

Data Protection Information for the Event Sector in accordance with the General Data Protection Regulation (GDPR)

The Endress+Hauser Group ("Endress+Hauser", "we" or "us") values the protection of your personal data very highly. We therefore conduct our activities in compliance with the applicable legislation governing the protection of personal data and data security.

This data protection notice applies to all affiliated companies of the Endress+Hauser Group in the EU/EEA. It applies in addition to the general Data Protection Privacy Policy, which is valid worldwide, and takes precedence over the Data Protection Privacy Policy in the event of a conflict.

Data protection notice for Endress+Hauser Event Management Platform

Last revised: April 2020

The Endress+Hauser Event Management Platform is a cloud-based software solution that enables Endress+Hauser companies to plan, budget for and organize internal and external events and activities (hereinafter referred to as "events" or "activities"), including transport and accommodation for participants and the associated communication with and administration of organizers, participants, guests and service providers. Your personal data will be treated by us at all times in accordance with data protection legislation and this data protection notice. This data protection notice provides you with information on which personal data are collected and processed via our website and via our Event Management Platform, and for what purposes. It also sets out the mandatory statutory information pursuant to Articles 13 and 14 of the GDPR (General Data Protection Regulation). This data protection notice also describes your data protection rights, including the right to object to certain types of processing. We distinguish between the following areas here:

- Visits to our website
- Planning and organization of events
- Execution of events
- Processing and evaluation

A. General information

1. Scope of application

1.1 This data protection notice applies to the processing of personal data in the context of the planning, organization and execution of events as well as the registration of participants and the processing and evaluation activities associated with the use of the Endress+Hauser Event-Management Platform.

1.2 The data protection policy of the Endress+Hauser company responsible for processing your data also applies to the processing of personal data when visiting the website. This can be accessed as follows: [Data Protection](#).

2. Definitions

Unless otherwise defined in this document, the legal definitions apply, in particular those of the GDPR.

3. Controller, data protection officer

The Endress+Hauser Event Management Platform is operated by Azavista (Tooltech Solutions BV, trading as Azavista, Baarsjesweg 224, 1058 AA Amsterdam) on behalf of Endress+Hauser InfoServe GmbH+Co.KG, Colmarer Str. 6, 79576 Weil am Rhein. Information regarding the Endress+Hauser company responsible under data protection law for the processing of your data, the name and contact details of the controller, his/her representative and, where necessary, the data protection officer and the responsible supervision authority can be found here [Data Protection Notice](#).

4. Type of personal data processed

The following types of personal data are processed via our Event Management Platform. Unless otherwise stated, the input fields or data interfaces are visible to the user on the platform. They concern in particular the following data, subject to the information entered by the user:

4.1 Planning and organization of events

- Account and login data of the event organizer as well as data pertaining to authorized persons on the part of Endress+Hauser
- Participant data (first name, last name, form of address, title, company, country, business address)
- Contact data (e-mail address, telephone)
- Visa application data (as in passport: first names, second name and last name, date of birth, passport number, issuing authority, expiry date of passport, duration of visa, letter of invitation required from Endress+Hauser)
- Accommodation required (yes/no, check-in date, check-out date, desired room type)
- Transport required (yes/no, arrival date, return date and times, name of airport or train station, arrival terminal, departure terminal, flight number or train number (coming from))
- Registration data (registration for which events and activities)
- Attendance at meals
- Special meal requests and dietary preferences
- Special categories of personal data pursuant to Art. 9(2) of the GDPR (data concerning health): food intolerances
- Attendance at events and individual event items (check-in, badge) – internal only
 - Execution of events
- Participant data (data pertaining to attendees and invitees, in particular first name, last name, form of address, title, company, country, business address)

- Attendance at events and individual event items (check-in, badge) – internal only
- Special meal requests
- Special categories of personal data (data concerning health): food intolerances
- Accommodation required (see 4.1)
- Transport required (see 4.1)
 - Processing and evaluation
- Invoicing and invoice data, intended use, attendance, bookings
- Payment and account information
- Feedback
- Photos and video recordings may be used for public relations activities and to document the event (see 6.4).
- Reporting, evaluation and analysis of events, in particular event-related data such as attendance rate, cancellations, origin of participants and requests relating to transport, accommodation and meals – internal only

5. Categories of data subjects

The following categories of data subjects are processed:

- Event organizers
- Registered persons and participants
- Endress+Hauser employees, who register participants
- Internal Endress+Hauser contacts for participants and guests
- Business contacts of Endress+Hauser involved in the organization of the event
- Other invited people and guests
- Speakers
- Contacts of service providers and service partners (incl. transport, accommodation, catering, event technology)

6. Purpose of processing and legal bases

6.1 Account

When you create an account to use the Event Management Platform as an organizer, we collect and process your personal data as a controller. Therefore, we do not collect and process these data on your behalf and at your instruction but as a means of enabling you to use the Event Management Platform. You can enable other Endress+Hauser employees to access and manage your account. The legal basis for this is Article 6(1b) of the GDPR.

