

DATA PRIVACY NOTICE

on the whistleblower system of the EUCHNER Group ("EUCHNER Reporting Office")

Preliminary remarks

This Data Privacy Notice explains how we handle your personal data when you submit a report via the EUCHNER Reporting Office as a whistleblower. In addition, we inform you about your rights according to the General Data Protection Regulation (GDPR).

1. Who is the Controller for the processing of personal data?

The Reporting Office is an offer of the

EUCHNER GmbH +Co. KG („parent company“)
Kohlhammerstraße 16
70771 Leinfelden-Echterdingen

Phone: 49 711 7597-0

E-mail: info@euchner.de

(hereinafter collectively referred to as "**EUCHNER**").

The EUCHNER Reporting Office is a special web-based software operated by LegalTegrity GmbH, Platz der Einheit 2, 60327 Frankfurt, Germany (hereinafter "**LegalTegrity**") on behalf of EUCHNER. LegalTegrity is a service provider bound by instructions in accordance with the provisions of data protection law and may not use the personal data for any other purpose.

EUCHNER has commissioned the law firm BRP Renaud und Partner mbB, Königstraße 28, 70173 Stuttgart, Germany (hereinafter referred to as "**BRP RENAUD**") to receive and process the information received by the EUCHNER Reporting Office. Selected lawyers and employees of BRP RENAUD will receive, respond to and review the received reports and submit proposals for follow-up measures to EUCHNER. BRP RENAUD acts independently of instructions in this regard and is therefore also Controller within the meaning of Art. 4 No. 7 GDPR.

The parent company, the participating subsidiaries and BRP RENAUD are Joint Controllers for the operation of the EUCHNER Reporting Office and the associated data processing within the meaning of

Art. 26 GDPR. The main content of the respective Joint Controller Agreement between the parties is the regulation of the data subject's rights. Accordingly,

- EUCHNER is responsible for the fulfillment of data subjects' rights to information (Art. 13, 14 GDPR), to access (Art. 15 GDPR), to erasure (Art. 17 GDPR), to restriction of processing (Art. 18 GDPR) and to notification (Art. 19 GDPR) and
- BRP RENAUD is responsible for the fulfillment of data subjects' rights to rectification (Art. 16 GDPR), to data portability (Art. 20 GDPR) and to object (Art. 21 GDPR).

However, the determination of responsibility does not change the fact that data subjects can assert their rights under Art. 15 to 22 GDPR against all parties.

2. How can you reach the Data Protection Officers?

You can reach the respective Data Protection Officers as follows:

- Data Protection Officer of EUCHNER: kai.scholl@euchner.de
- Data Protection Officer of BRP RENAUD: datenschutzbeauftragte@brp.de

3. What are the purpose and legal basis of the processing of personal data?

a. Data processing in the EUCHNER Reporting Office

The following personal data are processed in the context of a report:

- Insofar as the whistleblower provides corresponding information, we process as personal data his or her communication data (e.g. name, telephone, e-mail, address) as well as the date and time of the report,
- Names of accused persons or other persons involved in the reported facts (e.g. witnesses) as well as other personal data of the persons named in the report or identified in the course of the activities of the EUCHNER Reporting Office.

Insofar as a report contains corresponding data, special categories of personal data within the meaning of Art. 9 (1) GDPR are also processed during its processing (e.g. health data, trade union membership or data on political or religious attitudes). The corresponding data will only be processed in accordance with the relevant provisions of data protection law, in particular Art. 9 (2) GDPR or § 26 (3) of the German Federal Data Protection Act (BDSG).

The personal data is processed for the purpose of confidentially recording and processing information received via the EUCHNER Reporting Office about (suspected) violations of the law or serious violations of the EUCHNER Whistleblower Guideline as well as for improving EUCHNER compliance measures.

The legal basis for the processing of personal data is Art. 6 (1) sentence 1 lit. c GDPR in conjunction with § 10 sentence 1 German Whistleblower Protection Act (HinSchG).

