

CBC (Europe) GmbH Privacy Policy

01.07.2021 Dusseldorf

CBC (Europe) GmbH [hereinafter "CBC"] is committed to protecting and respecting your privacy. This Privacy Policy sets out the basis on which we process personal information that we may collect about you when you visit our website or our office or interact with our customers, suppliers or other business partners.

1. Information we collect about you

1.1. We may collect and process the following information about you:

- a). Information you provide to us
- b). When you visit our website, it automatically connects some information about you and your visit, including the Internet Protocol (IP) address used to connect your device to the Internet, and including some other information, such as the browser type and version and the pages on our website that you visit, through what are called cookies.

1.2. A cookie is a small file that can be stored on your computer when you visit a website. Basically, cookies are used to make additional functions available to users on a website. For example, they can be used to help you navigate around a website, to return to the website where you left it, and/or to remember your preferences and settings when you return to the website. However, cookies cannot access other data on your computer.

1.3. The cookies on this website are so-called session cookies. These are automatically deleted when you leave the website or close the browser. If you want to control the cookies on your computer, you can set your browser to notify you when a website wants to store cookies. You can also block or delete cookies even if they are already stored on your computer. If you want to learn more about how to implement these steps, please access our "Help" function in your browser. Please note that blocking or deleting cookies may affect your online experience and you may no longer be able to use the entire website.

- a). When you exchange emails, communicate by telephone or use other electronic communication channels with our employees and other staff, our IT system will record details of these conversations, sometimes including their content.
- b). Some of our offices have video surveillance systems which may record you when you visit our office for security reasons.

2. Hosting and Content Delivery Networks (CDN; external hosting)

2.1. Our website is hosted on a server provided by the following internet service provider (hoster):

IONOS SE
Elgendorfer Str. 57
56410 Montabaur

2.2. Has an order processing contract been concluded with the hoster?

YES

2.3. How do we process your data?

The hoster stores all data of our website. This includes all personal data that is collected automatically or through your input. This can be in particular: Your IP address, pages accessed, names, contact details and enquiries, as well as meta and communication data. When processing data, IONOS SE complies with our instructions and only ever processes the data to the extent that this is necessary to fulfil its obligation to provide services to us.

CBC (Europe) GmbH – Fritz-Vomfelde-Straße 6, D-40547 Düsseldorf, Deutschland Tel :+49 211 53067-0 Fax :+49 211 53067-180/-280

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Company register : Amtsgericht Düsseldorf HRB 20900
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Company Registration No.: BR016005 VAT No.: 232808669 WEEE Reg. No.: RM07864



2.4. On what legal basis do we process your data?

a). Since we address potential customers via our website and maintain contact with existing customers, the data processing by our hoster serves to initiate and fulfil a contract and is therefore based on Art. 6 para. 1 lit.

b) GDPR. In addition, it is our legitimate interest as a company to provide a professional Internet offering that meets the necessary requirements for security, speed and efficiency. In this respect, we also process your data on the basis of Art. 6 (1) f) GDPR.

2.5. Other information:

We sometimes also collect information from other sources, e.g.:

a). If we have a business relationship with the organisation you represent, your colleagues or other business contacts may sometimes provide us with information about you, such as your contact details or information about your role in the business relationship.

b). We sometimes collect information from third party data providers or from publicly available sources, to protect our business and to comply with our legal and regulatory obligations.

3. Use of your information

3.1. We sometimes use your information for the following purposes:

a). To operate, organise, develop and promote our business, in particular our relationship with the organisation you represent (if any) and related transactions - this includes, for example, accounting / payment purposes;

b). to operate, manage and improve our website and offices and other aspects of the way we conduct our operations;

c). to protect our business against fraud, money laundering, breaches of confidentiality, theft of proprietary materials and other financial or business breaches;

d). to comply with our legal and regulatory obligations and to bring and defend legal claims.

3.2. We may sometimes process information about you that we hold on our systems - including the content and other information relating to your emails and other communications with us - for compliance and business protection purposes as set out above. This may include inspection for the purpose of disclosing information relevant to legal proceedings and/or processing records relevant to internal or external regulatory or criminal investigations. To the extent permitted by applicable laws, such processing will be done in a reasonable and appropriate manner and with the approval of management at the relevant level. Finally, they may include disclosure of your information to government authorities and litigation counterparties, as described below. Your emails and other communications may also occasionally be viewed by persons other than members of staff with whom they are exchanged for normal business purposes (e.g. when required due to the absence of the employee concerned or their departure from CBC).

