

Dear all:

Today we want to draw your attention to the current legal regulation that has a direct influence on the processes in our company restaurant. As you may have learned from the media, more and more federal states in Germany are demanding that catering establishments record exactly who was visiting them on which day. The authorities want to ensure that infection chains can be traced quickly at any time.

Sodexo is obliged to register all participants in the meal and to save this data for several weeks. What does this mean for our guests? We know that this commitment brings additional effort. We are very sorry for these circumstances. In order to further contain the effects of the pandemic, we continue to support the authorities in all their measures and are firmly convinced that we will also implement smoothly the obligation to register.

We propose the following procedure:

- First, we display the legal basis for the collection of the data in a clearly visible place in the company restaurant. You will also see this notice for information in the attachment to this email under the name "Data protection information in accordance with Articles 13 and 14 of the General Data Protection Regulation". If a guest does not agree to the collection of his/her data, we may not serve him/her.
- Attached you will find a registration sheet, which every guest - whether employee or external visitor - has to bring filled in daily to the company restaurant. It contains the name and telephone number of the guest as well as the date and time of the visit. The template must be submitted daily at the checkout when paying.
- We kindly ask you to distribute this registration sheet to all your employees in advance. Ideally, every employee fills out the sheet at the workplace before going to the company restaurant to avoid waiting times.
- For spontaneous and external guests, we provide registration sheets at the checkout for signing. We make sure that no pen is used twice.
- Sodexo collects all registration sheets, sorted by date, in a safe place in the company restaurant and keeps them for four weeks. Then they are destroyed.
- We would be happy to work with you to find a solution for how paperless registration is possible taking your digital employee ID cards into account. Close coordination concerning data protection is necessary here. Our operations manager will contact you on this matter

We hope that you agree to this procedure. We are available for questions at any time.

Stay healthy!

Best regards

Florian Karsch