

## Privacy statement

We attach utmost importance to the protection and security of your data, regardless of whether you are a customer or a visitor to our online presence. Therefore, we undertake to protect your privacy and to treat your data confidentially. We are pleased to inform you here which of your personal data relating to your visit to this website will be captured and for which purposes they will be used.

### I. Definition

"Personal data" is any information about a person whose identity is known or identifiable. "Person concerned" is a specific or identifiable physical person whose data is used.

### II. Principles of processing personal data

#### 1. We shall fully comply with the legal data privacy rules.

The data privacy guidelines of the European Union and the national legislation derived therefrom shall apply to the storage, processing and use of personal data. The processing of data shall be based on statutory legitimation or on the consent of the person concerned.

#### 2. Personal data shall not be sold, lent, leased or passed on to third parties in any other way without your consent.

We shall not notify your personal data to any third parties for advertising or marketing purposes or in any other way, without this being required for the performance due from us or without your explicit consent.

Companies directly or indirectly affiliated with us are not regarded as third parties. We may also communicate personal data to outsourcing partners, if they provide sufficient guarantee of the lawful and safe use of the data, and if they bind themselves by contract to comply with the principles of action as described herein.

We do, however, reserve the right to communicate personal data to other companies within the scope of re-structuring or merger, provided they undertake to comply with the principles of action as described herein, and if they have their domicile either inside the European Union or in a third country providing adequate data protection.

To the extent you have declared your consent to your data being processed, with said processing exceeding what is required for contractual performance, you may revoke such consent at any time.

If you actively choose to use the functions of social networks offered on our website, personal data will be transferred to the respective external providers of these social networks. For further details on this subject, please refer to section 4 below.

We further reserve the right to disclose personal data to third parties if we are compelled to do so by law, judicial decision of a competent court, or an order of a competent public authority, or if we are compelled by acts or omissions on your part to have our rights, property or assets protected or enforced by the competent authorities.

#### 3. In the procurement of data, we shall restrict ourselves to what is necessary and reasonable.

Whenever we collect personal data, we will explain to you what we need the data for. We need personal data to enable you to use our website, to manage our business, to meet our contractual obligations, and to provide customised services to you. For instance, we will process your personal data in dealing with your enquiries. In the area of "materials ordering", the relevant information is your name and your address. If you are interested in our newsletter, we will obtain your e-mail address.

It may occur that we link personal data with other data available to us in order to optimise our services. We reserve the right to carry out statistical analyses, in particular for the purpose of system security and of improving the website even further. Your data shall be deleted upon the purpose of their storage lapsing, unless their storage continues to serve any legitimate purpose and unless any duties of data storage are opposed.

#### 4. Information on social networks

This website uses so-called "social plug-ins" of various social networks. These plug-ins are functions of the respective social network through which you can share content of our website with your social media contacts, for instance, or recommend this content to others. Social plug-ins can be identified by the logo of the respective social network.

On our website, all social plug-ins are disabled as standard; accordingly, no data will be transmitted to social network providers by just calling up our website. If you enable a social plug-in that was initially disabled and therefore want to use the functionality of the respective social network, you explicitly accept that data will be transmitted to the provider of the social network. The volume of data collected by the social network providers in this way is beyond our control. According to our level of knowledge, the following data will be collected:

Via the integrated social plug-ins, the social network operators will be informed that you have called up the respective pages of our website. If you are logged into any of the social networks at the same time, the operator will be able to match the relevant call-ups with your account at the respective social network. Moreover, if you interact with the social plug-ins, e.g. by clicking on the "Like" button of Facebook, the relevant information will be forwarded to the respective social network.

#### 8. Precautions to protect your data

To protect your data, we have taken specific technical and operational security precautions that are regularly reviewed and adjusted to technological progress. Please note, however, that due to the structure of the Internet, the rules of data privacy and of data security may possibly not be observed by other persons or institutions that are not within our sphere of responsibility.

#### 9. Enquiries about your data & contact details

We consider it very important that you can trust us. Upon request, we will be pleased to tell you whether and if so which data relating to you are stored with us. If, in spite of our efforts aimed at data accuracy, any incorrect information is stored with us, we will correct the same upon your request.