

NOTICE TO INDIVIDUALS REGARDING ARTICLE 13 OF THE REGULATION (EU) - GENERAL DATA PROTECTION REGULATION (GDPR)

In order to fulfil our obligations regarding the protection of personal data, we are with this Notice providing you with all the relevant information regarding Article 13 of the Regulation (EU) – General Data Protection Regulation (hereinafter: GDPR or Regulation).

This document has been created with the intent to present information regarding the process of personal data, that has been processed by the company LPKF LASER & ELECTRONICS d.o.o. (hereinafter: Company or LPKF). If your personal data is being processed by the Company, you can find all the relevant information regarding the process of your personal data here (hereinafter: the Notice).

The protection of personal data has a special significance for the Company. The Company undertakes to process your personal data in accordance with the Regulation (hereinafter: GDPR), Personal Data Protection Act as well as with the adopted fundamental data protection principles thereof. For this purpose, the Company has adopted several internal acts and documentation regarding the protection of personal data (such as Rules on processing and personal data protection and Security policy or Security guidelines for IT). The Company is also part of the LPKF group, which as a group has vowed to comply by legally binding standards and provisions regarding the use of personal data and all the necessary security provisions that are required. The Company can also be bounded by several internal Acts and provisions of the LPKF group, which assume validity and use within the group.

The types of personal data and the processing as well as time framing, and other collected data used in this Notice are exemplary and non-exclusive.

1. Terms and Definitions

Terms and definitions used in this Notice follow the definitions contained in GDPR and the relevant Personal Data Protection Act.

In the following parts of the Notice, the term »processing« is used for the collection, use, extraction and transmission.

2. Contact

The controller in terms of GDPR and Personal Data Protection Act is:

LPKF LASER & ELECTRONICS d.o.o.

Polica 33

4202 Naklo

Tel.: +386 (0) 592 08 800.

Controller's representative is of any company's director, as it is apparent on publicly accessible pages of AJPES.

Persons concerned may contact us at any time on any questions and suggestions relating to the protection of personal data at privacy.development@lpkf.com or by telephone or by post to the above address.

3. What kind of personal data do we collect?

For the purposes and basis set out below, we may collect and use the following of your personal data:

- name, surname and contact details of the contact person (address, phone number, e-mail) based on your contacting us or your inquiry; concluding and executing contract for the supply of our goods and delivery thereof and in connection to our business (distribution of goods) in the market;
- video of an individual.

We also process personal data of applicants for employment (in particular contact information, CV, photography, birth data, etc.), which are sent to us on their own initiative with or without a call. This information is obtained and processed for the purposes of the procedure for selecting and employing a candidate for work. If the candidate sends us information on his/her own initiative, we will immediately delete them. Data can also be processed electronically. This shall especially apply in cases where the applicant submits the relevant documents electronically, via e-mail or through the online form on the website. If a contract is concluded with a candidate, the information transmitted shall be processed for the purpose of the employment. If the candidate does not conclude an employment contract, the application dossier shall be deleted two months after the rejection of the candidate, if there is no statutory obligation on our side which is contrary to the deletion.

4. How do we obtain and use your personal data?

Personal data can be obtained directly from you (when you contact us - request by e-mail or phone or post or through the website or using it), from the companies you perform work for or you are performing in their sphere and are with us in a contractual relationship or contact.

Your (contact) personal data can also be obtained from other companies within the LPKF group based on appropriate legal basis.

Your personal data can also be obtained from publicly accessible databases and/or authorities based on appropriate legal basis.

The area around our office building is under video surveillance to ensure safety of people and property. This area is appropriately marked. According to this, we collect personal data of our visitors (individual's video clip, date of recording, time (duration) of the clip) that are kept for a limited period and are accessible only to authorized persons. For more, see Rules on processing and Personal data protection, accessible at the company's headquarters.

5. The purposes for which we collect your personal data and consequences, if personal data is not provided

Your personal data is processed in regard with implementing contracts of purchase of goods or for implementing our business activity, especially, to execute the order and to deliver the

ordered goods to the required destination, for refunding, servicing and repair of our products and services.

