Employee information notice on the use of Ordyse

This English version is a convenience translation. In the event of any discrepancy, the German version shall prevail.

Template for the information pursuant to Art. 13 GDPR, as of October 22, 2026. Please complete the items in square brackets and coordinate with your data protection officer.

Dear colleagues,

from [date], we will use **Ordyse** in [departments]. Here are the key points.

What is it for? Ordyse shows how our processes actually run, for example from sales order to delivery or from purchase order to payment. It shows which cases are waiting and why, for instance because of a price deviation, a blocked invoice or a postponed delivery date. Recurring root causes become visible so that we can fix them at the source: in master data, terms or arrangements with suppliers.

What does this mean for your work? For each case, you see the documents from email and ERP in one place and receive a proposal for the next step. You decide whether it is sent or posted. Nothing happens without your approval.

What Ordyse does not do: Ordyse does not evaluate people. There are no analyses per employee, no handling times per person, no rankings and no recording of screen content or keystrokes. Your name does not appear in processes, analyses or logs, only a pseudonym and your team. For sign-in, there is a user account with login name and role that only the administrators can see.

Task mining [only if agreed]: In the teams [teams], Ordyse measures how long certain approved applications are in the foreground, for example SAP GUI or Excel. Only the application, start and duration are reported, with a random device ID that changes every month. Content, window titles, addresses, keystrokes and screenshots never leave your device. After two minutes without input, no time is counted. Analyses only show teams with five or more devices. You can pause recording at any time using the icon in the taskbar or in the browser. This has no consequences and is not recorded. The data are deleted after 180 days.

Retention periods: Email texts in Ordyse after 90 days, task mining sessions after 180 days, audit log after [24 months].

Legal framework: The controller is [company, address]. Data protection officer: [contact]. The legal basis is Art. 6(1)(b) GDPR (performance of your employment relationship) and Art. 6(1)(f) GDPR, in each case in conjunction with the works council agreement of [date]. Our legitimate interest is the prompt and accurate handling of sales orders, invoices and complaints.

Recipients: Ordyse is operated by CoreGnition UG (haftungsbeschränkt), Munich, as a processor on servers in Germany. Other service providers are Hetzner (hosting), Brevo (system emails) and, if enabled, Mistral AI (language model, processing in the EU). No transfer to countries outside the EU is intended. Details are set out in the list of sub-processors, which you can view with [contact person].

No automated decisions: Ordyse does not make any decisions about you within the meaning of Art. 22 GDPR.

Your rights: You have the right of access, rectification, erasure, restriction of processing and data portability under Art. 15 to 20 GDPR, as well as the right to lodge a complaint with a supervisory authority (Art. 77 GDPR).

Right to object: Where we process data on the basis of Art. 6(1)(f) GDPR, you may object at any time on grounds relating to your particular situation (Art. 21 GDPR).

Questions? Please contact [contact person], the data protection officer or the works council.