

Privacy policy and additional privacy information; as of September 9, 2025, version 1.3

Information on the handling of your personal data

1. An initial overview

When we collect your data, we must inform you in a clear and understandable manner about how your personal data will be handled. Here you will find a brief overview and, in the following chapters, detailed information about

- who our company is and how you can contact us or our responsible persons; there we provide you with the relevant contact details;
- for what purpose we will use your personal data;
- which categories of personal data we process from you;
- the legal basis on which we process your personal data;
- how long we will store your personal data;
- which recipients may receive your personal data;
- whether the personal data will be transferred to a country outside the EU;
- that you have fundamental rights in the area of data protection, e.g. with regard to:
 - access
 - Correction
 - erasure
 - Restriction of processing
 - Data portability
 - Objection or
 - detailed information on automated decision-making.
- In addition, you will find further information on the handling of data from external and internal applicants,
- the handling of data in connection with the use of our websites and online presence on social media sites and platforms,
- and the use of cloud services.

Please note that personal data is required in the course of our business activities. Without personal data, we are unable to fulfill your requests, manage you as a contractual partner, or provide you with information about our activities, services, or our company. Naturally, we will only collect the data necessary for these purposes. Should we request additional data from you, we will inform you of this and indicate that the provision of this information is voluntary. Incidentally, we do not use automated decision-making processes.

Data protection is very important to us. We would therefore like to provide you with comprehensive and understandable information about how we process your personal data – naturally in compliance with the applicable legal provisions, such as the European General Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG) and all other relevant data protection regulations. We have defined how we handle personal data in our data protection management system and act accordingly.

If you believe that our privacy policy could be improved, we welcome your comments and suggestions.

In addition, you can contact us directly or the responsible [data protection supervisory authority](#) (State Commissioner for Data Protection and Freedom of Information North Rhine-Westphalia, P.O. Box 20 04 44 40102 Düsseldorf, telephone: 0211/384 24-0, fax: 0211/384 24-999, email: poststelle@ldi.nrw.de , <https://www.ldi.nrw.de>) and, if necessary, lodge a complaint there.

Our privacy policy and other information on data protection are regularly reviewed and updated as part of our data protection management system. The current version is published on this page.

2. Detailed information:

Contact details of the controller

ac.biomed GmbH

Pauwelsstraße 17

52074 Aachen

Phone: +49 (0)241-942618-0

Email: info@ac-biomed.de Website: www.ac-biomed.de

Contact details of the data protection officer

A legally required data protection officer has been appointed for our company and can be reached as follows:

Dapro Serv

GmbH Ralf

Hufschmidt Auf

der Hüls 128

52068 Aachen

Phone: +49 (0) 1522-2569980

Email ralf.hufschmidt@daproserv.com

3. Purpose

The specific data we process and the purpose for which we use it depends on the services you use from us. Details on the purposes of our data processing can be found in the respective contract documents, forms,

declarations of consent, and other information provided to you in this context. This privacy information is part of our contract texts, website, or other documents that we provide or have provided to you. Essentially, we process personal data for the following purposes as standard:

- Customer and supplier management
- Applicant management
- Employee management
- Order management
- Operation of the website www.ac-biomed.de
- Publications on our websites and, where applicable, on social media portals
- Administration of training and event participants

In addition, we process your data in the following cases for the purpose of

- sending (by post, email, etc.) company information, provided you have given us your consent to do so
- communication (analog and digital)
- obtaining information from credit agencies
- the use of your email address for marketing purposes, newsletters, etc., if applicable
- the fulfillment of legal requirements, such as tax laws, compulsory insurance, etc.
- fulfilling legal security, control, and reporting obligations
- the archiving of data for backup purposes and to fulfill documentation requirements
- Disclosure in the context of official/judicial measures
- the holding of video conferences

4. Categories

Depending on your use of our services or the contractual relationship we have with you, we may process the following categories of personal data:

- Master data (e.g., name, telephone number, email address, postal address, etc.) of customers (including potential customers), suppliers and service providers (including potential suppliers and service providers), employees within the scope of their employment, applicants, training and event participants, other interested parties, and other categories of persons associated with the aforementioned persons who, within the scope of the respective

Associations may be included (e.g., family members, employees of service providers and/or suppliers, etc.)