We also process your personal data in regard to purchasing goods or services to us, for the possibility of refunding, servicing and repair of your goods and services.

Personal data of applicants for employment are obtained and processed for the purposes of the selecting procedure and employing the candidate for work.

We need this data for the above stated reasons, without it, our contractual relationships or operations can not be performed, or it can be significantly difficult or less quality and/or professional.

6. Use of personal data

Employees of the Company

Your personal data is used by our Employees or persons who perform work for us in the framework of their duties and powers, bound by the obligation to protect personal data as confidential.

Transmission of personal data outside the Company - within the LPKF group

Companies within the LPKF group perform certain tasks centrally and use common services (which represents a legitimate interest in the transmission of data), where personal data can consequently also be processed by these companies (see Attachment).

After receiving the data from the first paragraph of the 3rd Article of these Notices the Company, enters the data in appropriate programmes, as specified in the mutual agreement (Joint Controller Agreement), which is managed by the LPKF AG and therefore also specifies which personal data is processed within the LPKF group on the appropriate legal basis.

Personal data can also be used by companies within the LPKF group for their own purposes, e. g. necessary contacts due to business conducted by companies in the LPKF group.

The relations between the companies of the LPKF group are regulated in a way to ensure an adequate level of personal data protection (with the adopted technical and organizational measures for the security of personal data).

Joint Controllers

LPKF LASER & ELECTRONICS d.o.o. and LPKF LASER & ELECTRONICS AG are joint controllers, based on mutual agreement (Joint Controller Agreement), who mutually process your personal data, that are collected and processed, for the purposes described in this Notice.

External service providers

To meet our contractual and legal duties we collaborate with selected external service providers (accounting services, IT maintenance services, storage...).

Transmission of data to other users

We shall, based on statutory provisions, provide your personal data on request to other recipients who have a legal basis for such a request. These are primarily state bodies (such as FURS, Courts, police...) and other holders of public authority.

We may also provide your personal data to our lawyers, internal and external auditors, tax and other consultants for the performance of their services in accordance with our agreement with us.

7. Protection of personal data

We want to secure your personal data, therefore, we have implemented measures, which were created to enable unauthorized access to your personal data and its abuse. We are committed to the goal, to implement all reasonable and necessary steps to secure personal data, which are protected against abuse, loss or unauthorized access. We are committed to this cause by implementing suitable organizational and technical measures. If you suspect that your data has been abused, lost or a subject to an unauthorised access, please notify us immediately, and we shall conduct investigation as soon as possible and inform you about the following steps. Additional information about our policies and implementation methods regarding the protection of data are collected in our Rules on processing and personal data protection and Security policy or Security guidelines for IT.

8. Legal basis for the processing of personal data

For the processing of personal data, which is required for the fulfilment of pre-contractual and contractual purposes (e.g. concluding and implementing contracts regarding the purchase of our goods, as well as for the purpose of processing procedures, which are required for enforcing measures before concluding the Contract), of which the party is an individual, has the legal basis is point (b) of the first paragraph of Article 6 of the GDPR.

We also process your personal data for the fulfilment of our legal obligations, which has the legal basis in point (c) of the first paragraph of Article 6 of the GDPR.

In the case, that the processing of personal data is required for the protection of the vital interests of the individual or of that of a third party, the legal basis is point (d) of the first paragraph of Article 6 of the GDPR.

When your personal data is being processed for the protection of our direct legal and eligible interests or interests of a third party, the legal basis is point (f) of the first paragraph of Article 6 of the GDPR. This processing is required for the following examples:

- for legal reasons (e.g. enforcing outstanding claims);
- for business purposes (e.g. actions regarding breaches of Contract);
- for security reasons (e.g. preventing threats regarding integrity, originality, accessibility or confidentiality of data);
- for providing information security and functioning of the information systems.

