Information on Data Protection Pursuant to Art. 13, 14 and 21 GDPR

For Visitor Management and Gate Processing for Plant Traffic Including Self-Registration

With this attachment, we inform you as a data subject about the processing of your personal data by Heidelberger Druckmaschinen AG (hereinafter "Heidelberg") in the course of your registration as a visitor, external employee, business partner or supplier at the gate of a Heidelberg site (hereinafter "registration"). In addition, Heidelberg hereby informs you of the rights you are entitled to with regard to data protection.

Heidelberg hereby fulfills its information obligations under Art. 13, 14 and 21 of the EU General Data Protection Regulation (GDPR).

| 1. Who is responsible for the processing of your personal data? | The Data Controller is:  
Heidelberger Druckmaschinen AG  
Kurfürstenanlage 52-60  
69115 Heidelberg  
Tel.: +49 (0)6221 92 00  
Fax: +49 (0)6221 92 69 99  
E-mail: information@heidelberg.com |
|---|---|
| 2. Whom can you contact if you have questions about the processing of your personal data? | You can contact the Heidelberg Data Protection Officer here:  
Heidelberger Druckmaschinen AG  
Datenschutzbeauftragter  
Kurfürstenanlage 52-60  
69115 Heidelberg  
datenschutzbeauftragter@heidelberg.com |
| 3. Which data categories do we use and what sources do we get them from? | We process personal data that we have received from you during registration. In addition, we process - to the extent necessary for registration - personal data that we have received on the basis of your consent.

Relevant personal data are:

- Personal master data (e.g. salutation, name, title, company, e.g. freight forwarder);
- Communication and contact data (e.g. business address, business telephone number, business e-mail address);
- Proof of identity (e.g. signature, photo);
- Confirmation of participation in the safety briefing with details of place, date and time;
- Order-related data that are assigned to a vendor of the external service provider (for example, order number);
- Personal data as the driver of a vehicle (for example, vehicle registration number, driving licence number);
- Movement data (e.g. time of arrival and time of departure, visited department or contact person, delivery point and...
4. **What is the purpose of the processing of your personal data by Heidelberg?**

The processing takes place to guarantee the orderly handling of visitor management and gate traffic for plant traffic and to maintain safety and security at the company site.

5. **What is the legal basis for the processing of your personal data by Heidelberg?**

We process personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the Bundesdatenschutzgesetz (BDSG), as well as all other relevant data protection laws.

5.1. The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Art. 6 para. 1 lit. b GDPR)

The processing of personal data takes place for the purpose of fulfilling of contracts with suppliers and external employees regarding the delivery of goods and services.

5.2 Legitimate interest of the controller (Art. 6 para. 1 lit. f GDPR)

Where necessary, we process your data for the purposes of protection of our legitimate interests or those of our customers e.g.:
- Ensuring the proper and secure visitor management;
- Ensuring the proper and secure handling of gates for plant traffic;
- Maintaining safety and security at the site of the company;
- Assertion of legal claims and defense in legal disputes.

5.3 Based on your consent (Art. 6 para. 1 lit. a GDPR)

Insofar as you have given us your consent to the processing of personal data for certain purposes (e.g. for registration, for proof of identity via passport photo), the lawfulness of this processing is established on the basis of your consent.

Consent can be revoked at any time.

Please note that the revocation only works for the future. Processings that have been completed before the revocation, are not affected by this.

5.4. Compliance with legal obligations (Art. 6 para. 1 lit. c GDPR) or public interest Art. 6 para. 1 lit. e GDPR

Heidelberg is subject to various legal requirements (e.g. occupational health and safety, safety at work, fire safety law). In particular in connection with the warranty of the: operational disaster control, that it can be traced at any time which people, whether employees, visitors or suppliers, are at the location right now.
<table>
<thead>
<tr>
<th>6. Who will Heidelberg disclose your personal data to?</th>
<th>Heidelberg discloses personal data to the internal security personnel responsible for plant security and external service providers, which are commissioned by Heidelberg with the performance of services in the course of plant protection, as far as the data is required for the provision of the services of plant protection. In this case Heidelberg shall ensure that the respective service providers are subject to the same legal obligations. In all other respects, Heidelberg will disclose personal data that have been collected for registration, only with the consent of the data subject or if Heidelberg, in the event of a claim for compensation, is legally required to disclose it.</th>
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</thead>
<tbody>
<tr>
<td>7. How long will your personal data be stored by Heidelberg?</td>
<td>As far as it is necessary, we process and store your personal data collected during the registration process for the duration of 15 months (master data). The data recorded at the access terminal [entry and leaving times] will not be used for longer than six months (transaction data). After this period the data will be deleted.</td>
</tr>
<tr>
<td>8. Will your personal data be transmitted to a third country or an international organisation?</td>
<td>We do not intend to transmit your personal data to third countries (countries outside the EEA) or international organisations.</td>
</tr>
<tr>
<td>9. What are your data protection rights?</td>
<td>Every data subject has the right of access pursuant to art. 15 GDPR, the right to rectification according to Art. 16 GDPR, the right to erasure according to Art. 17 GDPR, the right of restriction of the processing according to Art. 18 GDPR as well as the right to data portability according to Art. 20 GDPR. The right of access and the right of restriction are limited in accordance with §§ 34, 35 BDSG. You are entitled to appeal to the data protection authority in accordance with Art. 77 GDPR, 19 BDSG.</td>
</tr>
<tr>
<td>10. Are you legally required to provide Heidelberg your personal data?</td>
<td>The provision of your personal data is neither legally nor contractually required. However, the information is required in order for you to access the Heidelberg plant. Access to the site is not permitted without prior personal registration.</td>
</tr>
<tr>
<td>11. To what extent are you subject to automated individual decision-making, including profiling</td>
<td>We do not use any automated decision making according to Art. 22 GDPR including profiling for the registration at the reception or at the factory entrance. Should we use these procedures in particular cases, we will inform you in advance.</td>
</tr>
</tbody>
</table>
### 12. Right to object

**1. Right to object in individual cases**

You have the right, for reasons that arise from your special situation, to object to the Processing of personal data concerning you on the basis of Article 6(1) lit. f of the GDPR (data processing on the basis of a weighing of interests).

If you file an objection, we will cease processing your personal data unless we have proven compelling reasons worthy of protection, which prevail over your opposing interests or the processing serves the establishment, exercise, defense of legal claims or litigation.

**2. Right to object to the processing of data for direct marketing purposes**

Heidelberg does not intend to use your personal data for purposes of direct marketing. Should we plan to take up such processing, we will inform you in advance and request your permission.

You have the right to object against the processing of your personal data obtained for the purpose of such advertising any time. This also applies to any profiling, if it is related to such direct marketing.

If you object to the processing for the purposes of direct advertising, we will cease to process your personal data for such purposes.

The objection can be sent to our data protection officer to the following address:

Heidelberger Druckmaschinen AG  
Kurfürstenanlage 52-60  
69115 Heidelberg

You can reach our data protection officer by mail to the address given above with the Address supplement “Data Protection Officer”, by in-house mail, recipient “data protection officer” (in a sealed envelope) or by e-mail: Datenschutzbeauftragter@heidelberg.com

### 13. What general technical and organizational measures has Heidelberg implemented in order to protect your personal data?

Both the master data gathered during a registration as well as the data recorded at an access terminal are processed in the Heidelberg access control system. Only authorized plant security employees have access to the access control system. The access control system is operated centrally in the Heidelberg data center in Wiesloch. The IT Security Management System of Heidelberg also implements the requirements of data protection laws (e.g. the GDPR).