- Contact details for the above categories of persons (addresses, telephone numbers, email addresses, etc.)
- Movement data relating to the aforementioned categories of persons (interests, orders, participation in training courses and events of all kinds, etc.)
- Bank details and data on payments and, if applicable, creditworthiness
- Usage data on websites and customer portals offered by us (IP address, time of page views, pages visited, etc.)
- Consent data for documenting consents given/revoked

5. Legal basis

If you are employed by us, we process your personal data for the establishment, implementation, and termination of the associated contractual relationship on the basis of Art. 6 (1) lit. b in conjunction with Art. 88 GDPR and §26 BDSG.

If we are in another contractual relationship or communicate within the framework of pre-contractual measures, the processing of personal data is carried out for the purpose of executing the relevant contracts and carrying out measures and activities within this framework. This processing is based on Art. 6 (1) lit. b GDPR.

In addition, we process your data for the purposes listed below on the basis of the following legal grounds:

- Customer management (Art. 6(1)(b) GDPR)
- Supplier management (Art. 6 (1) (b) GDPR)
- Employee management (Art. 6 (1) (c) GDPR)
- Applicant management (Art. 6 (1) (a) and (b) GDPR in conjunction with Art. 88 GDPR, Section 26 BDSG)
- Administration (Art. 6 (1) (c) GDPR)
- Operation and hosting of the company's websites, in particular to provide you with the requested page content and to ensure the necessary security during their operation (Art. 6 (1) (f) GDPR)
- Publication of photos on websites and social media portals (Art. 6 (1) (a) GDPR), provided you have given us your consent
- Market and opinion research (Art. 6 (1) (a) GDPR), provided you have given us your consent

- Use of your email address for marketing purposes and, if applicable, newsletters (Art. 6 (1) (a) GDPR), provided you have given us your consent
- Compliance with legal requirements, such as tax laws, etc. (Art. 6 (1) (c) GDPR)
- Compliance with legal control and reporting obligations (Art. 6 (1) (e) GDPR)
- Archiving of data for backup purposes (Art. 6 (1) (c) and, where applicable, (f) GDPR)
- Fulfillment of documentation obligations (Art. 6 (1) (c) GDPR)
- Disclosure in the context of official/judicial measures (Art. 6 (1) (e) GDPR)

In the event that we process further personal data about you on the basis of Art. 6 (1) lit. f GDPR – in the sense of a balancing of interests – we will inform you separately in advance.

6. Storage

We only process and store your data for as long as is necessary for our activities and purposes or as required by legal storage obligations (e.g., HGB, AO, etc.). In individual cases, this may mean that personal data is stored for several years.

7. Recipients

As a matter of principle, your personal data will only be made available to internal or external recipients who need it to fulfill contractual or legal obligations or to perform their tasks. This means that data will only be passed on or disclosed

- to entities that process data as processors or in joint responsibility with us (e.g., in the areas of HR, legal department, data centers, maintenance, accounting, data disposal, purchasing, customer management, marketing, sales, information and communication technology, website management and hosting, applicant management, etc.)
- in the event of a legitimate interest to authorities, lawyers, associations, courts, experts, credit agencies, debt collection agencies, etc.
- In the event of a legal obligation, to authorities, public bodies, social security institutions, etc.
- to other possible third parties if you have given us your express consent to do so.

We will not disclose your data beyond this.

Service providers that we have commissioned within the scope of order processing or in terms of joint responsibility may only use the data for the purposes for which we have passed it on to them. This is generally regulated contractually with these service providers, and data processing is subject to the same framework conditions as at our company.

8. Data transfer outside the EU

Data is not usually transferred to locations in countries outside the European Union (EU) or the European Economic Area (EEA) (so-called third countries).

