data subject or another natural person.
- Art. 6 (1) p. 1 lit. e DSGVO: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Art. 6 (1) p. 1 lit. f DSGVO: processing is necessary for the purposes of the legitimate interests of the controller or a third party, except where such interests

are overridden by the interests or fundamental rights and freedoms of the data subject which require the protection of personal data, in particular where the data subject is a child

However, at the relevant points in this data protection declaration, we will always point out once again the legal basis on which your personal data is processed.

b) Consent of the legal guardian according to Art. 8 para.1 p.2 alt.2 DSGVO

A parent or guardian must consent to all data processing in the context of this app that requires the consent of a minor who has not yet reached the age of 16.

Information on the individual data processing operations, their purposes and the categories of data involved, for which the consent of the data subject is required, can be found in the data protection declaration.

You can revoke your consent at any time by sending the revocation in text form to the contact details of the controller. The processing remains lawful until the revocation.

c) Processing of information according to § 25 para.1 TTDSG

We also process information pursuant to Section 25 (1) TTDSG by storing information on your terminal equipment or accessing information that is already stored on your terminal equipment. This can be both personal information and non-personal data, e.g. cookies, browser fingerprints, advertising IDs, MAC addresses and IMEI numbers. Terminal equipment is any device connected directly or indirectly to the interface of a public telecommunications network for sending, processing or receiving messages, Section 2 (2) No. 6 TTDSG.

As a rule, we process this information on the basis of your consent, § 25 para.1 TTDSG.

As far as an exception according to § 25 Abs.2 Nr. 1 und Nr.2 TTDSG is given, we do not need your consent. Such an exception is given if we exclusively access or store the information in order to transmit a message via a public telecommunications network or if this is absolutely necessary so that we can provide a telemedia service expressly requested by you. You can revoke your consent at any time.

We inform you that the revocation of consent does not affect the lawfulness of the processing carried out on the basis of the consent until revocation

#### **4. Disclosure of personal data**

The transfer of personal data is also processing within the meaning of the previous section 3. However, we would like to inform you again here separately about the subject of transfer to third parties. The protection of your personal data is very important to us. For this reason, we are particularly careful when it comes to passing on your data to third parties.

Therefore, data is only passed on to third parties if there is a legal basis for the processing. For example, we disclose personal data to persons or companies that act for us as processors pursuant to Art. 28 DSGVO. A processor is anyone who processes personal data on our behalf - i.e., in particular in a relationship of instruction and control with us

In accordance with the requirements of the GDPR, we conclude a contract with each of our order processors to oblige them to comply with data protection regulations and thus provide your data with comprehensive protection.

## 5. Storage period and deletion

Your personal data will be deleted by us if it is no longer necessary for the purposes for which it was collected or otherwise processed, the processing is not necessary for the exercise of the right to freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defense of legal claims.

## 6. SSL encryption<sup>1</sup>

Our app uses SSL encryption for security reasons and to protect the transmission of confidential content, such as requests that you send to us as the app operator. If SSL encryption is activated, the data you transmit to us cannot be read by third parties.

## 7. Collection and storage of personal data as well as their type and purpose of use

### a) Download the app

When downloading the mobile app, the required information is transferred to the App Store or Play Store, i.e. in particular username, email address and customer number of your account, time of download, payment information and the individual device identification number. We have no influence on this data collection and are not responsible for it. We process the data only to the extent necessary for downloading the mobile app to your mobile device.

### b) Use of the app

When you use the mobile app, we collect the personal data described below to enable you to use the functions conveniently. If you wish to use our mobile app, we collect the following data, which is technically necessary for us to offer you the functions of our mobile app and to ensure stability and security:

- IP address
- Date and time of the request
- Time zone difference from Greenwich Mean Time (GMT)
- Content of the request (concrete page)
- Access status/HTTP status code
- Data volume transferred in each case
- Website from which the request comes
- Browser
- Operating system and its interface
- Language and version of the browser software.

The legal basis for data processing is Art. 6 para. 1 p. 1 lit. f DSGVO. Our legitimate interest follows from the purposes for data collection listed above. In no case do we use the collected data for the purpose of drawing conclusions about your person.

### c) Registration

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<sup>1</sup> With the DSGVO, SSL encryption becomes mandatory for all websites that provide a contact form, order form or newsletter order. However, we generally recommend SSL encryption for all websites, because in our opinion this corresponds to the state of the art. This also applies to apps.

As part of the registration process, we collect and process your first and last name, your e-mail address, your address and your energy tariff in €/kWh and a password that you can freely choose.

We collect this data for legitimate interests for further identification and to provide our services according to Art. 6 para. 1 p. 1 lit. b) and f) DSGVO. This data is stored by us in the backend.

In addition, you can provide your personnel number on a voluntary basis. We process this data based on your consent pursuant to Art. 6 para.1 p.1 lit. a DSGVO. The processing of your personal data remains lawful until the date of receipt of your revocation.