6.2 Participant data

The following data are processed by us as a processor on your behalf and at your instruction: the data of event participants who register for your event via the Event Management Platform or whose data are otherwise processed via the Event Management Platform (e.g. data registered by Endress+Hauser employees) and the data of recipients of marketing campaigns, e.g. the list of recipients of your e-mail marketing campaigns that you send via the Event Management Plat-

form, and other data that you store for processing on the Event Management Platform. Appropriate inter-company contracts are in place between the Endress+Hauser companies in relation to processing by a processor under Article 28 of the GDPR.

6.3 Planning and organization of events, registration and enrollment for events/activities

When you use the Event Management Platform to register your attendance at an event as a participant, we process your personal data within the context of registration as a processor of the controller in question. The legal basis for the processing of these data by us is Article 28 of the GDPR. The legal basis for processing by the controller is Article 6(1b) of the GDPR, insofar as these data are necessary for planning, organization, budgeting, registration and enrollment and for communication with you in this context. This applies to participant and contact data as well as registration and enrollment data for events and attendance at meals or other events/activities. Visa application data and information regarding accommodation and transport are provided on a voluntary basis. Processing is based on Article 6(1f) of the GDPR. It is necessary and proportionate for the protection of your legitimate interests and our legitimate interests, insofar as those interests are not overridden in individual cases by your interest in protecting your personal data. We wish to ensure that you have a pleasant and well-organized stay and that you enjoy your participation in our events. This includes the organization of transport and assistance with obtaining a visa or arranging suitable accommodation to meet your needs. It also includes the taking into account of special meal requests.

Consent

Where you inform us of food intolerances, the legal basis for processing is the express consent given to us pursuant to Article 9(2a) of the GDPR. We require your consent, which is requested on the website, in order to process these data. Consent is of course given on a voluntary basis. You are free to withdraw it at any time. Consent can be withheld or withdrawn at a later stage without detriment. However, food intolerances cannot be actively considered in advance when planning the catering.

Data may be collected and processed while attending an event. During admission checks, personal data concerning the ticket holder that is stored on a badge/ticket may be collected and processed. Where necessary, data may also be recorded when entering the event and also, where necessary, when leaving the event. The legal basis for this is Article 6(1b) of the GDPR; the processing of your data is necessary for the performance of a contract relating to your attendance at the event.

6.4 Photos and video recordings

Photos and video recordings may be used for public relations activities and for the purpose of documenting the event. The publication of photos and video recordings may be offline (printed) or online, in particular on the website or on the Endress+Hauser pages of various social media websites. The legal basis for this processing is Article 6(1f) of the GDPR, the overriding legitimate interest of documenting the event and using photos and video recordings of the event for the purpose of public relations activities conducted by the controller and Endress+Hauser.

In certain cases, we request your consent if we wish to use photos in which you are depicted. Where you have expressly consented to the production and publication of photos and video recordings, the legal basis for this processing is your consent, which can be withdrawn at any time under Article 6(1a) of the GDPR.

6.5 Feedback and invitation to other events

Following your attendance at an event, you may be contacted by e-mail for the purpose of obtaining your feedback on the event. You can object to being contacted in this way at any time by contacting the organizer in question using the contact details provided for that organizer. Where you provide your feedback on the event on the website, the information you supply will be used solely for the purpose of evaluating the event and optimizing future events. The legal basis for this type of contact with a request for your feedback is Article 6(1f) of the GDPR. The overriding legitimate interest is the evaluation of the event and the optimization of future events. The legal basis for direct marketing, in particular invitations to other events is Article 6(1f) of the GDPR: Our legitimate interests lie in the transfer of knowledge and know-how, in training and also in the development and consolidation of existing relationships with customers and business partners. The contact data you provided when registering may also be used to for postal advertising. You can object to the processing of your data for advertising purposes at any time (cf. 14 d).

6.6 Invoicing

The legal basis for the processing of personal data for invoicing purposes is Article 6(1b) of the GDPR in addition to retention obligations under taxation and commercial law pursuant to Article 6(1c) of the GDPR.

6.7 Evaluation

The legal basis for the reporting, evaluation and analysis of events, in particular of event-related data such as attendance rate, cancellations, origin of participants and requests relating to transport, accommodation and meals, is Article 6(1f) of the GDPR. We continuously strive to achieve an even better understanding of the needs of our customers and internal participants and to adapt and improve the quality of our events and offerings accordingly. Evaluations are usually conducted in aggregate form or else pseudonymized.