Only when data is collected in connection with visits to our websites, use of our newsletter, use of cloud services, and visits to our social media pages can data transfer to third countries (including unsafe third countries) not be ruled out. Please note the relevant information in the relevant sections of this privacy policy.

9. Rights of data subjects

You can assert your data protection rights against us under certain conditions:

- You have the right to obtain information about your data stored by us in accordance with the provisions of Art. 15 GDPR – with restrictions, if applicable.
- If the data we have stored about you is inaccurate or incorrect, you can request that it be corrected in accordance with Art. 16 GDPR.
- In accordance with Art. 17 GDPR, you may request that the personal data stored about you be deleted. However, this only applies if there are no other legal provisions that prevent deletion.
- If the requirements of Art. 18 GDPR are met, you may request that the processing of your data be restricted.
- Under certain circumstances, you have the right to request that we provide you with your personal data under the conditions of Art. 20 GDPR.
- You have the right to revoke your consent at any time with future effect in accordance with Art. 7 (3) GDPR. From this point on, your personal data will no longer be processed for the purposes to which you object. The objection can be made informally.

For example, if you have expressly consented in accordance with Art. 6 (1) (a) GDPR, we will use your email address to send you our newsletter on a regular basis. You can unsubscribe at any time, for example via a link at the end of each newsletter.

Alternatively, you can also send your unsubscribe request at any time by email to info@ac-biomed.de .

- You have the right to lodge a complaint with a supervisory authority in accordance with Art. 77 GDPR. As a rule, you can contact the supervisory authority of your usual place of residence or workplace or our company headquarters for this purpose.
- If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 (1) (f) GDPR, you have the right to object to the processing of your personal data pursuant to Art. 21 GDPR, provided that there are reasons for this arising from your particular situation or the objection is directed against direct marketing. In the latter case, you have a general right to object, which we will implement without you having to specify a particular situation.

If you wish to exercise any of the above rights, please contact us in writing at the above address of the controller (see contact details) or contact us directly by email at info@ac-biomed.de.

10. Additional information regarding data from external and internal applicants

Personal data relating to you is generally collected directly from you—e.g., as part of the application process—on the basis of Art. 88 GDPR, Section 26 (1) BDSG.

In addition, we may also have received data from third parties (e.g., job boards such as Indeed, Stepstone, or similar recruitment agencies).

We may also process personal data that we have lawfully obtained from publicly available sources (e.g., professional social networks).

The categories of personal data processed from applicants include, in particular, your master data (such as first name, last name, name affixes, nationality, personnel number), contact details (such as private address, (mobile) phone number, email address), and data relating to the entire application process (cover letter, resume, work or other references, proof of qualifications).

If you have voluntarily provided special categories of personal data (such as health data, degree of disability, religious affiliation) in your application letter or during the application process, this data will only be processed if you have expressly consented to this (Art. 9 (2) (a) GDPR).

We process personal employee and applicant data on the basis of and in compliance with the European General Data Protection Regulation (EU GDPR), the Federal Data Protection Act (BDSG), and all other relevant provisions of German labor law (e.g., AGG, BetrVG, SGB, etc.).

The processing of your personal data as part of the application process primarily serves to carry out the application procedure, in particular to determine the extent to which you are suitable for the advertised position. The processing of your applicant data is necessary for a decision on the establishment of an employment relationship.

The primary legal basis for this is Art. 88 GDPR in conjunction with Section 26 (1) BDSG.

10.1 Data transfer for internal and external applicants:

Within our company, only those persons and departments who need your personal data to make a decision about your employment and to fulfill our legal and contractual obligations will receive it. Outside our company, we only disclose your personal data to entities that process this data as processors (applicant management).

Notwithstanding this, we will only transfer your personal data—e.g., to investigative authorities—if we are legally obliged to do so.