Your personal data can also be processed on your given consent, if provided voluntary, what represents the legal basis in accordance with point (a) of the first paragraph of Article 6 of the GDPR. When the processing of personal data is based on your given consent, you have the right to withdraw your consent at any time in writing. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

9. Erasure of personal data and duration of retention

Your data will be stored as long as this is necessary for the purpose of the order processing procedure. Once the purpose of the processing is achieved, all your personal data will be stored until the expiration of the time limits determined in legislation, taking into account the

individual purpose of the processing. Deadlines can range from 5 years or more. After this time, your data will be erased or destroyed in accordance with data protection regulations.

Personal data we collect based on your consent is kept the shortest possible period, as long as there exists a purpose for their collection or until the consent is withdrawn. The withdrawal of the consent does not affect the lawfulness of the processing that was carried out based on the consent until its withdrawal.

Certain personal data are also kept for the purpose of demonstrating compliance with your requirements (see section Rights of the data subject).

10. Rights of the data subject

Right to access and rectification of inaccurate personal data

You have the right to obtain confirmation as to whether or not your personal data, that you have the right to access, are being processed, which personal data are being processed, access to such personal data and information on the purpose of processing, users, retention periods and other information contained in this statement.

You have the right to obtain the rectification of your inaccurate personal data.

Right to obtain erasure of personal data

When the processing of your personal data is based on your consent, you have the right to withdraw your consent at any time in writing. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

You have the right to obtain erasure of your personal data if:

- personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- personal data have been unlawfully processed;
- personal data must be erased for compliance with a legal obligation under EU law or Slovenian law.

The right to erasure shall be restricted in the event the processing of personal data is necessary as provided in Article 17 of the GDPR.

You have the right to obtain restriction of processing of your personal data in accordance with Article 18 of the GDPR.

Right to data portability

You have the right to receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable format as well as the right to transmit those data to another personal data controller in accordance to your requirements, within the limits and under conditions provided by law (if the processing of your personal data is subject to consent or agreement, and if personal data is processed automated and if technically feasible).

Right to object the processing based on a legitimate and/or justified interest

You have the right to object on grounds relating to your particular situation, at any time to processing of your personal data based on legitimate and/or justified interest, which also includes direct marketing, as explained above. We will cease to process such personal data

unless we prove the necessary legitimate grounds for processing that prevail over your interests, rights and freedoms, or for the enforcement, exercise or defence of legal claims.

Right to lodge a complaint with the Information Commissioner of the Republic Slovenia

The Company ensures that your personal data is processed in all respects legally and in accordance with the regulations. If, however, you believe that your personal data are stored or otherwise processed contravention with the valid regulations that regulates protection of personal data, you have the right to file a complaint with the Information Commissioner of the Republic of Slovenia. It can be contacted in the following ways:

**Information Commissioner
of the Republic of Slovenia
Dunajska cesta 22
1000 Ljubljana
Telephone: 01 230 97 30
Fax: 01 230 97 78
E-mail: [gp.ip\(at\)ip-rs.si](mailto:gp.ip(at)ip-rs.si)**

Right to withdraw your consent

When the processing of personal data is based on your given consent, you have the right to withdraw your consent at any time in writing. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

The rights of data subjects may be restricted in accordance with Article 23 of the GDPR.

11. Existence of automatic decision-finding

An automated decision-finding on the basis of the acquired personal data does not take place.

12. Validity, amendments and updates to this Note

This Notice may be amended or updated at any time, whereby the latest valid version shall always prevail, what will be seen from the date of adoption of the latest valid version.

This Note is valid from 25.05.2018 onwards.

Attachment:

Shared business use:

LPKF Laser & Electronics AG
Osteriede 7
30827 Garbsen

LaserMicronics GmbH
Osteriede 9a
D-30827 Garbsen

LPKF SolarQuipment GmbH
Mittelbergstraße 17
D-98527 Suhl

LPKF WeldingQuipment GmbH
Alfred-Nobel-Str. 55 – 57
D-90765 Fürth

LPKF Laser & Electronics d.o.o.
Polica 33
4202 Naklo
Slovenia