



General Data Protection Declaration

(Information regarding Data Protection Art. 13, 14 GDPR)

We take the protection of your personal data very seriously and handle your personal data confidentially and in accordance with the statutory Data Protection Guidelines as well as this Data Protection Declaration.

1) Responsible Party

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2) Data Protection Officer

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3) Data Processing Procedures:

3.1) Data Protection during the Implementation of Pre-Contractual Measures or in Order to Fulfil a Contractual Agreement

3.1.1) Type of Data

The relevant personal data which we shall process are:

- Basic personal data (name, address and other contact data)
- Communication data (e.g. telephone, e-mail)
- Basic contractual data (contractual relationship, product and/or contractual interest)
- Customer history
- Contractual billing and payment data
- Planning and controlling data

3.1.2) Purpose and Legal Basis of the Processing

We shall process your data in order to process an inquiry or implement a contractual relationship (rendering of deliveries and services)

The processing of your personal data shall be undertaken:

- Based upon a consent (Art. 6 Para. 1a EU GDPR)
- For the fulfilment of a contractual agreement or in order to implement pre-contractual measures which are undertaken upon the affected party's request (Art. 6 Para. 1b EU GDPR)

3.1.3) Sources

We shall process only personal data which we receive from you directly or from another person (e.g. from a colleague) within the parameters of your inquiry or a contractual relationship.

In addition, if this is required, we shall process personal data which we are allowed to receive from third parties (e.g. from courts, government agencies, administrative bodies or insurance companies).

3.1.4) Recipients of Personal Data

During the processing, your data shall be transmitted to technical divisions within our company as well as within our group; in individual cases, to our group's subsidiaries or distributors outside of the sphere of applicability of the GDPR.

Moreover, data may be transmitted outside of our company to customers, suppliers, distributors, government agencies, banks, service providers as well as service computer centres and remote maintenance service providers.

If data are transmitted outside of the sphere of applicability of the GDPR, the transmission shall be permissible in accordance with a condition of (Art. 49 Para. 1 and Para. 2 EU GDPR) based upon your consent that has been granted after being instructed in this regard or based upon a contractual agreement / a pre-contractual measure requested by the affected party.

3.1.5) Storage

The storage shall be undertaken at minimum for the duration of the business relationship (e.g. your inquiry / for the duration of the contractual relationship). In most cases, we shall be bound to the statutorily-prescribed retention timeframes. After the lapsing of this maximum storage timeframe, your data shall be deleted if no other important reason opposes this.

3.2) Data Protection for Marketing Measures

3.2.1) Type of Data

The relevant personal data which we shall process are:

- Basic personal data (name, address and other contact data)
- Communication data (e.g. telephone, e-mail)
- Reported data (from third parties, e.g. credit agencies or from public directories)
- Logged data in order to guarantee security and/or the IT systems

3.2.2) Purposes and Legal Basis of the Processing

We shall process your data for the existing customer relationships if we would like to inform you of similar goods or services or if we have obtained your consent to do so.

The processing of your personal data shall be done:

- In accordance with § 7 Para. 3 of the German Fair Trade Practices Act
- Based upon a consent which has been granted (Art. 6 Para. 1a EU GDPR)
- For the fulfilment of a contractual agreement or in order to implement pre-contractual measures which are undertaken upon the affected party's request (Art. 6 Para. 1b EU GDPR)

In order to safeguard the rightful interests of the responsible party or of a third party insofar as the interests or fundamental rights and fundamental freedoms of the affected party do not outweigh them.

3.2.3) Sources

We shall process only personal data which we have received directly from you within the parameters of your inquiry or a contractual relationship.

3.2.4) Recipients of Personal Data

During the processing, your data shall be transmitted to technical divisions within our company as well as within our group; in individual cases, to our group's subsidiaries or distributors outside of the sphere of applicability of the GDPR.

Moreover, data may be transmitted outside of our company to service providers such as service computer centres and remote maintenance service providers as well as marketing agencies.

If data are transmitted outside of the sphere of applicability of the GDPR, the transmission shall be permissible in accordance with a condition of (Art. 49 Para. 1 and Para. 2 EU GDPR) based upon your consent that has been granted after being instructed in this regard or based upon a contractual agreement / a pre-contractual measure requested by the affected party.

