



SPEKTRA

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General Privacy Notice (GPN)

SPEKTRA Schwingungstechnik und Akustik GmbH Dresden

Heidelberger Straße 12 | 01189 Dresden

Version 01.20

www.spektra-dresden.com

Thank you for your interest in data privacy at SPEKTRA Schwingungstechnik und Akustik GmbH Dresden ("SPEKTRA"). Data privacy is extremely important to us. The latest version of this general privacy notice can be found at:

<https://www.spektra-dresden.com/en/legal.html>

The following general privacy notice is based on Article 13 of the General Data Protection Regulation (GDPR). It will apply to you if you contact us (e.g. to apply for a job), if you enter into contract negotiations with us and/or if you have a contract with us which involves personal data processing. It will also apply if you are not party to a contract but are acting as our business contact.

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1. Definitions

SPEKTRA's general privacy notice is based on the concepts adopted by the European legislature in the General Data Protection Regulation (GDPR). This general privacy notice for our customers, business partners and applicants is drafted in plain and intelligible language, starting with an explanation of the concepts applied.

The terms used in this general privacy notice include:

a) Personal data

"Personal data" means any information relating to an identified or identifiable natural person ("data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in

particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

b) Data subject

"Data subject" means any identified or identifiable natural person whose personal data are processed by the data controller.

c) Processing

"Processing" means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

d) Restriction of processing

"Restriction of processing" means the marking of stored personal data with the aim of limiting their processing in the future.

e) Profiling

"Profiling" means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.

f) Pseudonymisation

"Pseudonymisation" means the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal



data are not attributed to an identified or identifiable natural person.

g) Controller or processing controller

“Controller” or “processing controller” means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. Where the purposes and means of such processing are determined by EU or Member State law, the controller or the specific criteria for its nomination may be provided for by EU or Member State law.

h) Processor

“Processor” means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

i) Recipient

“Recipient” means a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with EU or Member State law are not regarded as recipients.

j) Third party

“Third party” means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

k) Consent

“Consent” of the data subject means any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

2. Controller’s name and address

The controller within the meaning of the General Data Protection Regulation, other data protection laws applicable in the Member States of the European Union and other data protection regulations is:

SPEKTRA
Schwingungstechnik und Akustik GmbH Dresden
Heidelberger Strasse 12
01189 Dresden
Germany

Tel.: +49 351 400 24 0

Email: sales@spektra-dresden.com

Website: www.spektra-dresden.com

3. General information on data processing

As the data processed in a particular case will depend on the planned or agreed contract, not all parts of this notice will be relevant to you.

As a rule, we shall collect your data from you personally.

However, we may need to process personal data obtained from other companies, authorities or miscellaneous third parties, such as credit agencies, tax authorities, websites, etc. The data may include personal data on possible breaches provided via our whistle-blower channels or obtained during our own compliance investigations.

Relevant personal data may include: personal particulars (e.g. full name, address and other contact details, data and place of birth and nationality), credentials and authentication data (e.g. extract from the trade register, ID card data, specimen signature), company, as well as position, job and department in the company, line manager, data in connection with business relations (e.g. payment data, order details), credit rating data, data on the company structure and ownership,



photos and video-recordings (e.g. during deliveries), log data, user name and identifier, user ID and other such data.

You can choose whether to communicate with us by email or post at any time. For technical reasons, not all email communications will be encrypted.

4. Legal bases

4.1 Performance of a contract

(GDPR, Article 6(1)(b))

You are required for the purpose of a business relationship with us to provide us with the personal data required to enter into, conduct and end a business relationship and discharge associated duties, and with the personal data which we are required to collect by law or which we have a legitimate interest in collecting. As a rule, we shall be unable to enter into a business relationship with you without those data.

The purposes of data processing will follow from the precontractual action taken in the run-up to a business contract and from the performance of the contract itself.

4.2 Compliance with a legal obligation

(GDPR, Article 6(1)(c))

You may be required to provide personal data by law (e.g. under tax rules) or by contract (e.g. information on a counterparty). In order to execute a contract, a data subject may need to provide us with personal data that are subsequently processed by us. For example, a data subject is required to provide us with personal data in order to execute a contract with our company. If the personal data are not provided, we shall be unable to execute the contract with the data subject. Before providing any personal data, the data subject must contact our Data Protection Officer, who will explain to the data subject whether, in his or her particular case, the provision of personal data is prescribed by law or contract or is necessary in order to execute the contract, or whether he or she has an obligation

to provide personal data and the consequences of failure to do so.

4.3 Protection of legitimate interests

(GDPR, Article 6(1)(f))

We may need to process personal data provided by you for reasons beyond the performance of the contract itself. Legitimate interests include, in particular, the ability to select suitable business partners, to store and use the contact data of contact persons, to digitalise files, to prevent economic losses, to allocate work output to individual business partners, to report transactions, to negotiate with contacts who are not or do not become direct business partners, to issue invitations to events, to pursue legal claims and prevent adverse legal consequences (e.g. in bankruptcy cases), to check credentials, to avoid risks and liability claims and prevent legal risks, to identify and process potentially harmful emails, to control access to premises or systems, to clarify potential breaches, to prevent crime, to settle losses arising from the business relationship, as well as for other internal purposes.