7. Disclosure of personal data to third parties

7.1 Data shall be disclosed to third parties only in accordance with the legal requirements. We disclose your data to third parties only if this is necessary for contractual purposes on the basis of Article 6(1b) of the GDPR for example, to protect our overriding legitimate interest under Article 6(1b) of the GDPR in the effective execution and organization of events, within the context of processing by a processor or for compliance with legal obligations to transmit data under Article 6(1c) of the GDPR to the relevant authorities.

7.2 We transfer data to our subsidiaries and affiliated companies for the purpose of informing them of the status of registrations pertaining to your participants and business contacts and for the purpose of providing services for participants, customers and their customer business contacts.

7.3 We disclose personal data to contractual partners, service providers and other third parties insofar as this is necessary for the purpose of provision, management and support for our customers and their business contacts, such as payment service providers and data center or web hosting providers. Endress+Hauser does not disclose any information to third parties for advertising purposes and does not sell or trade this information.

7.4 We disclose personal data for the purpose of providing or arranging services commissioned by our customers. Examples of this are shuttle, transport and pick-up services, accommodation as well as internal and external caterers to cater for special meal requests or food intolerances .

8. Transfer of personal data to a third country or an international organization

Data will be transferred to countries outside the EU/EEA (referred to as third countries) only if this is necessary or required by law, you have given us your consent, or in the context of processing by a processor. The transfer of data to third countries is necessary insofar as events are organized by Endress+Hauser companies in third countries that are also aimed at participants from the EU/EEA. This happens regularly in the case of events organized by ENDRESS+HAUSER companies in Switzerland, for example. Where service providers in third countries are used, they are obliged to comply with the level of data protection afforded in Europe in addition to written guidance established through the agreement of EU standard contractual clauses.

9. Retention periods

9.1 We shall process and retain your personal data for as long as is required to fulfill our contractual and legal obligations. We shall delete your personal data as soon as it is no longer required for the purposes mentioned above. This may mean that your personal data are retained for the period in which claims may be made against our companies.

9.2 In addition, we shall store your personal data insofar as we are legally obliged to do so. The relevant obligations to provide evidence and to retain data are derived from commercial, tax or social security law.

10. Obligation to provide data

You are not obliged to provide us with your data. You cannot register on the Event Management Platform without providing your participant and contact data. You cannot register for an event or register to attend a separate meal via the Event Management Platform without providing registration data (including the event, date and time). It is necessary to provide account information and specify the bill recipient where there is a charge for the event that will be billed to the participants. This also applies if we book (additional) services for you. All other information is voluntary. Providing this information helps us to plan the event more effectively and to provide you with the best possible assistance when organizing your attendance, arrival, departure and accommodation.

11. Does automated decision-making or profiling take place?

We do not conduct automated decision-making, including profiling.

B. Additional information under Article 14 of the GDPR where personal data have not been obtained from the data subject.

Where personal data have not been obtained from the data subject, the controller shall provide the data subject with the following information:

12. Which source do the data come from?

12.1 We obtain data directly from the data subject within the context of registration for the event. Insofar as this involves data pertaining to Endress+Hauser employees, who are registering to attend an event, the relevant data may be imported directly from the Endress+Hauser personnel management systems or compared against the data stored in these systems. The purpose of this is to avoid discrepancies or incorrect information.

12.2 Where the data has not been obtained from the data subject, the data originate from the person who registers the participant on the Event Management Platform. These may be Endress+Hauser employees of the controller or Endress+Hauser companies of affiliated companies that invite business contacts to events. Likewise, Endress+Hauser representatives may register customers for the event. Invitations to the event are initially issued to the Endress+Hauser group companies or representatives.

12.3 In addition, we process data from the following sources:

12.3.1 We process personal data from Endress+Hauser ERP and CRM source systems.

12.3.2 Data from external service providers who register participants on behalf of customers.

12.3.3 Registrations of participants that were communicated to us via other channels, e.g. telephone or e-mail (not Azavista registration), and that are recorded on the Endress+Hauser platform by the receiving Endress+Hauser employee on behalf of the participant.

13. When are the data subjects informed?

13.1 The controller shall provide the information referred to in Article 14(1) and (2) of the GDPR:

- a) within a reasonable period after obtaining the personal data, but at the latest within one month, having regard to the specific circumstances in which the personal data are processed.
- b) if the personal data are to be used for communication with the data subject, at the latest at the time of the first communication to that data subject.
- c) if a disclosure to another recipient is envisaged, at the latest when the personal data are first disclosed.

13.2 As a rule, the data subject is informed automatically by e-mail (to the address recorded during registration) immediately after his or her data are entered or imported into the system and the data record is created on the Event Management Platform.

The registering Endress+Hauser company, or the representative, shall be informed of this so that any errors or incomplete entries can be corrected if necessary. Prior to disclosing the data subject's data to third parties, in particular for the purpose of arranging or providing assistance with transport and overnight accommodation, the controller shall ensure that sufficient advance notice is given to the data subject so that he or she can review his or her data and, if necessary, object to the processing of these data.