#### d) Document creation

As part of our app, we also process your corresponding charging data in terms of time stamp and kWh charged, which is generated via our smart charging cable "LinkOne" and synchronized when connected to the app. This data is linked to the personal data you provided during registration, including your energy tariff, and a corresponding monthly receipt is then generated for the charging costs incurred. This receipt can then be sent to the respective employer via the app in order to receive a reimbursement from the employer.

We process this personal data of the app user for further identification and to provide our services according to Art. 6 para. 1 p. 1 lit. b) and f) DSGVO. This data is stored by us in the backend.

#### e) Support via Quickchat

Users of our app also have the option to send us support requests via Quickchat. This is a chatbot service provided by Incentivai Inc, WeWork Hotel Europejski, Krakowskie Przedmiescie 13, 00-071 Warsaw, Poland. We use this tool to process your requests faster and more efficiently.

Once you select the support function via Quickchat in the app, a browser window opens the Quickchat chat window.

When using the chat, the following data is processed:

- Your chat history
- the specified name
- Your email address
- The IP address
- the device designation
- Browse
- Language and version of the browser software
- Operating system and its interface
- Website from which the request comes
- the broadcast date and time

This data is processed so that we know from whom the request originated and can also process it. We associate the chat history with your customer data in our CRM.

Before using the chat, your consent is required according to Art. 6 para. 1 p. 1 lit. a DSGVO. You can revoke this consent at any time. The processing of your data remains lawful until receipt of your revocation.

The requests as well as the accompanying data will be deleted no later than 3 months after receipt, unless they are needed for a further contractual relationship.

We have concluded the standard contractual clauses with Quickchat. Quickchat does not obtain the right to share your data.

You can find Quickchat's privacy policy here: <https://www.quickchat.ai/privacy>

## **8. Analysis and tracking tools**

We use the analysis and tracking tools listed below in our app. These are used to ensure the ongoing optimization of our app and to design it according to our needs.

The respective data processing purposes and data categories can be found in the corresponding tools. We point out that we have no influence on whether and to what extent the service providers carry out further data processing.

The legal basis for the processing of your personal data with the help of the tools mentioned below is Art. 6 para. 1 p. 1 lit. f) of the DSGVO. An explicit analysis for advertising purposes does not take place in these procedures. The information is collected anonymously, not used for personal purposes and subsequently deleted. These analyses help us to continuously improve our app and to fix hidden code errors. Such processing is in our legitimate interest, as the data is used exclusively to identify and analyze errors.

### **a) Papertrail**

We use Papertrail, a log management tool provided by SolarWinds Worldwide, LLC, 3711 South MoPac Expressway Building Two Austin, TX 78746, USA,

<https://www.solarwinds.com/legal/privacy> (hereinafter "Papertrail") in our app.

Papertrail processes and analyzes aggregated log data of our app users on our behalf to obtain performance, utilization and comparable technical values about the use of our app. With the help of this data, we aim to improve the technical stability of our app by monitoring system stability and detecting code errors. For this purpose, individual user requests are recorded in the event of errors or conspicuous features of our app in order to quickly identify and rectify errors in infrastructure and application problems in our app. For this purpose, Papertrail processes the following personal data on our behalf:

- User data with attributes, including e-mail address,
- Project data in the sense of business data, including content and metadata,
- Log data in the sense of IP address, device information

The data collected by Papertrail is not disclosed to third parties. The storage and processing of the collected data also takes place in the USA. We have therefore concluded the new standard contractual clauses with Papertrail.

### **b) Mixpanel**

We also use Mixpanel, a web analytics service provided by Mixpanel, Inc, 405 Howard St., Floor 2, San Francisco, CA 94105, USA, <https://mixpanel.com/legal/privacy-policy/> (hereinafter "Mixpanel") in our App.

Mixpanel performs statistical analyses of the use of our app on our behalf so that we can continuously improve our app. For this purpose, Mixpanel processes personal data of our app users, such as.

- Browser
- Language and version of the browser software
- Operating system and its interface
- Website from which the request comes
- IP address in shortened form

The IP addresses of users will be shortened. The processing of personal data of the users of the App is based only on a pseudonymized technical ID. Any IDs or email addresses communicated to Mixpanel will be encrypted as so-called hash values and stored in a series of characters that do not allow identification.

The data collected by Mixpanel will not be shared with third parties. The storage and processing of the collected data also takes place in the USA. We have therefore concluded the new standard contractual clauses with Mixpanel.

#### c) Bugsnap

We also use Smartbear BugSnag Software, a web monitoring tool from Bugsnag Inc, 110 Sutter St, San Francisco, CA, USA, <https://smartbear.com/privacy/> (hereinafter "Smartbear Bugsnag") in our app. We are constantly improving and developing our app to provide the best possible customer experience for our users. However, not all malfunctions, e.g. due to programming errors, can be reliably excluded from the outset. That is why we use Smartbear Bugsnag. To improve the accessibility and technical stability of our app by monitoring system stability and detecting code errors, we may automatically send the following information to Smartbear Bugsnag in case of a software error:

- Device information in the sense of operating system, browser version, browser type
- IP address of the device
- E-mail
- Name
- Date and time of the error

The information is collected anonymously, not used for personal purposes, and then deleted. This analysis helps us to continuously improve our app and fix hidden code errors. Such processing is in our legitimate interest, as the data is used solely to identify and analyze errors.