In order to protect our legitimate interests when executing the contract, we shall obtain data on your credit rating from credit rating agencies, which we shall use to check your creditworthiness. Credit rating agencies store data obtained, for example, from banks or companies, such as full name, date of birth, address and credit history. You can obtain information on the data stored on you directly from the credit rating agencies.

5. Data protection in recruitment and the recruitment procedure

Application data are collected and processed solely for the purpose of applications and are only disclosed to and used by the relevant contacts at SPEKTRA. All data processing staff are required to ensure data confidentiality. Under no circumstance will third parties obtain knowledge of your data. All data are processed in Germany.



Your data are stored subject to your consent. If you refuse consent, we shall, as a rule, store your data for six months, in order to be able to answer any questions in connection with your application or its rejection, after which your data will be erased.

We shall store your data in our talent pool for up to 24 months with your consent, so that we can offer you an alternative position should be opportunity arise. If you wish to withdraw your application, we shall of course erase your data. If, after recruitment, you enter into contract with us, we shall store and use your data for organisational and administration purposes, in keeping with the law.

The data provided are erased if you withdraw your application (withdrawal requests should be sent to bewerbung@spektra-dresden.com) or we are unable to offer you a position or six months after completion of the recruitment procedure, whichever is the later. This will not apply if the law precludes erasure or if the data must be kept as evidence or if you have consented to a longer period of storage.

6. Data recipients

Within SPEKTRA, the data provided by you can only be accessed by the persons who require the data to comply with contractual or statutory requirements or protect legitimate interests. Processors, authorities or service providers are also granted access to your personal data for the purpose of performing contracts, complying with statutory requirements or protecting legitimate interests, and are required by contract to comply with data protection regulations.

7. Routine erasure and blocking of personal data

The controller processes and stores data subjects' personal data only for as long as is necessary to

achieve the purpose of storage or where provided for by the EU legislature in directives and regulations or by some other legislature in laws or regulations to which the controller is subject.

If storage ceases to serve a purpose or if a period of storage specified by the EU legislature in a directive or regulation or by some other competent legislature expires, the personal data are routinely blocked or erased in accordance with the relevant law.

8. Data subject's rights

a) Right of confirmation

The EU legislature has granted every data subject the right to request confirmation from the controller as to whether their personal data are being processed. Data subjects can exercise this right of confirmation at any time by contacting our Data Protection Officer (DPO) or another member of the DPO's staff.

b) Right of access

The EU legislature has granted every data subject concerned the right to obtain access to and a copy of their stored personal data from the controller free of charge at any time. The EU legislature has also granted data subjects the right of access to the following information:

- the purposes of the processing;
- the categories of personal data concerned;
- the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
- where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;



- the right to lodge a complaint with a supervisory authority;
- where the personal data are not collected from the data subject, any available information as to their source;
- the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) of the GDPR and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Data subjects are also entitled to information as to whether personal data are transferred to a third country or an international organisation, in which case the data subject is entitled to information on the appropriate safeguards relating to the transfer.

Data subjects can exercise this right of access at any time by contacting our Data Protection Officer (DPO) or another member of the DPO's staff.

c) Right to rectification

The EU legislature has granted every data subject concerned the right to obtain without undue delay the rectification of inaccurate personal data concerning them. Taking into account the purposes of the processing, data subjects also have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

Data subjects can exercise this right to rectification at any time by contacting our Data Protection Officer (DPO) or another member of the DPO's staff.

d) Right to erasure

The EU legislature has granted every data subject concerned the right to obtain from the controller the erasure of personal data concerning them without undue delay where one of the following grounds applies and provided that processing is not necessary:

The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.

The data subject withdraws consent on which the processing is based according to Article 6(1)(a) of the GDPR or Article 9(2)(a) of the GDPR and there is no other legal ground for the processing.

The data subject objects to the processing pursuant to Article 21(1) of the GDPR and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2) of the GDPR.

The personal data have been unlawfully processed.

The personal data have to be erased for compliance with a legal obligation in EU or Member State law to which the controller is subject.

The personal data have been collected in relation to the offer of information society services referred to in Article 8(1) of the GDPR.

Provided one of the above grounds applies, data subjects may exercise their right to have personal data stored with SPEKTRA Schwingungstechnik und Akustik GmbH Dresden erased at any time by contacting our Data Protection Officer (DPO) or another member of the DPO's staff. The Data Protection Officer or another member of staff will arrange for the erasure request to be actioned without delay.

Where SPEKTRA Schwingungstechnik und Akustik GmbH Dresden has made the personal data public and, as the controller, SPEKTRA is obliged pursuant to Article 17(1) of the GDPR to erase the personal data, SPEKTRA Schwingungstechnik und Akustik GmbH Dresden shall, taking account of available technology and the cost of implementation, take



reasonable steps, including technical measures, to inform other controllers which are processing the personal data that the data subject has requested the erasure by those other controllers of any links to, or copy or replication of, those personal data, provided that processing is not necessary. The Data Protection Officer of SPEKTRA Schwingungstechnik und Akustik GmbH Dresden or another member of staff will make whatever arrangements are necessary in that particular case.

e) Right to restriction of processing

The EU legislature has granted every data subject concerned the right to obtain from the controller restriction of processing where one of the following applies:

The accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data.

The processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead.

The controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims.

The data subject has objected to processing pursuant to Article 21(1) of the GDPR pending the verification whether the legitimate grounds of the controller override those of the data subject.

Provided one of the above grounds applies, data subjects may exercise their right to have processing of personal data stored with SPEKTRA Schwingungstechnik und Akustik GmbH Dresden restricted at any time by contacting our Data Protection Officer (DPO) or another member of the DPO's staff. The Data Protection Officer of

SPEKTRA Schwingungstechnik und Akustik GmbH Dresden or another member of staff will arrange for processing to be restricted.

f) Right to data portability

The EU legislature has granted every data subject concerned the right to receive personal data concerning them, which the data subject has provided to a controller, in a structured, commonly used and machine-readable format and the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where the processing is based on consent pursuant to Article 6(1)(a) of the GDPR or Article 9(2)(a) of the GDPR or on a contract pursuant to Article 6(1)(b) of the GDPR and the processing is carried out by automated means, provided processing is not necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

In exercising their right to data portability pursuant to Article 20(1) of the GDPR, data subjects have the right to have the personal data transmitted directly from one controller to another, where technically feasible and provided the exercise of that right is without prejudice to the rights and freedoms of other persons.

Data subjects can exercise this right of data portability any time by contacting the Data Protection Officer appointed by SPEKTRA Schwingungstechnik und Akustik GmbH Dresden or another member of staff.

g) Right to object

The EU legislature has granted every data subject concerned the right to object at any time, on grounds relating to their particular situation, to processing of personal data concerning them which is based on Article 6(1)(e) or (f) of the GDPR, including profiling based on those provisions.

SPEKTRA Schwingungstechnik und Akustik GmbH Dresden will stop processing the personal data



unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

Where SPEKTRA Schwingungstechnik und Akustik GmbH Dresden processes personal data for direct marketing purposes, the data subject has the right to object at any time to processing of personal data concerning him or her for such marketing, which includes profiling to the extent that it is related to such direct marketing. Where the data subject objects to processing for direct marketing purposes to SPEKTRA Schwingungstechnik und Akustik GmbH Dresden, SPEKTRA Schwingungstechnik und Akustik GmbH Dresden will stop processing the personal data for such purposes.

Where personal data are processed by SPEKTRA Schwingungstechnik und Akustik GmbH Dresden for scientific or historical research purposes or statistical purposes pursuant to Article 89(1) of the GDPR, the data subject has the right, on grounds relating to their particular situation, to object to processing of personal data concerning them, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

Data subjects can exercise this right to object by contacting the Data Protection Officer of SPEKTRA Schwingungstechnik und Akustik GmbH Dresden or another member of staff directly. Notwithstanding Directive 2002/58/EC, data subjects are also free to exercise their right to object in connection with the use of information society services via an automated procedure to which technical specifications apply.

h) Automated individual decision-making, including profiling

The EU legislature has granted every data subject concerned the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning

them or similarly significantly affects him or her, unless the decision (1) is necessary for entering into, or performance of, a contract between the data subject and a data controller; or (2) is authorised by EU or Member State law to which the controller is subject and which also lays down suitable measures to safeguard the data subject's rights and freedoms and legitimate interests; or (3) is based on the data subject's explicit consent.

If the decision (1) is necessary for entering into, or performance of, a contract between the data subject and the controller; or (2) is based on the data subject's explicit consent, SPEKTRA Schwingungstechnik und Akustik GmbH Dresden will implement suitable measures to safeguard the data subject's rights and freedoms and legitimate interests, at least the right to obtain human intervention on the part of the controller, to express their point of view and to contest the decision.

Data subjects can exercise this right in connection with automated decisions at any time by contacting our Data Protection Officer (DPO) or another member of the DPO's staff.

i) Right to withdraw consent

The EU legislature has granted every data subject concerned the right to withdraw their consent to processing of personal data at any time.

Data subjects can exercise this right to withdraw consent at any time by contacting our Data Protection Officer (DPO) or another member of the DPO's staff.

j) Right to lodge a complaint with the data protection supervisory authority pursuant to Article 77 of the GDPR

Every data subject concerned has the right to lodge a complaint at any time with the relevant data protection supervisory authority. Data subjects can exercise this right to lodge a complaint at any time by contacting the data protection supervisory authority of the federal state in which they are resident or with the Saxony Data Protection Officer.



9. Contact

If you have any questions concerning how to exercise your rights in connection with the processing of your data, please contact the SPEKTRA Data Protection Officer:

SPEKTRA
Schwingungstechnik und Akustik GmbH Dresden
Heidelberger Strasse 12
Datenschutzbeauftragter
01189 Dresden
Germany

Tel.: +49 351 400 24 0
Email: datenschutz@spektra-dresden.com

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