

Information Sheet Pursuant to Art. 13 GDPR

Dear Sir / Madam,

We are happy to inform you regularly about current developments of the Fraunhofer-Gesellschaft zur Förderung der angewandten Forschung e.V. and the Fraunhofer Institute for Manufacturing Engineering and Automation IPA.

In accordance with the provisions of the EU-wide General Data Protection Regulation valid from 25 May 2018, we would like to send you the attached information.

With this information, we would like to give you an overview of how we process your personal data and of your rights under data protection law. Which data are processed in detail and how they are used depends largely on the requested or agreed services.

Therefore, not all of this information will apply to you.

We are aware that care and transparency are the basis for a trusting cooperation with our customers. Compliance with laws and regulatory requirements in general is just as important to us and our employees as handling your personal data in a lawful and careful manner.

Please contact us if you have any questions!

With kind regards

Fraunhofer-Gesellschaft zur Förderung der angewandten Forschung e.V. for the Fraunhofer Institute for Manufacturing Engineering and Automation IPA

Information on Data Protection

The protection of your personal data is very important to us!

In accordance with the EU General Data Protection Regulation (GDPR), we hereby inform you why Fraunhofer collects, stores or transfers data and of your rights regarding data protection.

The person responsible pursuant to Art. 4 Para. 7 GDPR:

Fraunhofer-Gesellschaft zur Förderung der angewandten Forschung e.V.
Hansastraße 27 c
80686 München, Germany

(hereinafter called "Fraunhofer")

Email: info@zv.fraunhofer.de
Phone: +49 (0)89 1205- 0
Fax: +49 (0)89 1205-7531

The Fraunhofer Institute for Manufacturing Engineering and Automation IPA
Nobelstraße 12
70569 Stuttgart, Germany

Email: datenschutz@ipa.fraunhofer.de

is a legally independent institution of the Fraunhofer-Gesellschaft.

You can contact our data protection officer at:

datenschutz@zv.fraunhofer.de

1. Sources of personal data

We process personal data that we receive from our customers in the course of establishing a business relationship, as well as in the course of this business relationship.

In addition, to the extent necessary to provide our services, we process personal data that we have legitimately received from other third parties (e.g. to execute orders or fulfill contracts or resulting from your consent). We also process personal data that we have legitimately obtained from publicly accessible sources and are allowed to process. Relevant personal data concerning interested parties when compiling master data can be: name, address/other contact details (phone and fax number, e-mail address, title, function, department), areas of interest, industry.

2. Purpose and legal basis of data processing

We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (Bundesdatenschutzgesetz n.F.). (BDSG-new). Your personal data will only be collected, processed and stored for the purposes stated here or for mandatory contractual purposes.

- a) Insofar as we have been granted consent to process your personal data for certain previously-mentioned purposes, the legality of such processing is given on the basis of your consent, pursuant to Art. 6 Para. 1 Sentence 1 lit. a GDPR. A given consent can be revoked at any time. The revocation of the consent does not affect the legality of the data processed until the revocation.

The data will be processed to enable execution of the contract. We process your personal data for the following purposes:

- Management of interested parties
- Targeted advertising measures
- Information on news, as well as on research activities and services offered by Fraunhofer, its institutes and facilities
- Conducting seminars and training courses
- Contacting

In addition, personal data may be processed for the following purposes:

- b)** To implement pre-contractual measures and/or fulfill contractual obligations pursuant to Art. 6 Para. 1 S.1 lit. b GDPR.
- c)** To initiate and/or conclude a contract with our company. If necessary, to protect our legitimate interests or those of third parties, we process personal data beyond the actual fulfillment of the contract or pre-contractual measures. Within the scope of the balance of interests pursuant to Art. 6 Para. 1 Sentence 1 lit. f GDPR:

These include:

- Management of interested parties, as a separate Excel spreadsheet or in paper form in an orderly filing system
 - Sending of non-promotional e-mails such as press releases or news about the institute
 - Assertion of legal claims and defense in legal disputes
 - Ensuring our company's IT security and IT operations
 - Prevention and investigation of criminal offenses
 - Measures to ensure building and system security (e.g. access controls using electronic locking systems, if available)
 - Risk management at the Fraunhofer-Gesellschaft
- d)** For the purpose of external publicity, photos of participants at events are published on the website and in the media. The legal basis for this is Art. 6 Para. 1 lit. f German Data Protection Regulation.