10.2 Storage period for internal and external applicants:

Personal applicant data transmitted to us will be deleted as soon as it is no longer required for the above-mentioned purposes, at the latest after 6 months. This does not apply if you have expressly agreed to a longer storage period, if storage is necessary for evidence purposes, or if legal regulations prevent deletion.

For example, we retain your applicant data for as long as there is a possibility that you may assert legal claims against us, e.g., for violation of provisions of the AGG.

If, on the other hand, your application leads to the establishment of an employment contract with you, your data will be stored for the purposes of standard administrative and organizational processes and for the performance of the employment relationship until the end of the employment relationship.

11. Additional information on the collection and storage of personal data when visiting our websites:

When you visit our websites, the browser used on your device automatically sends information to the server of our website and our customer portal. This information is temporarily stored in a so-called log file. The following information is collected without your intervention and stored until it is automatically deleted:

- IP address of the requesting computer,
- Host name of the requesting computer,
- Date and time of access,
- Website from which access is made (referrer URL),
- Browser used, browser version, and operating system of your computer
- Amount of data transferred

We process the aforementioned data for the following purposes:

- Ensuring a smooth connection to the website,

- Ensuring convenient use of our website,
- Evaluating system security and stability, and
- for other administrative purposes.

The legal basis for data processing is Art. 6 (1) lit. f GDPR. Our legitimate interest lies in the operation of our website and the associated presentation of our company. Under no circumstances do we use the collected data for the purpose of drawing conclusions about your person.

Your data will be deleted as soon as it is no longer required for the specified purposes, at the latest after 6 months.

11.1 Cookies, analytics tools, plugins, and other third-party elements

We use cookies on our website. These are small files that your browser automatically creates and that are stored on your device (laptop, tablet, smartphone, etc.) when you visit our website. Cookies do not cause any damage to your device and do not contain viruses, Trojans, or other malware. Cookies are small text files that are stored on your hard drive and assigned to the browser you are using, and through which certain information flows to the entity that sets the cookie (in this case, us). Cookies cannot execute programs or transfer viruses to your computer. They serve to make the Internet offering more user-friendly and effective overall.

The cookie stores information that is related to the specific device used. However, this does not mean that we immediately obtain knowledge of your identity.

Our website uses cookies to the following extent:

- Transient cookies (temporary use)
- Persistent cookies (limited use)

Transient cookies are automatically deleted when you close your browser. These include, in particular, session cookies. These store a so-called session ID, which can be used to assign various requests from your browser to the shared session. This allows your computer to be recognized when you return to the website.

Persistent cookies are automatically deleted after a specified period of time, which may vary depending on the cookie. You can delete cookies at any time in your browser's security settings.

11.1.1 Required first-party cookies

The use of our necessary first-party cookies serves to make the use of our website more pleasant for you. For example, we use so-called session cookies to recognize that you have already visited individual pages of our website. These are automatically deleted after you leave our site.

In addition, we also use temporary cookies to optimize user-friendliness, which are stored on your device for a specific period of time. If you visit our site again to use our services, it will automatically recognize that you have already been with us and what entries and settings you have made

so that you do not have to enter them again. This data is deleted after 6 months at the latest.

We process your data on the basis of our legitimate interest in the external presentation of our company via the website you have accessed and to promote user-friendliness. The legal basis for the processing is Art. 6 (1) (f) GDPR.

Most browsers automatically accept cookies. However, you can configure your browser so that no cookies are stored on your computer or so that a message always appears before a new cookie is created. However, completely deactivating cookies may mean that you cannot use all the functions of our website.

This stored information is stored separately from any other data transmitted to us. In particular, the data from cookies is not linked to your other data (e.g., contact requests or online applications).

11.1.2 Third-party cookies, plugins, and other third-party elements

We do not use such cookies, tools, or elements on our website.

12. Online presence on social media sites and platforms

We maintain an online presence within the social network or platform LinkedIn in order to communicate with customers, interested parties, and users active there and to inform them about our services. With regard to the operation of this online presence, we are jointly responsible with the aforementioned providers.