In addition, the processing - depending on the case - may be justified in accordance with Art. 6 (1) sentence 1 lit. f GDPR. Thereby the following legitimate interests of EUCHNER are pursued:

- with the recording and pursuit of information received via the EUCHNER Reporting Office, the justified interest in the detection and clarification of possible breaches of duty, criminal offences or other serious breaches of rules by EUCHNER, entities of the EUCHNER-Group, direct and indirect suppliers of the EUCHNER-Group and the associated defence against damage and liability risks for EUCHNER. Furthermore, EUCHNER also has an interest in using the results of the clarification measures for preventive compliance measures - such as training - in order to avoid future misconduct.
- with the central administration of all violations of EUCHNER, the justified interest in obtaining a central overview of the incoming reports.
- by commissioning BRP RENAUD to manage the EUCHNER Reporting Office, the legitimate interest in ensuring independent and expert processing of the reports as well as the preparation of legally sound proposals for follow-up measures.

If the report received relates to an employee of EUCHNER, the data processing also serves the purpose of the employment relationship and can be based on Art. 88 GDPR in conjunction with § 26 (1) sentence 1 (for the clarification of breaches of duty under employment contracts that do not constitute a criminal offense) or sentence 2 (for the clarification of criminal offenses) BDSG or Art. 6 (1) sentence 1 lit. b GDPR.

If special categories of personal data are processed, this may - depending on the circumstances - be justified in accordance with Art. 6 (1) sentence 1 lit. c GDPR in conjunction with § 10 sentence 2 HinSchG and Art. 9 (2) lit. f GDPR.

b. Essential data processing for the provision of the EUCHNER Reporting Office

In part, the processing of data is absolutely necessary in order to be able to provide the EUCHNER Reporting Office as far as possible without technical or functional restrictions and in accordance with the legal requirements.

aa. Calling the EUCHNER Reporting Office and server log files

In order to call up the contents of the EUCHNER Reporting Office and to display them correctly on your end device, your browser automatically sends data requests to the server. Each data request from your browser contains this information, among other things: (dynamic) IP address, browser type and version, operating system and version, domain called up, website previously visited, and date and time of access. Your browser's data requests are automatically stored in so-called "server log files".

The data processing described is absolutely necessary to ensure the retrievability and correct display of the EUCHNER Reporting Office on your end device (Art. 6 (1) sentence 1 lit. b GDPR).

bb. Cookies for the provision of the EUCHNER Reporting Office

In order to technically enable access to the password-protected areas, it is absolutely necessary that the following cookie is stored on your end device (§ 25 (2) no. 2 German Data Protection and Privacy in Telecommunications and Telemedia Act, TTDSG): "*session*"

The cookie is a so-called "session cookie". This cookie is only stored temporarily for the duration of the session (each time you log in - submit a notice or edit in the admin portal) and is automatically deleted when you leave/log out. Third parties do not have access to the data collected with the cookie.

4. Who has access to the personal data?

Personal data processed in the EUCHNER Reporting Office will only be passed on to third parties if this is necessary for the purpose of processing the information, if you have consented to the transfer or if data protection law permits such a transfer.

All personal data collected via the EUCHNER Reporting Office will only be accessible to a narrow circle of expressly authorised and trained persons who are entrusted with the processing of the reports due to their function.

The EUCHNER Reporting Office is supervised by certain lawyers and employees of BRP RENAUD ("Members of the EUCHNER Reporting Office"). The information in the EUCHNER Reporting Office is only accessible by this narrowly defined group of persons. If necessary, local lawyers can be consulted by BRP RENAUD to assist in the processing of the received reports relating to matters outside Germany.