3.3. We will only process your personal information that is necessary to pursue the purposes described above, and only if we have concluded that our processing will not adversely affect you or your privacy in a way that would appear disproportionate to our legitimate interests in pursuing those purposes. In exceptional circumstances, we may also be required by law to disclose or otherwise process your personal information. We will inform you whether this is to comply with a legal obligation or whether such disclosure is voluntary, and there will be no negative impact if you refuse to provide the information in question. Otherwise, you can assume that we need your data for our business or for compliance purposes (as described above).

4. Disclosure and international transfer of your information

4.1. We will share personal information about you when reasonably necessary for the various purposes outlined above:

- to other members of the CBC group of companies;
- to your colleagues within the organisation you represent,

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- to service providers who host our website, or to other IT systems that otherwise store or process your information on our behalf, under the strictest conditions of confidentiality and security;
- to persons who take over our business and assets, or substantial parts of them;
- in exceptional circumstances,
- to relevant regulatory, law enforcement and other governmental authorities or to litigants in any affected country or territory;
- if we are required to disclose by law.

4.2. These instances of disclosure may include the transfer of your personal data abroad. You should be aware that this may include transfers to countries outside the European Economic Area ("EEA") where comparably strict data protection laws do not apply. In such cases, i.e. where we share personal data with other members of the CBC Group or with our service providers, we will ensure that our arrangements with them are subject to appropriate data transfer agreements designed to ensure that your personal data is protected, on terms approved for these purposes by the European Commission. Please contact us (see below) if you wish to know whether such agreements have been put in place and, if so, if you wish to inspect a copy of them.

5. Retention and deletion of your information

- 5.1.** We will delete the information we hold about you when it is no longer required.
- 5.2.** Please note that we will retain some limited information even if we know that you have left the organisation you represented so that we can continue the relationship with you when we contact you again if you subsequently represent another organisation

6. Your rights

- 6.1.** You have the right to access the personal data we hold about you, and related information, in accordance with the Data Protection Act. You can also request that inaccurate personal data is corrected or deleted. You may object to our use of your personal data for direct marketing purposes at any time and you have the right in some other circumstances to object to our processing of some or all of your personal data (and to request that it be deleted).

7. Handling of applicant data

- 7.1.** If you would like to work for us, we are happy to receive your application. We will treat all personal data submitted as strictly confidential. This also applies to data that we collect later in the application process.

8. How do we process your data?

- 8.1.** We store and use all data that we collect as part of the application process to the extent that this is necessary to decide on the establishment of an employment relationship. In addition to contact and communication data and application documents, this also applies, for example, to notes that we take during interviews. We only pass on your data within our company to persons who are involved in processing your application.
- 8.2.** If your application is successful, we store the data required for the implementation of the employment relationship in our data processing systems.

9. How long do we store your data?

- 9.1.** If we are unable to make you a job offer, you decline a job offer or withdraw your application, we reserve the right to keep your documents and other application data for up to 6 months after the application process has ended. The reason for this is that we may need the data for evidence purposes in the event of a legal dispute. After this period, we delete the data and destroy the documents. If a legal dispute is actually imminent or already pending, we delete the data and documents if they are no longer required for evidentiary purposes.

10. On what legal basis do we process your data?

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- 10.1.** We process your applicant data on the basis of Section 26 BDSG-neu (initiation of an employment relationship) and Art. 6 para. 1 lit. b) GDPR (general contract initiation).
- 10.2.** The same applies if your application is successful.
- 10.3.** If we are unable to make you a job offer, you reject a job offer or withdraw your application, we have a legitimate interest in using your data for evidentiary purposes in any legal dispute. The data processing is therefore based on Art. 6 para. 1 lit. f) GDPR.

If you have expressly consented to the storage of your data, we process your data on the basis of Art. 6 para. 1 lit. a) DSGVO. You can revoke your consent at any time with effect for the future.

11. Contact us

- 11.1.** We welcome your questions, comments and requests regarding this privacy policy and regarding our processing of personal data. Please send them to the following address:

Fritz-Vomfeldestr. 6, 40547 Düsseldorf, Germany.
By e-mail to the Data Protection Officer of CBC (Europe) GmbH:
datenschutz@cbc-europe.com

- 11.2.** The Customer may exercise a right of retention or set-off only with respect to such counter-claims which have not been disputed or finally adjudged. We shall be entitled to declare a set-off even if the mutual claims to be set off arose in different currencies. In such case the medium exchange rate as officially fixed on the Currency Exchange in Frankfurt on the day of set-off shall be deemed applicable for conversion.

12. Changes to this statement

- 12.1.** Any changes we make to this privacy statement in the future will be posted on this page. Please check this page regularly for any changes. This statement was last updated in July 2021.

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