We would like to point out that this may also involve the processing of user data outside the European Union. This may pose risks for users, as it could, for example, make it more difficult to enforce their rights.

Furthermore, user data is generally processed by the platform for market research and advertising purposes. For example, usage profiles can be created based on user behavior and the resulting interests. The user profiles can in turn be used, for example, to place advertisements within and outside the platforms that presumably correspond to the interests of the users. For these purposes, cookies are usually stored on the users' computers, in which the usage behavior and interests of the users are stored. Furthermore, data can also be stored in the usage profiles independently of the devices used by users (especially if users are members of the respective platforms and are logged in to them). We do not have any access to the actual usage data. We only use general usage statistics to check the effectiveness of usage.

The processing of users' personal data is based on our legitimate interests in effectively informing users and communicating with them in accordance with Art. 6 (1) (f) GDPR.

For a detailed description of the respective processing operations and the options for objection (opt-out), we refer to the provider's information linked below.

In the case of requests for information and the assertion of user rights, we would also like to point out that these can be most effectively asserted with the provider. Only the provider has access to the user's data and can take appropriate measures and provide information directly. However, if you need help, you can contact us.

- LinkedIn (LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland) – Privacy Policy: https://de.linkedin.com/legal/privacy-policy?trk=homepage-basic_footer-privacy-policy

13. Cloud services

We use software services accessible via the Internet and executed on the servers of their providers (so-called "cloud services," also referred to as "software as a service"), e.g. "Microsoft Teams" for the following purposes: exchange of documents, content, and information with specific recipients or for authenticated and 2-factor-secured user login, as well as chats and participation in audio and video conferences.

Within this framework, personal data may be processed and stored on the providers' servers, insofar as this data is part of communication processes with us or is otherwise processed by us as set out in this privacy policy. This data may include, in particular, master data and contact details of users, data on transactions, contracts, other processes, and their contents. The providers of cloud services also process usage data and metadata, which they use for security purposes and to optimize their services. In this context, personal data may be transferred to providers of cloud services in third countries such as the USA. The providers we use are certified under the EU-U.S. Data Privacy Agreement, ensuring an adequate level of data protection.

If we use cloud services to provide forms or other documents and content to other users or publicly accessible websites, the providers may store cookies on users' devices for web analysis purposes or to remember user settings (e.g., in the case of media control).

Information on legal bases: If we request consent to use cloud services, the legal basis for processing is consent in accordance with Art. 6 (1) (a) GDPR. Furthermore, their use may be part of our (pre)contractual services pursuant to Art. 6 (1) (b) GDPR, provided that the use of cloud services has been agreed in this context. Otherwise, user data will be processed on the basis of our legitimate interests pursuant to Art. 6 (1) (f) GDPR (i.e., interest in efficient and secure administrative and collaboration processes).

Types of data processed: Master data (e.g., names, addresses), contact data (e.g., email, telephone numbers), content data (e.g., text entries, photographs, videos), usage data (e.g., websites visited, interest in content, access times), meta/communication data (e.g., device information, IP addresses).

Data subjects: Customers, employees (e.g., employees, applicants, former employees), interested parties, communication partners.

Purposes of processing: Office and organizational procedures.

Legal basis: Consent (Art. 6(1)(a) GDPR), performance of a contract and pre-contractual inquiries (Art. 6(1)(b) GDPR), legitimate interests (Art. 6 (1) (f) GDPR), consent pursuant to Art. 6 (1) (a) GDPR for transfer to servers in the USA.

Services used and service providers:

Microsoft Cloud Services: Cloud storage services; Service provider: Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399 USA; Website: microsoft.com/en-us; Security information: www.microsoft.com/de-de/trustcenter .

14. Rights of use Imprint data

We expressly object to the use of our contact data published within the scope of the imprint obligation by third parties for sending unsolicited advertising and information materials.

We expressly reserve the right to take legal action in the event of unsolicited advertising information being sent, for example via spam emails.

15. Creation

This statement was created in collaboration with:

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52068 Aachen Web: www.daproserv.com