



## PRIVACY POLICY FOR CUSTOMERS, SUPPLIERS AND INTERESTED PERSONS

The protection and security of your personal data is very important to RAYLASE. We take the legal requirements of data protection and data security very seriously.

The following information applies to customers and suppliers of RAYLASE GmbH and provides information to you about the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. In addition, we inform you of any rights that you have with respect to your personal data.

In no case will your personal data be transmitted to third parties, unless otherwise specified below.

### 1. WHO IS RESPONSIBLE FOR YOUR PERSONAL DATA?

RAYLASE GmbH, Argelsrieder Feld 2+4, 82234 Wessling is responsible for the processing of your personal data.

### 2. WHAT IS PERSONAL DATA?

"Personal data" means any information relating to an identified or identifiable natural person.

### 3. HOW DO WE COLLECT PERSONAL DATA?

We collect your personal data if you provide it to us, e.g. if you ask for an offer. Other data is automatically recorded by our IT systems when we process your order. Further details can be found below.

### 4. WHAT PERSONAL DATA IS PROCESSED AND FOR WHAT PURPOSE?

#### 4.1 To create an offer for you

If you request an offer, we process the following personal data on the basis of art. 6 para. 1 sentence 1 b) of the General Data Protection Regulation ("GDPR"):

- Salutation
- First and last name
- Job title
- E-mail address
- Company name and address
- Telephone number, possibly mobile phone number and fax number

If you contact us on behalf of a third party, such as your employer, we will process that information based on art. 6 para. 1 sentence 1 f) of the GDPR (our legitimate interest is to process requests).

Your personal data will be deleted when we do not require it anymore to process your request, unless we have the right for further storage of your personal data for another reason or we are obliged to do so due to statutory retention requirements.

#### 4.2 To conclude and to perform our contract with you if you are our client

If you are our client, we process the following personal data on the basis of art. 6 para. 1 sentence 1 b) of the GDPR to conclude and perform contracts with you:

- Salutation
- First and last name
- Job title
- E-mail address
- Company name and address
- Telephone number, possibly mobile phone number and fax number

If you contact us on behalf of a third party, such as your employer, we will process that information based on art. 6 para. 1 sentence 1 f) of the GDPR (our legitimate interest is to process requests).



Your personal data may also be passed on to third parties as part of order processing (e.g. for payment, shipping) – namely, credit institutions, credit card companies and other payment service providers, parcel services and collection agencies – whose use is required for fulfilling the contract because we can not provide these services ourselves.

Your personal data will be deleted after the contract has been processed by us, unless we have the right for further storage of your personal data for another reason or we are obliged to do so due to statutory retention requirements.

#### **4.3 To conclude and to perform our contract with you if you are our supplier**

If you are our supplier, we process the following personal data on the basis of art. 6 para. 1 sentence 1 b) of the GDPR to conclude and perform contracts with you:

- Salutation
- First and last name
- Job title
- E-mail address
- Company name and address
- Telephone number, possibly mobile phone number and fax number

If you contact us on behalf of a third party, such as your employer, we will process that information based on art. 6 para. 1 sentence 1 f) of the GDPR (our legitimate interest is to process requests).

Your personal data may also be passed on to third parties as part of order processing (e.g. for payment, shipping) – namely, credit institutions, credit card companies and other payment service providers, parcel services and collection agencies – whose use is required for fulfilling the contract because we can not provide these services ourselves.

Your personal data will be deleted after the contract has been processed by us, unless we have the right for further storage of your personal data for another reason or we are obliged to do so due to statutory retention requirements.

#### **4.4 To conduct our annual Customer Satisfaction Analysis**

If you are a focus customer of ours or an interested party, we process the following personal data on the basis of Art. 6 Para. S. 1 f) GDPR in order to carry out an online survey once a year:

- Salutation
- First name and surname
- E-mail address

The personal data will be used to send the e-mail with a link to the survey provider, SurveyMonkey Europe UC. You have the option of either participating anonymously or entering your name in the survey. As part of the survey, we share the information with SurveyMonkey Inc.

The personal data will be deleted after completion of the customer satisfaction analysis, unless for any other reason we have the right to store the personal data for longer or we are required to do so by law.

### **5. RECIPIENTS OF YOUR PERSONAL DATA**

**5.1** In addition to the recipients mentioned in section 4 above, we may disclose or transmit your personal data to IT service providers. The IT service providers are carefully selected by us and work for us as processors.



## 6. THIRD-COUNTRY TRANSFER

- 6.1** If you provided your name and e-mail address in our survey, it will be stored by our service provider SurveyMonkey Inc, One Curiosity Way, San Mateo, CA 94403, USA, solely to comply with the requirements of RAYLASE.
- 6.2** Any additional transfer of your personal data to recipients in countries outside the European Union is not intended.
- 6.3** Any transmission of your personal data to our daughter companies RAYLASE Laser Technology Inc. (USA) or RAYLASE Laser Technology (Shenzhen) Co. (China) only takes place if this is necessary to fulfil the contract and process the order. In order to be able to guarantee maximum protection of your data, it will only be transmitted after intensive checking by RAYLASE GmbH. Appropriate contracts have been concluded in order to exclude the possibility of data being passed on or processed in any other way than is necessary for the contract.

## 7. DATA PROTECTION OFFICER

If you have any questions or concerns regarding our data protection declaration or the processing of your data, you can contact us by post at RAYLASE GmbH, Argelsrieder Feld 2+4, 82234 Wessling or at [datenschutz@raylase.de](mailto:datenschutz@raylase.de). An external data protection officer has also been appointed. The data protection officer is Severine Petersen of the company pDatix GmbH, Sauerbruchstraße 8, 81377 Munich.

## 8. YOUR RIGHTS

You have the following rights with regard to your personal data:

- Right of access
- Right to rectification or erasure and, where appropriate, restriction of processing
- Right to object to further processing
- Right to data portability
- Right to withdraw data protection consent, in case you have given us such consent

You also have the right to lodge a complaint with a supervisory authority.

Stand: February 2020