3. Data transmission to concrete third parties

- a) To provide the app which we utilize at trade fairs, we use the service provider FairControl GmbH, Bussardstrasse 5, 82166 Graefelfing, Germany (hereinafter called FairControl). In connection with this, your data will be processed by FairControl on our behalf if we collect your contact data via the app.
- b) We ship our order service via the provider Inxmail GmbH, Wentzingerstrasse 17, 79106 Freiburg, Germany, www.inxmail.de. The e-mail addresses and data of our order service recipients are stored on Inxmail's servers in Germany on our behalf.
- c) If you register for seminars and events, depending on the event concerned, we pass on the necessary data (name, address/other contact data (telephone, fax, e-mail address) to the following places:
 - Verein zur Förderung produktionstechnischer Forschung (FpF) e.V., Nobelstrasse 12, 70569 Stuttgart, Germany

4. Duration of data storage

On completion of the respective purpose of processing and use, the relevant statutory retention periods shall apply.

Data resulting from the initiation of a contract will be deleted, unless a contract is concluded and provided legal retention or proof periods do not conflict with the deletion.

Preservation of evidence within the scope of statutory limitation regulations: If it is necessary to preserve evidence, e.g. in the course of legal proceedings, please note the following retention periods:

The limitation periods of the German Civil Code (BGB) can be up to 30 years in the presence of a judicial title (§§195 ff. BGB). If no legal title has been obtained against the person concerned, the regular limitation period of three years applies.

During the existing contractual relationship, data shall be stored for the statutory retention period.

After termination of the contractual relationship, the data will be deleted upon the expiry of the statutory retention period.

5. You have the following rights with regard to your data:

- a. You can receive information about your personal data in accordance with Art. 15 GDPR.
- b. Pursuant to Art. 16 GDPR, you can request the correction of incorrect data.
- c. In accordance with Art. 17 GDPR, you may request the deletion of your data or, in accordance with Art. 18 GDPR, a restriction on the processing of your data.
- d. Pursuant to Art. 21 GDPR, you have the right to object to the processing of your data.
- e. You have a right to data transferability in accordance with Art. 20 GDPR.
- f. You can revoke your consent at any time.
- g. In accordance with Art. 77 GDPR, you can complain to the competent supervisory authority for data protection if you are of the opinion that the processing of your personal data is not lawful.

6. Provision of your personal data and the consequences of failure to provide it

The provision of your personal data is necessary to initiate and execute the contractual relationship. Without these data we cannot conclude or execute the contract. If you do not provide us with the necessary information and documents, we are not allowed to establish or continue the business relationship you have requested.

7. Automated decision making, profiling

To establish and implement the business relationship, we do not use exclusively automated decision-making processes within the meaning of Art. 22 GDPR.

8. Contact details

If you have any questions or requests, please contact the following address:

Fraunhofer-Gesellschaft zur Förderung der angewandten Forschung e.V.
Hansastraße 27 c
80686 München, Germany

datenschutz@zv.fraunhofer.de

Information on the right of objection

according to Article 21 GDPR

Right of objection on a case-by-case basis

For reasons arising from his particular situation, the customer has the right to object at any time to the processing of his personal data based on Article 6(1)(e) GDPR (data processing in the public interest) and Article 6(1)(f) GDPR (data processing on the basis of a balance of interests).

If the customer objects, we will no longer process the personal data, unless we can prove compelling legitimate reasons for processing them which outweigh the interests, rights and freedoms of the customer, or if processing them serves to assert, exercise or defend legal claims.

Recipient of a formal objection:

Fraunhofer-Gesellschaft zur Förderung der angewandten Forschung e.V.
Hansastraße 27 c
80686 München, Germany