



Privacy Statement

We welcome you to our website and provide you with information about the processing of your data as a website visitor, as well as information on some further cases of interaction with us.

Controller and Privacy Contact

Spheros Germany GmbH

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General Principles of Data Protection at Spheros

Spheros processes personal data in accordance with the applicable data protection laws, in particular the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG).

Are you obliged to provide Data, where do we obtain Data from and which data do we process?

Basically, you are not obliged to provide us any personal data. Please, however, note that certain personal data is required to, e.g., initiate and execute a contract in which you are interested. When you use our website, for security reasons and to ensure technical functionality, it is required that we process certain data such as your IP address, your browser and your operating system so that our site can be provided on every device you may use. Please note that without providing the data required in the respective context, the underlying process cannot be carried out, not immediately or not completely.

We generally collect your data from you personally, for example when you access our website, contact us or apply to us.

If you visit our website, the following data may be processed:

- IP-address
- Internet-Service-Provider



- Referrer-URL (previously visited website)
- Browser and operating system
- Amount of data, access and time of access

For reasons of technical security (particularly with regard to attacks on our website), this data is stored for a period of seven days.

If you contact us thru our website, the following data may be processed:

- Name and surname
- Appellation
- Postal address
- Your company, position and function
- E-Mail-address
- Any further data you may provide

If you apply for a job with Spheros, the following data may be processed:

- Name and surname
- Appellation
- Postal address
- E-Mail-address
- Information on trainings you received and on your professional career
- Qualification data
- Any data you provide in addition

If you create a customer-account, the following data may be processed:

- Name and surname
- Appellation
- Your company
- Any further data you may provide

How long is your personal Data stored??

We store your data for as long as we need your data for the respective processing purpose, if necessary, as long as you have given your effective consent. In addition, we may be subject to legal obligations that require storage beyond this period, such as tax law. Such periods can be up to ten years. The regular limitation period is three years; once the respective deadline has been reached, your data will be deleted.

For which purposes is your Data processed?

Personal data may generally be processed to initiate and execute business transactions, to implement contractual and legal obligations, and to strengthen



customer relationships (including direct advertising, if applicable). Examples of how your data may be processed include:

- Answering your questions
- Sending and administering invitations
- Sending an processing orders, invoices and credits
- Providing goods and services
- Creating and administering user-accounts
- Exchange of information on information requests, tenders, offers, projects, quality- and maintenance-issues
- Complying with legal obligations (such as, e.g. fraud prevention, anti-corruption, anti-terror-checks)
- Audit-requirements
- Executing polls and surveys

When you are visiting our website, your data may be processed for the following special purposes:

- Processing questions, comments and other requests you make when you contact us through the website
- Providing information
- Technical support
- Website administration including technical maintenance
- Identification of user-preferences and collection of usage-information

What is the legal basis for processing you Data?

We generally process personal data to execute our commercial and/or contractual relationships.

We may also have a legitimate interest in processing personal data, for example to ensure that our website can be operated in a technically secure and functional manner or to establish a business relationship. In addition, we may be obliged to process personal data for contractual or legal reasons, e.g., in connection with tax or tax regulations.

In some cases, the processing of your personal data is based on your consent. Please note that we provide specific data protection information in connection with consent-based processing separately.

To whom do we transfer personal Data and to which Locations?

Your data will only be transferred to third parties if we are entitled or obliged to do so. An entitlement to transfer your data to third parties may, for example, result from your consent or may be permissible if we order a third party to process the



data and meet the necessary formal requirements. Legal obligations may apply if we transfer personal data as to authorities such as data protection supervisory authorities or law enforcement authorities.

Within our company, we also ensure that only those people, functions and areas who have an objective need to do so process your data. If service providers support us in processing data, we have entered into the required data protection contracts and/or provided other appropriate guarantees.

Your data will only be transferred outside the European Union or the European Economic Area if this is required by law, if we have obtained your consent to do so or if we are otherwise entitled to do so. In these cases, too, we implement appropriate data protection instruments to ensure that your data receives the same protection as within the EU.

Your data is currently not being transferred outside the EU/EEA unless we specifically point this out for individual processing operations.

How do we protect personal Data?

Data security, confidentiality and integrity are our top priority - as is the resilience of the systems we use to process data. That is why we protect your data as best as possible against accidental or intentional manipulation, loss or access by unauthorized persons. To achieve this, we use state-of-the-art technical and organizational measures, which we continually review and adapt in cooperation with security experts. For example, data exchange with our website is encrypted by offering current transmission protocols that enable state-of-the-art encryption. If you would like to use special encryption methods to transfer your data, please contact us. Alternatively, you can use offline communication channels such as surface mail.

