

## **Privacy Policy for Visitors of HQSB in Bitterfeld**

Information pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR)

The purpose of this Privacy Policy is to inform visitors of the premises of HQSB in Bitterfeld (hereinafter referred to as "visitors") about how Heraeus uses their data and what rights they have regarding these data.

### **1. Who is responsible for the processing of data and who is the point of contact at Heraeus for visitors?**

The legal entity responsible for the processing of data within the meaning of data protection legislation is Heraeus Quarzglas Bitterfeld GmbH & Co. KG (hereinafter referred to as "Heraeus"). Any inquiries or requests for information under data protection law must be directly addressed to the responsible entity. Inquiries or requests for information under data protection law may also be directed to the Heraeus Data Protection Officer.

The Heraeus Data Protection Officer may be contacted at [datenschutzbeauftragter@heraeus.com](mailto:datenschutzbeauftragter@heraeus.com) or

Data Protection Officer  
c/o Heraeus Holding GmbH  
Heraeusstraße 12-14  
63450 Hanau  
Germany

### **2. What sources are used and what data are processed by Heraeus?**

Heraeus processes the data stated by each visitor on the leaflet "Safety information and rules of conduct for the Heraeus site in Bitterfeld" (hereinafter "Heraeus visitor leaflet").

Relevant personal data are personal details of visitors (name, address and other contact data, such as visitor's employer, business address and other business contact data), purpose of the visit and visiting times.

Video surveillance is performed in the marked areas of the Heraeus business premises.

### **3. Where does Heraeus store visitor data?**

The Heraeus visitor leaflet is physically archived. The data stated on the Heraeus visitor leaflet will not be stored in the Heraeus IT systems.

Video recordings are stored in the data center of Heraeus infosystems GmbH.

### **4. For what purpose does Heraeus process visitor data and on what legal basis?**

Heraeus processes personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and other applicable laws requiring and/or authorizing Heraeus to process data of its visitors:

#### **4.1 For the safeguarding of legitimate interests pursuant to Art. 6 (1) f) GDPR**

- a) For the protection of domestic authority, the visitor's identity, the purpose of the visit and the visiting times are recorded;
- b) video surveillance of entrance areas and traffic routes on the Heraeus company compound, as well as building and plant security measures (e.g., access controls) for the protection of domestic authority and the protection of property, and all measures relating to IT security at Heraeus;
- c) transmission of data to other Heraeus departments or other Heraeus companies to the extent that such transmission serves the purpose of complying with legal or statutory obligations (e.g., transmission of data to the Heraeus Site Security Office, the legal department etc.);
- d) transmission of data to third parties who assist Heraeus in the performance of its legal obligations or in the protection of its rights (such as investigative authorities or police authorities);
- e) measures for business management and the further development of products and services of the visitor.

#### **4.2 Based on consent given pursuant to Art. 6 (1) a) GDPR**

Heraeus also processes personal data for purposes to which its visitors have expressly consented.

Any consent already given may be withdrawn at any time. This right of withdrawal also applies to any consent given prior to the effective date of the GDPR. Such withdrawal of consent is only of effect for the future and does not affect the processing operations that were performed prior to such withdrawal.

## **5. To whom are the data disclosed?**

Within the Heraeus Group, the disclosure of data is limited to those employees who have a need to know such data for the performance of contractual and legal obligations. The foregoing provision also applies to third-party processors within the meaning of Art. 28 GDPR, or to service providers who are not third-party processors.

In addition, Heraeus is under the legal obligation to transfer visitor data to public authorities or third parties who assist Heraeus in the performance of its legal or statutory obligations.

## **6. How long will the data be stored?**

Heraeus physically archives the Heraeus visitor leaflet for the period of two years. Data which are required by Heraeus to take any legal action are stored for the duration of the statutory retention period, which is generally three years (but up to thirty years in individual cases). The retention period for ongoing legal disputes is six months from the date on which such dispute was finally adjudicated.

Video recordings will be deleted within 15 days after the recording was made, unless they are needed for the investigation of crimes, statutory violations or accidents.

## **7. Are data transferred to third countries?**

Visitor data will not be transferred to third countries (countries outside the European Economic Area – EEA).

## **8. What data protection rights do visitors have?**

Visitors have a right to information and access pursuant to Art. 15 GDPR, a right to rectification pursuant to Art. 16 GDPR, a right to erasure pursuant to Art. 17 GDPR, a right to restriction of processing pursuant to Art. 18 GDPR and a right to data portability pursuant to Art. 20 GDPR.

In addition, visitors have the right to lodge a complaint with a supervisory authority.

## **9. Are visitors obliged to make personal data available to Heraeus?**

Generally, visitors must only make available those personal data requested by Heraeus to fill out the Heraeus visitor leaflet.

## **10. Information on your right of objection pursuant to Art. 21 GDPR**

Visitors are entitled to object to the processing of their personal data at any time for reasons arising from their particular situation if the processing of their data is carried out pursuant to Art. 6 (1) f) GDPR (data processing for the safeguarding of interests).

Based on a visitor's objection, Heraeus will stop processing such visitor's personal data unless Heraeus can prove that the processing of the data is necessary for compelling legitimate reasons which outweigh the visitor's interests, rights and freedoms, or if the processing of the visitor's data serves the assertion, exercise or defense of legal claims of Heraeus.

The objection may be informal and should be addressed to:

[Widerspruch@heraeus.com](mailto:Widerspruch@heraeus.com)

Visitors are asked to state as precisely as possible to which specific data processing operation they wish to object.