



BUSINESS PARTNER PRIVACY NOTICE

December 20, 2023

Exentis Group has three companies in Germany:

- **Exentis Innovations GmbH**, Riegeler Straße 14, 79364 Malterdingen, Germany
Phone +49 7644 927 970, e-mail: a.guertner@exentis-group.com
- **Exentis Technology GmbH**, Otto-Schott-Straße 15, 07745 Jena, Germany
Phone +49 3641 648 225, e-mail: g.heinemann@exentis-group.com
- **Exentis Tooling GmbH**, Preysing-Allee 7a, 84149 Velden, Germany
Phone +49 8742 636 29 31, e-mail: g.heinemann@exentis-group.com

These companies provide this Business Partner Privacy Notice ("**Privacy Notice**") to explain their respective handling of personal data as data controller in relation to the dealers, customers, suppliers and other business partners (together, "**Business Partners**") and the employees of the Business Partners.

Responsible for the handling is the one of the aforementioned German Exentis companies (hereinafter "**we**" or "**our**" or "**Exentis**") with which you initiate/have a business relationship.

1. Scope of application

This Privacy Notice applies to you if you are an individual (e.g. consultant or sole proprietor) who is a Business Partner of Exentis or if you are an employee of a Business Partner who interacts with us on behalf of the Business Partner.

2. Categories of personal data and sources

Exentis processes the following categories of personal data about you. Exentis has received the following personal data from you or authorized third parties (e.g. superiors, government agencies or public sources):

- **Personal data of Business Partners who are individuals:** name, business contact details (including email address, company name, activity and country) services or products provided or offered, contact details, communication content (such as email or business letters), payment information, billing information and previous business relationships
- **Personal data of an employee of a Business Partner:** name, business address, contact details, name of employer, function/position, communication content (such as e-mail or business letters)

3. Processing purposes, legal bases and effects

Your personal data will be processed for the purpose of fulfilling the contractual relationship with the Business Partner (including the fulfillment of contractual obligations, invoice processing, communication, legal and



compliance activities) for marketing and CRM activities (e.g. newsletters) as well as for security and anti-fraud measures. Exentis relies on the following legal bases for these processing activities:

- Fulfillment of the contractual relationship with the Business Partner (Art. 6 para. 1 lit. b GDPR);
- Legitimate interest of Exentis, the group companies of Exentis or other third parties (such as government agencies or courts) (Art. 6 para. 1 lit. f GDPR). The legitimate interest may in particular be the group-wide exchange of information, marketing and CRM activities (e.g. if the business partner has subscribed to a newsletter for itself and/or employees), the prevention of fraud, misuse of IT systems or money laundering, the operation of a whistleblowing system, physical security, IT and network security, internal investigations or potential merger and acquisition activities (further information on the balancing of interests is available on request);
- Consent (Art. 6 para. 1 lit. a GDPR);
- Fulfillment of legal obligations (Art. 6 para. 1 lit. c GDPR).

The provision of personal data processed for the performance of the contractual relationship with the Business Partner is necessary for the conclusion and/or performance of the contract with the Business Partner and is voluntary. However, if you do not provide the personal data, it may result in a delay or impossibility of carrying out the relevant processes with the Business Partner or dealing with the Business Partner.

4. Categories of recipients

We may transfer personal data of Business Partners to third parties for the respective processing purposes as follows:

- **Within the group of companies:** Where necessary, we may transfer personal data to other group companies. Access to personal data of Business Partners is restricted to those persons who need to know the data in order to fulfill their tasks.
- **Processors:** Certain third parties, whether or not they are group companies, may process personal data on our behalf ("**Processors**") to provide IT and other administrative support (e.g. service providers offering paid support or IT hosting and maintenance support). Processors are contractually obliged to take appropriate technical and organizational security measures to protect personal data and to process personal data only in accordance with our instructions.
- **Government agencies, courts, external consultants and similar third parties** to the extent required or permitted by applicable law.

We also share information about you with other companies if you have consented to this or have asked us to do so.

5. Data transfer to third countries / outside the EU / EEA

The personal data of Business Partners is generally only transferred to recipients based within the European Union (EU) or the European Economic Area (EEA). In certain exceptional cases, we transfer personal data to companies or service providers outside the EEA. Of course, we will ensure that the data protection regulations are complied with. We also transfer personal data to the parent company Exentis Group AG, Im Stetterfeld 2, CH-5608 Stetten, Switzerland. The European Commission has issued an adequacy decision for Switzerland.



6. Storage duration

Exentis and/or our service providers will store your data in accordance with applicable data protection laws for no longer than we need it to fulfill our obligations and only for the period necessary to achieve the respective processing purposes (e.g. newsletters are sent as long as consent has been given).

When Exentis no longer needs your personal data to comply with contractual or legal obligations, we will delete it from our systems or anonymize it accordingly so that it cannot be identified, unless we need to retain information, including your personal data, in order to comply with legal or regulatory obligations to which Exentis is subject, e.g. statutory retention periods which may arise from, for example, the German Commercial Code or the German Fiscal Code and which may in principle amount to 6 to 10 years, or if we have to secure evidence during the statutory limitation periods, which are regularly 3 years but can be up to 30 years.

7. Automated decision making

Exentis does not carry out automated decision-making in the context of the business relationship.

8. Your rights

If you have consented to the processing of your personal data, you can withdraw your consent at any time with effect for the future. Such a withdrawal does not affect the lawfulness of processing based on consent before its withdrawal.

Under the applicable data protection laws, you may be entitled to the following rights: Right of access to personal data, right to rectification of personal data, right to erasure of personal data, right to restriction of processing of personal data, right to data portability, right to object to processing of personal data. Please note that the aforementioned rights may be restricted by national law. Further information on your rights can be found in the **Appendix: Your rights**.

You also have the right to lodge a complaint with a data protection supervisory authority. To assert your rights, you can contact us via the contact details listed in section 9 below.

9. Questions

If you have any questions about this Privacy Notice or your rights, please contact us:

- **Exentis Innovations GmbH**, Riegeler Straße 14, 79364 Malterdingen, Germany
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Appendix: Your rights

a) Right to information

You may have the right to obtain from us confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access to the personal data. The right of access includes, among other things, the purposes of the processing, the categories of personal data being processed and the recipients or categories of recipients to whom the personal data is disclosed. However, this right is not unrestricted, as the rights of other persons may restrict your right to information.

You may have the right to obtain a copy of the personal data that we process. For further copies requested by you, we may charge a reasonable fee calculated on the basis of administrative costs.

b) Right to rectification

You may have the right to request the rectification of inaccurate personal data. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

c) Right to erasure (right to be forgotten)

Under certain circumstances, you have the right to request that we delete personal data and we are obliged to delete personal data.

d) Right to restriction of processing

Under certain circumstances, you have the right to demand that we restrict the processing of your personal data. In this case, the relevant data will be marked and processed by us only for specific purposes.

e) Right to data portability

Under certain circumstances, you have the right to receive the personal data provided by the Business Partner in a structured, commonly used and machine-readable format and the right to transmit this data to another controller without hindrance from us.

f) Right of objection

Under certain circumstances, you have the right to object to our processing of your personal data at any time on grounds relating to your particular situation and we may be obliged to no longer process your personal data.

If personal data is processed for the purpose of direct marketing, you also have the right to object at any time to the processing of personal data for the purpose of such marketing. This also applies to profiling insofar as it is associated with direct advertising. In this case, the personal data will no longer be processed by us for these purposes.