

## Information on the processing of your personal data

Our relationship with our customers is one of trust and cooperation – based on diligence and transparency on our part. This is why we are taking this opportunity to inform you about how we process your data and how you can exercise your rights under the General Data Protection Regulation. In terms of what personal data we process and for what purpose, these depend on the respective contractual relationship.

### 1 Who is responsible for data processing?

The Controller is:

KOLLMORGEN Europe GmbH  
Pempelfurtstraße 1  
40880 Ratingen  
Managing Directors: Alberto Favalessa, Todd Patriacca, Glenn Edward Deegan

### 2 How can you contact the Data Protection Officer?

You can contact our Data Protection Officer at:

KOLLMORGEN Europe GmbH  
Data Protection Officer  
Pempelfurtstraße 1  
40880 Ratingen

E-mail: [datenschutz@kollmorgen.com](mailto:datenschutz@kollmorgen.com)

### 3 Which of your personal data do we use?

If you make a request, ask us for a quotation, or conclude a contract with us, we will process your personal data. We also process your personal data in order, among other things, to fulfill statutory obligations, to safeguard a legitimate interest, or on the basis of consent given by you.

Depending on the legal basis, the categories of personal data are as follows:

- First name, surname
- Address
- Data for communication purposes (telephone, e-mail address)
- Contract master data, in particular contract number, term, notice period, type of contract
- Invoice data/Sales data
- Creditworthiness data
- Payment data/Bank account information
- Account information, in particular registration and login details

When setting up contracts, we also access data made available to us by third parties. Depending on the type of contract, the categories of personal data are as follows:

- Information regarding creditworthiness (via credit agencies)

## 4 What are the sources of the data?

We process personal data we receive from our customers, service providers, and suppliers.

or/and

We also receive personal data from the following entities:

- Credit agencies
- Publicly accessible sources: commercial registers or registers of associations, debtor registers, land registers, Internet
- Other group companies

## 5 For what purposes do we process your data and on what legal basis?

When processing your personal data, we take particular account of the General Data Protection Regulation (GDPR) and Germany's Federal Data Protection Act (BDSG) as well any other relevant laws.

### 5.1 Based on consent given by you (Art. 6 para. 1 a GDPR)

If you have voluntarily given us your consent to gather, process, or pass on certain personal data, then this consent will provide the legal basis for the processing of this data.

In the following cases, we process your personal data on the basis of consent given by you :

- Sending a newsletter via e-mail
- Market research (e.g. customer satisfaction surveys)
- Marketing and advertising – development of customer profiles
- Publication of a customer reference subject to agreement (name and image)

### 5.2 To fulfill a contract (Art. 6 para. 1 b GDPR)

We use your personal data to process your order in accordance with our GTCs.

## 5.3 To fulfill legal obligations (Art. 6 para. 1 c GDPR) or in the public interest (Art. 6 para. 1 e GDPR)

We as a business are subject to various legal obligations. In order to fulfill these obligations, it may be necessary to process personal data.

- Checking and reporting obligations
- Credit and identity checks
- Prevention/protection against criminal acts
- Corruption risk determination
- Screening against sanction lists

## 5.4 Based on a legitimate interest (Art. 6 para. 1 f GDPR)

In certain cases, we process your data to safeguard a legitimate interest of ours or of a third party.

- Direct advertising or market research and opinion polls
- Centralized customer data management across the group
- Measures to promote building and plant safety
- Consulting and exchanging data with credit agencies with a view to identifying credit or default risks
- Safeguarding IT security and IT operations
- Corruption risk determination
- Screening against sanction lists

## 6 To whom is your data forwarded?

In order to fulfill our contractual and statutory obligations, your personal data is disclosed to various public or internal entities as well as external service providers.

### Group companies:

The Kollmorgen Corporation runs a centralized customer data management system, which employees from all group companies can access in order to offer you the full range of our services from a single source. Please see our corporate website for details of the companies belonging to the Kollmorgen Corporation.

### External service providers:

We work with selected external service providers in order to fulfill our contractual and statutory obligations:

- IT service providers (e.g. maintenance service providers, hosting service providers)
- Compliance service providers
- Service providers involved in the destruction of files and data
- Telecommunications
- Payment service providers
- Advice and consultancy

- Marketing or distribution service providers
- Credit agencies
- Dealers
- Web hosting service providers
- Lettershops
- Accountants

Public entities:

We may also be obliged to pass on your personal data to other recipients such as certain authorities in order to fulfill statutory disclosure obligations.