3.2.5) Storage

The storage shall be undertaken at minimum for the duration of the business relationship (e.g. your inquiry / for the duration of the contractual relationship). In most cases, we shall be bound to the statutorily-prescribed retention timeframes. After the lapsing of this maximum storage timeframe, your data shall be deleted if no other important reason opposes this.

3.3) Data Protection for Written Correspondence

We wish to point out that the data transmission for e-mail communication may contain security gaps and, as a rule, the transmission is undertaken in unencrypted fashion. If you should not want this, corresponding encryption procedures should be utilised.

3.3.1) Type of Data

The relevant personal data which we shall process are:

- Basic personal data (name, address and other contact data)
- Communication data (e.g. telephone, e-mail)
- Basic contractual data (contractual relationship, product and/or contractual interest)
- Customer history
- Contractual billing and payment data
- Planning and controlling data
- Reported data (from third parties, e.g. credit agencies or from public directories)

3.3.2) Purposes and Legal Basis of the Processing

We shall process your data based upon the legal basis for the written correspondence. This may be, for example, an inquiry, an order, a project reference or the like.

The processing of your personal data shall be undertaken:

- Based upon a consent (Art. 6 Para. 1a EU GDPR)
- For the fulfilment of a contractual agreement or in order to implement pre-contractual measures which are undertaken upon the affected party's request (Art. 6 Para. 1b EU GDPR)

In order to safeguard the rightful interests of the responsible party or of a third party insofar as the interests or fundamental rights and fundamental freedoms of the affected party do not outweigh them.

3.3.3) Sources

We shall process only personal data which we receive from written correspondence.

3.3.4) Recipients of Personal Data

During the processing, your data shall be transmitted to technical divisions within our company as well as within our group; in individual cases, to our group's subsidiaries or distributors outside of the sphere of applicability of the GDPR.

Moreover, data may be transmitted outside of our company to service providers such as service computer centres and remote maintenance service providers.

If data are transmitted outside of the sphere of applicability of the GDPR, the transmission shall be permissible in accordance with a condition of (Art. 49 Para. 1 and Para. 2 EU GDPR) based upon your consent that has been granted after having been instructed in this regard or based upon a contractual agreement / a pre-contractual measure requested by the affected party.

3.3.5) Storage

The storage shall be undertaken at minimum for the duration of the business relationship (e.g. your inquiry / for the duration of the contractual relationship). In most cases, we shall be bound to the statutorily-prescribed retention timeframes. After the lapsing of this maximum storage timeframe, your data shall be deleted if no other important reason opposes this.

4) Rights of the Affected Parties

You shall have the right to request information regarding your personal data as well as to request the correction, deletion or restriction of the processing of your personal data. Moreover, you shall have a right of objection to the processing as well as the right to data portability.

If you lodge an objection, your personal data shall no longer be processed unless we can document mandatory reasons for the processing which outweigh your interests, rights and freedoms or if the processing serves the purpose of the assertion, exercising or warding-off of legal claims.

The objection must be lodged in writing to the aforementioned address of the responsible party.

5) Revocation of the Consent

Insofar as you have granted us a consent to process personal data for specific purposes, the legality of this processing shall be subject to your consent. You shall have the right to, at any time, revoke a consent that you have issued without affecting the legality of the processing that was undertaken based upon the consent until such consent was revoked.



6) Right to Submit a Complaint

You shall have a right to submit a complaint to the competent government supervisory agency. The government supervisory agency which is competent for us is the

Data Protection Commissioner for the State of Lower Saxony
Prinzenstraße 5
30159 Hanover
Telephone +49 511 120-4500

7) Reasons for the Supplying of Personal Data

During our business relationship, you must provide us only with the personal data which are required for the implementation of the legal transaction. If you do not provide such personal data, a business relationship shall not be possible.

8) Miscellaneous

No automated decision-making shall be undertaken. Moreover, we shall not process your data with the goal of evaluating specific personal aspects (profiling).

Version: 01/06/2018