After the Members of the EUCHNER Reporting Office has examined the report and the need for further measures, a final report will be prepared and forwarded to the responsible persons at EUCHNER (Managing Director, Commercial Manager, HR Manager) and, if necessary, to persons authorized to take follow-up measures. Confidentiality will be maintained as far as possible when transmission of the final report. EUCHNER is not entitled to demand that BRP RENAUD disclose the identity of a whistleblower, unless the report intentionally or grossly negligently contained incorrect information about violations.

There is an obligation under data protection law to inform the accused persons about the allegations made against them. The identity of the whistleblower is generally not disclosed. Something else only applies if incorrect information about violations was reported intentionally or through gross negligence.

In the event of corresponding legal obligations or necessary follow-up measures, further recipients come into consideration, such as in particular law enforcement authorities, cartel authorities, data protection authorities, other administrative authorities, courts, litigants, insurance companies, law firms commissioned with the follow-up measures as well as auditing companies. Personal data may also be disclosed to authorities and/or courts in a third country outside the EU in accordance with Art. 49 (1) sentence 1 lit. e GDPR as part of the further pursuit of a report for the assertion, exercise or defense of legal claims.

In addition, the EUCHNER Reporting Office is operated by LegalTegrity. LegalTegrity is a service provider bound by instructions, which is obligated in accordance with the data protection regulations and may not use the data for any other purpose.

5. How long do we store your personal data?

Personal data shall be stored for as long as is necessary for the clarification and final assessment of the received report or for as long as justified interests of EUCHNER or statutory retention periods exist. The duration of storage depends to a large extent on the severity of the suspicion and the reported breach of duty as well as the results of the investigations following the report.

In principle, the data will be deleted three years after the processing of the received report has been completed in the EUCHNER Reporting Office - i.e. when the facts have been determined and follow-up measures have been proposed by BRP RENAUD and decided by EUCHNER. However, if the report does not fall within the scope of application of the EUCHNER Reporting Office, the data will be deleted immediately after completion of the processing of the report in the EUCHNER Reporting Office if the data are not required for the prosecution of a maliciously false report. If the whistleblower has opened a mailbox, the EUCHNER Reporting Office will inform him or her about this and refer him or her to the responsible offices (HR Manager and works council).

Storage of data collected in connection with the processing of the report for longer than three years may be considered in the following cases, whereby the data is not stored at the EUCHNER Reporting Office, but at the respective responsible parties themselves:

- The data processed in the EUCHNER Reporting Office are necessary for the assertion and defence of EUCHNER's rights. In this case, the personal data will be deleted after expiry of the limitation periods applicable to administrative offences and criminal offences or to the assertion of claims under civil law (§§ 31 et seq. German Administrative Offences Act, OWIG; §§ 78 et

seq. German Criminal Code, StGB or §§ 195 et seq. German Civil Code, BGB) or after conclusion of the corresponding proceedings.

- As far as legal retention periods exist (e.g. according to the German Commercial Code and the German Fiscal Code six years for business letters; Art. 6 (1) sentence 1 lit. c GDPR).

6. What data protection rights do you have?

a. Disable and delete cookies

When visiting the EUCHNER Reporting Office, cookies may be stored on your terminal device. **You can deactivate the storage of cookies on your end device in your browser settings. In addition, you can delete cookies that have already been stored in your browser settings at any time.** However, in this case you may not be able to use all the functions of the EUCHNER Reporting Office to their full extent.

b. Right of objection

You may object to the use of personal data on the basis of Art. 6 (1) sentence 1 lit. e or f GDPR at any time with effect for the future for reasons arising from your particular situation. We will then no longer process this data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims (Art. 21 GDPR).

c. Right of access, rectification, erasure or restriction and portability

Under the conditions of Articles 15 to 20 GDPR, you have the right to receive information free of charge about the data we have stored about you, to have incorrect data rectified or incomplete data completed and to request the erasure or restriction of processing as well as the portability of your personal data. In some cases, however, we are not allowed to delete data completely due to legal retention obligations.

d. Right to complain to a supervisory authority

You have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of an alleged infringement, if you consider that the processing of personal data concerning you infringes data protection law.