

# **Privacy Policy for Visitors, Deliverers, external Employees and Employees of Contractors accessing the Heraeus Premises in Hanau, Kleinostheim and Wehrheim**

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, deliverers, external employees and employees of contractors accessing the Heraeus premises in Hanau, Kleinostheim and Wehrheim (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 Site Operations 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 collects the following data:  
Personal details of visitors (first and last name, address and other contact data, such as visitor's employer, business address and other business contact data), type of ID (e.g., identity card), Heraeus employee receiving the visitor, purpose of visit, date/time of arrival on the premises of Heraeus, and date/time of leaving the premises of Heraeus (visiting time). If the visitor is allowed to drive onto the Heraeus premises, the license plate number of the vehicle and the driver's cell phone number will be additionally recorded.

At the Heraeus sites in Hanau (except for the site Hanau Quarzstraße), additional data are collected, for instance the identity card number and the validity period of the identification document.

In order to avoid manual transmission errors and to reduce check-in times at the front desks of the Heraeus sites in Hanau (except for the site Hanau Quarzstraße), the visitor's first and last name, the identity card number and the validity period of the identification document are automatically scanned from the visitor's identity card by means of an optical scanner and transmitted to the visitor management software provided that the visitor has not objected to the use of the scanning device. If a visitor objects to the use of an optical scanner, the data will be manually recorded by the site security staff.

By signing on the signature pad, visitors confirm that they know and understand the safety regulations and rules of conduct that apply on the premises of the respective Heraeus site (safety briefing).

At the Heraeus sites in Hanau, the validity and authenticity of the identification documents may also be verified by means of an optical scanner.

Visitors will receive a visitor badge stating their name and the name of their employer, where applicable. The visitor badge must be worn in a prominent position for the entirety of the visit and returned to the Heraeus Site Security Office after the visit.

In the case of visitor groups, the personal details of individual members of the visitor group will be entered in the visitor management software. No visitor badges will be issued to the individual members of a visitor group.

Moreover, Heraeus will also process data of photographs collected from visitors for whom a Heraeus ID card is issued. The Heraeus ID card must be worn in a prominent position for the duration of the visitor's stay at the Heraeus facility. Heraeus also registers the times of arrival and departure of visitors who check in and out at the entrances using the Heraeus ID card. The data are recorded by reading devices installed at the entrance turnstiles. The Heraeus ID card must be returned once the reason for the access authorization expires.

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

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

At entrance areas where no scanner is used and the visitors' identity data are manually recorded, the leaflet "Safety information and rules of conduct for the Heraeus site in Hanau" (hereinafter "Heraeus visitor leaflet") must be filled out and will be physically archived. In addition, an electronic visitor management system is in use at the Heraeus

site in Hanau. The Heraeus ID cards issued to visitors are separately registered in the electronic access system of Heraeus.

#### **4. For which purpose does Heraeus process data and on which 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 the aforementioned data of its visitors:

##### **(1) For compliance with legal obligations pursuant to Art. 6 (1) c) GDPR**

a) To avoid hazardous incidents at the Heraeus sites in Hanau and Kleinostheim, Heraeus is required by the 12<sup>th</sup> Regulation on the Implementation of the German Federal Immission Control Act (Hazardous Incidents Ordinance) [BImSchV (StöV)] to take safety measures to prevent "interferences by unauthorized third parties". Such measures include the adequate surveillance of visitors and contractors on the Heraeus business premises. For such surveillance, personal identification data will be collected from visitors, deliverers, external employees and contractors' employees who are required to present their respective identification cards, passports or alternative identity cards for such purpose.

b) To enable Heraeus to provide evidence about having instructed persons not familiar with the Heraeus business premises about the existing hazards and risks (safety briefing) as required under the German Occupational Safety and Health Act [Arbeitsschutzgesetz - "ArbSchG"], visitors must confirm with their signature that they have read and understood the safety regulations.

##### **(2) 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).

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

Heraeus also processes personal data for purposes to which visitors have expressly consented, for example the use of an optical reader.

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/or 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?**

The Heraeus visitor leaflet is physically archived for a period of twelve months, unless visitor data are electronically recorded (cf. Sec. 3 above).

The data required to prove that safety briefings are conducted on a regular basis will be stored for a period of 12 months.

Data are stored in order to prove compliance with the regulations of the German Federal Immission Control Act in the event of an incident or in the case of official investigations relating to criminal or administrative offenses.

Data which are required by Heraeus to take any legal action are stored for the duration of the statutory retention periods, 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 30 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?**

In principle, visitors must only make available those personal data requested by Heraeus to complete the Heraeus visitor leaflet or to fulfil visitor management requirements. Heraeus will also process data of photographs collected from visitors for whom a Heraeus ID card is issued.

#### **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. In the event of an objection, Heraeus may demand the return of the Heraeus ID card and deny the visitor access to the Heraeus business premises.