- Tax authorities
- Customs authorities
- Social insurance providers

## 7 Is your data passed on to countries outside the European Union (so-called third countries)?

Countries outside the European Union (and the European Economic Area "EEA") have a different approach to the protection of personal data than countries within the European Union. To process your data, we also use service providers based in third countries outside the European Union. There is currently no EU Commission decision/resolution to the effect that these third countries generally offer a suitable level of protection.

We have taken particular measures therefore to ensure your data is processed just as securely in third countries as it would be within the European Union. With service providers in third countries, we agree standard data protection clauses provided by the European Union Commission. These clauses envisage suitable guarantees to ensure service providers in third countries protect your data.

In addition, our service providers in the USA are sometimes certified under the EU-US Privacy Shield framework.

## 8 How long is my data stored for?

We store your personal data for as long as is necessary to fulfill our statutory and contractual obligations.

If storage of data is no longer required in order to fulfill contractual or statutory obligations, your data will be erased unless it needs to be processed further for the following purposes:

- Fulfillment of retention obligations under commercial or tax law. These include the retention periods set out in the German Commercial Code (HGB) or Fiscal Code (AO).
- Retention of evidence in accordance with statutory provisions relating to limitation periods. According to the provisions relating to limitation periods in the German Civil

Code (BGB), these limitation periods can last up to 30 years in some cases, while the standard limitation period is 3 years.

## 9 What rights do you have in relation to the processing of your data?

Each person concerned has the right to information as per Art. 15 GDPR, the right to rectification as per Art. 16 GDPR, the right to erasure as per Art. 17 GDPR, the right to restrict processing as per Art. 18 GDPR, the right to object as per Art. 21 GDPR, and the right to data portability as per Art. 20 GDPR. The restrictions under Section 34 and 35 Section BDSG apply to the right to information and the right of erasure.

### 9.1 Right to object

You may object at any time to the use of your data for advertising purposes without incurring any costs other than those for the transmission of your message, charged at standard rates.

- **What right do you have in the case of data processing based on your own legitimate interest or the public interest?**

According to Art. 21 para.1 GDPR, you have the right at any time, for reasons associated with your own particular situation, to raise an objection against the processing of personal data relating to you on the basis of Art. 6 para.1 e GDPR (data processing in the public interest) or Art. 6 para.1 f GDPR (processing for the purposes of a legitimate interest), and this also applies to any profiling based on this provision. If you do object, we will no longer process your personal data unless we can show we have compelling legitimate grounds for processing which outweigh your interests, rights, and freedoms or processing is intended to promote the assertion, exercise, or defense of legal claims.

- **What right do you have in the case of data processing for the purposes of direct advertising?**

If we process your personal data for direct advertising purposes, you have the right at any time as per Art. 21 para. 2 GDPR to raise an objection against the processing of personal data relating to you for the purposes of this kind of advertising, and this also applies to any profiling associated with such direct advertising. If you do object to processing for the purposes of direct advertising, we will no longer process your personal data for these purposes.

### 9.2 Withdrawal of consent

You may withdraw your consent for the processing of personal data at any time. Please note that withdrawal only applies from that time onward.

### 9.3 Right to information

You may request information as to whether we have stored any personal data about you. If you wish, we can tell you what data is involved, for what purposes the data is being

processed, to whom this data is disclosed, how long the data is being stored for, and what other rights you may have in relation to this data.

#### **9.4 Other rights**

You also have the right to rectify incorrect data or have your data erased. If there is no reason for storage to continue, we will erase your data or restrict processing instead. You may also ask us to make available, either to you or a person or company of your choice, all personal data you have given us in a structured, common, and machine-readable form.

You also have the right to complain to the competent data protection authority (Art. 77 GDPR in conjunction with Section 19 BDSG).

#### **9.5 Exercising your rights**

In order to exercise your rights, you may apply to the Controller or the Data Protection Officer as specified above. We will process your requests without delay and in accordance with statutory provisions and inform you of the measures we have taken.

## **10 Is there any obligation to provide your personal data?**

In order to enter into a business relationship, you need to provide us with the personal data we require to enforce the contractual relationship or the data we are obliged to gather due to mandatory statutory requirements. If you fail to provide us with this data, we will not be able to enforce or manage the contractual relationship.

## **11 Changes to this information**

If there is any material change regarding the purpose, type, or manner of processing your personal data, we will update this information in good time and notify you of the changes in good time as well.

Version: February 2020