13.3 The preceding paragraphs do not apply as an exception if the data subject is already in possession of this information. This is the case, for example, where the data subject is informed of the registration by the registrant or by the ENDRESS+HAUSER company that is registering them, or has notified an Endress+Hauser employee of this by other means, for example by e-mail, for the purpose of registration. Attention should be drawn here to the data protection notice of the ENDRESS + HAUSER Event Management Platform.

C. Rights of data subjects

14. Insofar as the processing of your personal data by the controller falls under the GDPR, your rights are as follows; otherwise, the local legal provisions applicable to processing by the controller apply:

a) Rights under Article 15 et seq. of the GDPR

The data subject has the right to obtain from the controller confirmation as to whether or not personal data concerning him or her is being processed. Where this is the case, the data subject has the **right of access** to these personal data and the following items of information listed under Article 15 of the GDPR. Under certain statutory conditions, you have the **right to rectification** under Article 16 of the GDPR, the right to restriction of processing under Article 18 of the GDPR and the **right to erasure** ("right to be forgotten") under Article 17 of the GDPR. Furthermore, you have the right to receive the personal data that you have provided in a structured, commonly used and machine-readable format (**right to data portability**) under Article 20 of the GDPR, provided that processing is automated and based on consent pursuant to Article 6(1a) or Article 9(2a) or based on a contract under Article 6(1b) of the GDPR.

b) Withdrawal of consent under Article 7(3) of the GDPR

Where processing is based on consent under Article 6(1a) or Article 9(2a) of the GDPR, you may withdraw your consent to the processing of personal data at any time. Please be aware that withdrawal of consent has future effect only. It has no effect on processing that occurred before consent was withdrawn.

c) Right to lodge a complaint

You have the right to lodge a complaint with the controller or a data protection supervisory authority (Article 77 of the GDPR). On this website you can find information about the company responsible for processing your data, the data protection officer, if applicable, and the relevant supervisory authority.

d) Right to object under Article 21 of the GDPR

In addition to the rights mentioned above, you have the right to object, as follows:

(1) Right to object on a case-by-case basis

You have the right to object at any time, on grounds relating to your particular situation, to the processing of your personal data based on Article 6(1e) of the GDPR (data processing in the public interest) and Article 6(1f) of the GDPR (data processing on the grounds of the balance of interests); this also applies to profiling based on this provision within the meaning of Article 4(4) of the GDPR.

We will cease processing your personal data if you lodge an objection, unless we can provide compelling legitimate reasons for doing so which outweigh your interests, rights and freedoms, or unless the processing is used for the purposes of asserting, exercising or defending legal claims.

(2) Right of objection to the processing of data for advertising purposes

In individual cases, we process your personal data for direct marketing purposes. You have the right to object at any time to the processing of personal data for the purposes of such marketing; this includes profiling insofar as it is related to such direct marketing. If you object to processing aimed at direct marketing, we will cease processing your personal data for such purposes.

D. Final provisions

15. Security

15.1 We have put in place technical and organizational security measures (in accordance with Articles 24 and 32 of the GDPR for the EU) in order to protect your personal data against loss, destruction, manipulation and unauthorized access. All of our staff and all third parties involved in data processing are obliged to comply with relevant data protection laws and treat personal data confidentially.

15.2 This site uses SSL or TLS encryption for security reasons and to protect confidential content during transmission, such as purchase orders or requests you send to us as the site operator. You can tell that the connection is encrypted from the browser's address bar, which changes from "http://" to "https://", and from the padlock symbol in your browser bar. If SSL or TLS encryption is activated, the data you transmit us cannot be read by any third party.

16. Changes to our privacy provisions

We reserve the right to make changes to our security and data protection measures to the extent necessary due to technological advances or changes in law. In such cases, we will also amend our data protection notice accordingly. Therefore, please pay attention to the latest version of our data protection notice.

17. Change of purpose

17.1 Where the controller intends to further process the personal data for a purpose other than that for which it was collected, the controller shall provide the data subject prior to that further

processing with information on that other purpose and other applicable information in accordance with Article 13(2) of the GDPR.

17.2 Where the data was not obtained directly from the data subject, the following applies: Where the controller intends to further process the personal data for a purpose other than that for which it was collected, the controller shall provide the data subject prior to that further processing with information on that other purpose and other applicable information in accordance with Article 14(2) of the GDPR.

17.3 Where the legal basis for processing is the data subject's consent, the controller shall ensure prior to the intended change of purpose that the data subject has been appropriately informed in advance in accordance with the statutory provisions and that he or she consents to the change of purpose. Otherwise, the controller shall cease processing on this basis or else abandon the intended change of purpose.

Reinach, May, 2020

Group Services AG