

Information on data processing

We hereby inform you about the processing of your personal data and the data protection claims and rights to which you are entitled. The content and scope of data processing depends largely on the products and services ordered by you or agreed to with you.

1. Who is responsible for data processing and to whom can you contact?

Beckhoff Automation GmbH & Co. KG (hereinafter "Beckhoff") Huelshorstweg 20, 33415 Verl, Germany, and the Beckhoff Automation Subsidiaries, as attached hereto, together **"We"** or **"Beckhoff Automation"**, and the Data Protection Officer of Beckhoff dataprotection@beckhoff.com

2. Which data are processed and from which sources?

We process the personal data that we receive from you as part of the business relationship or for its establishment. In addition, we process data that we have legitimately received from publicly accessible sources (e.g. commercial registers, or media) or credit and debtor agencies (e.g. Dun & Bradstreet, Creditreform, SchuFa) or that is legitimately transmitted to us by other companies affiliated with Beckhoff. Personal data includes your personal details and contact data (e.g. name, address, email address, business phone number, nationality) or, if applicable, data on identity documents (e.g. signature, identification data). In addition, data may include information on marketing and sales, image and / or sound recordings (e.g. video and photo recordings), electronic protocol and identification data (apps, cookies, etc.), as well as other data comparable to the above categories.

3. For what purposes and on what legal basis will the data be processed?

We process your personal data in accordance with the provisions of the European Data Protection Ordinance (GDPR), the Federal Data Protection Act (BDSG 2018) and the Data Protection Act (DSG 2018).

• to fulfil contractual obligations (Art. 6 para. 1b GDPR)

The processing of personal data (Art. 4 No. 2 GDPR) takes place

- for the provision and initiation of business and services in Beckhoff Automations business area,
- for processing your inquiries to sales, support and service,
- for the execution of pre-contractual measures, in particular
- for the execution of your orders to us as well as for the execution of our contracts with you.

The purposes of data processing depend primarily on the specific product (e.g. component and system sales, system integration and associated services) and may include consulting, support, service, training, requirements analysis, project planning and project management as well as the execution of sales. The specific details for the purpose of data processing can be found in the respective contractual documents and terms and conditions.

• to fulfil legal obligations (Art. 6 Par. 1c GDPR)

The processing of personal data may be necessary for the purpose of fulfilling various legal obligations and due to regulatory requirements to which Beckhoff Automation as a company e.g. in the EU is subject. Examples of such cases are:

- notifications to Statistical Offices, customs or the Export Control Authorities in certain suspicious cases,

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- providing information to e.g. Creditreform , D&B or SchuFa,
- providing information to tax authorities,
- evaluation and management of risks.

- **within the scope of your consent (Art. 6 para. 1a GDPR)**

In case you have given us your consent to process your personal data for certain purposes (e.g. for execution of contractual obligations to you or for passing on data to the recipients named in the consent), processing will only take place in accordance with the purposes and to the extent agreed in the declaration of consent. A given consent can be revoked with effect for the future at any time.

- **to protect legitimate interests (Art. 6 para. 1f GDPR)**

Where necessary, data may be processed for the benefit of Beckhoff Automation or third parties within the scope of considerations of interests beyond the actual fulfilment of the contract in order to safeguard justified interests. In the following cases, data will be processed to protect legitimate interests:

- for processing your inquiries to sales, support, training and service,
- review and optimization of procedures for requirements analysis and direct customer approach,
- consultation and data exchange with credit agencies (e.g. Creditreform, SchuFa) to determine creditworthiness and default risks,
- in order to be able to provide you with targeted information about products, we use evaluation instruments (these instruments enable demand-oriented communication and advertising, including market and opinion research, as long as you have not objected to the use of your data),
- certain telephone records (for quality assurance measures or in the event of complaints),
- measures for business management and further development of services and products,
- measures to protect employees and Beckhoff Automation property, including but not limited to video and audio surveillance,
- in the context of legal prosecution, for asserting legal claims and defence in legal disputes,
- to warrant IT security and IT operation at Beckhoff Automation.

4. Who will receive my data?

Within Beckhoff Automation, only those departments or employees receive your data, which require data to fulfil contractual, legal and/or supervisory obligations and legitimate interests. In particular, your data relating to your inquiries about products and services in sales, support, service and training will be exchanged between Beckhoff subsidiaries if necessary in a specific case. For this purpose, Beckhoff and such subsidiaries have commissioned themselves mutually to process personal data in accordance with GDPR.

In addition, contractually bound contractors (in particular IT and back-office service providers) receive your data from us if they require the data to perform their respective services. All contractors are contractually obliged to treat your data confidentially and to process it only within the scope of the provision of services. In the event of a legal or regulatory obligation, public authorities and institutions as well as our auditors may be recipients of your personal data. With regard to data being passed on to other third parties, we would like to point out that Beckhoff Automation is committed to secrecy regarding all customer-related information and facts entrusted or made accessible to us on the basis of the business relationship. We transmit data that we need to carry out the business relationship with you. Depending on the contract, these recipients may be, for example, subcontractors or other companies affiliated with Beckhoff. Other recipients of

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data may be those bodies for which you have given us appropriate permission (consent to data processing).

5. How long will my data be stored?

We process your personal data, if necessary, for the duration of the entire business relationship (from the initiation, processing up to the termination of a contract), for the duration of our regular support- and service time periods as well as beyond that in accordance with the legal storage and documentation obligations, which result among other things from the relevant laws. In addition, data is stored in special constellations due to the justified interests of Beckhoff Automation or third parties (e.g. storage of image data due to video surveillance).

6. What data protection rights do I have?

You have the right to information, correction, deletion or restriction of the processing of your stored data, a right of objection against the processing and a right to data transferability in accordance with the requirements of data protection law. Complaints may be addressed to the competent data protection authority.

7. Am I obliged to provide data?

As part of the business relationship, you must provide the personal data required for the establishment and implementation of the business relationship and which we are legally obliged to collect. If you do not provide us with this information, we will generally be unable to execute our business relationship with you or our existing contractual obligations with you and will therefore have to terminate it. However, you are not obliged to give your consent to the processing of data that is not relevant to the performance of the contract or is not required by law or regulation.

8. To what extent is there automated decision making?

In principle, we do not use fully automated decision making according to Article 22 GDPR for the establishment and implementation of the business relationship. Should we use these procedures in individual cases, we will inform you separately, insofar as this is mandated by law.

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