Your Rights as a Data Subject

As a data subject, you have, in accordance with data protection law, the right to information, deletion, correction, data portability, restriction of processing, objection to the processing of your data, and the right to revoke any consent you have given to data processing, as well as the right not to be subject to completely automated decisions (we do not take such decisions). To execute these rights, please contact us using the contact method listed at the beginning of this declaration, preferably by e-mail.

You also have the right to complain about the processing of your data to a data protection supervisory authority at your place of residence, usual place of residence, our place of business or the place of the alleged violation.

Please note the following regarding the right to object:



If we process your personal data for direct advertising purposes, you are entitled to object to this data processing at any time without providing reasons. This also applies to profiling insofar as it is related to direct advertising.

If you object to processing for direct marketing purposes, we will no longer process your personal data for these purposes. The objection is free of charge and can be made informally, preferably by email to the contact address given at the beginning of this declaration.

If we process your data to protect legitimate interests, you can object to this processing at any time for reasons relating to your particular situation; This also applies to profiling based on these provisions.

We will then no longer process your personal data unless we can demonstrate compelling legitimate reasons for the processing that outweigh your interests, rights and freedoms or the processing serves to assert, exercise or defend legal claims.

Use of Cookies

Our website uses so-called cookies. They serve to make our website more user-friendly, effective and secure. Cookies are text files that are stored on your device by your web browser. Cookies often only contain pseudonymous, usually even anonymous data. Some cookies remain for the duration of a browser session (so-called session cookies), others are stored for a longer period of time (so-called persistent cookies). The latter are automatically deleted after the specified time. In addition to our own cookies, cookies that are controlled by third parties can also be used - we currently do not use these.

Due to our legitimate interest in technically secure and flawless website operation, Art. 6 I 1 f GDPR, we use cookies to help us achieve these goals. In addition, we can use cookies on this legal basis, i.e. without your consent being required, if their sole purpose is to store or access information stored in the device for the transmission of messages or if they are absolutely necessary in order to fulfill your express purpose to provide the desired service.

Beyond such "technically necessary" cookies, no cookies are currently used for analysis or profiling purposes.

Implementation of Google Maps

With your consent, Art. 6 I 1 a GDPR, our website uses Google Maps to display interactive maps and to create directions. Google Maps is a mapping service provided by Google Inc., 1600 Amphitheater Parkway, Mountain View, California 94043, USA. By using Google Maps, information about your use of this website, including your IP address, may be transferred to Google in the USA. If you access a page on our website that contains Google Maps and consent to the transfer of your data to Google, your browser establishes a direct connection with Google's



servers. The map content is transferred by Google directly to your browser and integrated into the website. We therefore have no influence on the extent of the data collected by Google in this way. According to our level of knowledge, this is at least the following data:

- Date and time of visit to the relevant website,
- Internet address or URL of the website accessed,
- IP address,

We have no influence on the further processing and use of the data by Google and can therefore not accept any responsibility in this regard. If you do not want Google to collect, process or use data about you via our website, simply do not give your consent. However, in this case you cannot use the map. The purpose and scope of data collection and the further processing and use of the data by Google as well as your related rights and setting options to protect your privacy can be found in Google's data protection information (<https://policies.google.com/privacy?hl=de>).

Social Media Links

On our website you will find links to YouTube, a social media service that you can recognize by the YouTube logo. If you follow this link, you will be directed to our content on YouTube. When you click on such a link, a connection is established to YouTube's servers and the provider is informed that you have visited our website. In addition, further data is transferred to the provider, such as:

- Address of the website on which the activated link is located
- Date and time the website was accessed, or the link was activated
- Information about the browser and operating system used
- IP address

If you have an account with YouTube and are logged in there when you click such a link, YouTube may be able to determine your username and potentially even your real name from the data transferred and assign this information to your personal user account. According to YouTube, you can prevent this if you log out of your user account beforehand.

YouTube's servers are also located in countries outside the European Union. Your data may therefore also be processed by YouTube in countries outside the European Union. Please note that data protection laws apply there that do not have to be aimed at creating a level of data protection like in the EU. In order to achieve such a level, YouTube has certified itself according to the relevant regimes and we have also entered into the required contracts.



Please note that, regardless of this, we may not influence on the extent, type and purpose of data processing by YouTube in regard of a user account that you may have there. Please refer to the provider's data protection information in this regard.

Websites we may link

To the extent that our website contains links to other websites, we have carefully checked the contents of the linked pages in advance for any recognizable legal violations and only created the link if such violations were not apparent. If you notice any legal violations when using sites linked to us, we ask you to let us know and we will follow up on the information appropriately.