The data collected by Smartbear Bugsnag will not be shared with third parties. The storage and processing of the collected data also takes place in the USA. We have therefore concluded the new standard contractual clauses with Smartbear Bugsnag.

## **9. Rights of the data subject**

You have the following rights:

#### a) Information

In accordance with Art. 15 DSGVO, you have the right to request information about your personal data processed by us. This right to information includes information about

- the processing purposes
- the categories of personal data
- the recipients or categories of recipients to whom your data have been or will be disclosed

- the planned storage period or at least the criteria for determining the storage period
- the existence of a right to rectification, erasure, restriction of processing or opposition
- the existence of a right of appeal to a supervisory authority
- the origin of your personal data, if this data was not collected by us
- the existence of automated decision-making, including profiling, and, if applicable, meaningful information about its details

b) Correction

In accordance with Art. 16 DSGVO, you have the right to promptly correct any inaccurate or incomplete personal data stored by us.

c) Deletion

In accordance with Art. 17 DSGVO, you have the right to request the immediate deletion of your personal data from us, insofar as the further processing is not necessary for one of the following reasons:

- the personal data are still necessary for the purposes for which they were collected or otherwise processed
- on the exercise of the right to freedom of expression and information
- for compliance with a legal obligation which requires processing under the law of the European Union or the Member States to which the controller is subject, or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- for reasons of public interest in the area of public health pursuant to Art. 9(2)(h) and (i) and Art. 9(3) DSGVO
- for archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes pursuant to Article 89(1) of the GDPR, insofar as the right referred to in section a) is likely to render impossible or seriously prejudice the achievement of the purposes of such processing
- for the assertion, exercise or defense of legal claims

d) Restriction of processing

In accordance with Art. 18 DSGVO, you may request the restriction of the processing of your personal data for one of the following reasons:

- You dispute the accuracy of your personal data.
- The processing is unlawful and you object to the erasure of the personal data.
- We no longer need the personal data for the purposes of processing, but you need it to assert, exercise or defend legal claims.
- You object to the processing pursuant to Art. 21 (1) DSGVO.

e) Information

If you have requested the rectification or erasure of your personal data or a restriction of processing pursuant to Art. 16, Art. 17(1) and Art. 18 DSGVO, we will notify all recipients to whom your personal data has been disclosed, unless this proves impossible or involves a disproportionate effort. You may request that we inform you of these recipients.

f) Transmission

You have the right to receive your personal data that you have provided to us in a structured, common and machine-readable format.

You also have the right to request the transfer of this data to a third party, provided that the processing was carried out with the aid of automated procedures and is based on consent pursuant to Art. 6 (1) sentence 1 lit. a or Art. 9 (2) lit. a or on a contract pursuant to Art. 6 (1) sentence 1 lit. b DSGVO.

g) Revocation

In accordance with Art. 7 (3) DSGVO, you have the right to revoke your consent at any time. The revocation of consent does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation. In the future, we may no longer continue the data processing that was based on your revoked consent.

h) Complaint

In accordance with Art. 77 of the GDPR, you have the right to lodge a complaint with a supervisory authority if you believe that the processing of your personal data violates the GDPR.

i) Opposition

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 (1) p. 1 lit. f DSGVO, you have the right to object to the processing of your personal data pursuant to Art. 21 DSGVO, provided that there are grounds for doing so that arise from your particular situation or the objection is directed against direct advertising. In the latter case, you have a general right of objection, which will be implemented by us without specifying the particular situation. If you would like to exercise your right of revocation or objection, it is sufficient to send an e-mail to [info@locio.de](mailto:info@locio.de).

j) Automated decision in individual cases including profiling

You have the right not to be subject to a decision based solely on automated processing - including profiling - which produces legal effects concerning you or similarly significantly affects you. This does not apply if the decision

- i. is necessary for the conclusion or performance of a contract between you and us
- ii. is permitted on the basis of legal provisions of the European Union or the Member States to which we are subject and these legal provisions contain appropriate measures to protect your rights and freedoms as well as your legitimate interests
- iii. is done with your express consent

However, these decisions may not be based on special categories of personal data pursuant to Article 9(1) of the GDPR, unless Article 9(2)(a) or (g) of the GDPR applies and appropriate measures have been taken to protect the rights and freedoms and your legitimate interests.

With regard to the cases mentioned in i) and iii), we take reasonable measures to safeguard the rights and freedoms as well as your legitimate interests, including at least the right to obtain the intervention of a person from our side, to express your point of view and to contest the decision.

## **10. Change of the privacy policy**

If we change the privacy policy, this will be indicated in the app.



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