

Regent Beleuchtungskörper AG data protection declaration

Basel, 14. May, 2018

The data protection regulations to which Regent Beleuchtungskörper AG (hereinafter "we" or "Regent") adheres regulate the handling and processing of your (hereinafter "you" or "user") data (both personal data and non-personal data; hereinafter "data") by Regent, as well as third parties (hereinafter "third parties"), in connection with your use of our website and the provision of services (hereinafter "services").

1. Introduction / consent

We process your data in accordance with the law, and for the purpose and to the extent to which you have given your consent by acknowledging and approving this data protection declaration, or if we are legally obliged to do so.

We process your data for the provision of our services, for the handling and maintenance of customer and contractual relationships, for ensuring a high quality of service, for the security of operations and infrastructure, for analysing the use of our services and for marketing purposes.

Below you will find more detailed information about what data we collect from you when you use our services, how and for what purposes we process this data, and to whom we may forward the data. You will also find information as to what rights you have vis-à-vis us with regard to the use of your data.

This data protection declaration regulates the handling of historical and future data. Your consent to this data protection declaration thus not only covers any data related to you that may be processed in the future, but also existing data we have stored.

2. Processing of personal data

Personal data is any information relating to an identified or identifiable natural or legal person. This includes in particular information such as your name, address, telephone number, e-mail, possibly also IP addresses and device IDs (hereinafter "personal data"). The generic term data (hereinafter "data") in this data privacy statement includes not only personal data but also non-personal and anonymous data.

Processing refers to the handling of data, irrespective of the means and procedures used, in particular the collection, storage, use, modification, disclosure, archiving or deletion of data (hereinafter "processing").

3. Scope and purpose of data processing

When using our services, and when in contact with Regent (e.g. when purchasing our services, visiting our website or in contact with Regent employees), we process your data for various purposes. For example, we process data to process and fulfil our contractual service obligations, to guarantee a high quality of service, to issue invoices, to maintain and administer our customer relations and communication, to offer and to further develop and improve our services, to guarantee the security of the services and the infrastructure, to contact you and to offer and provide you tailor-made services, content and advertising.

During an application procedure, the usual correspondence data such as postal address, e-mail address and telephone numbers are stored in the applicant database in addition to the title, surname and first name. In addition, application documents such as letters of motivation, CVs, vocational, initial and further training qualifications and job references are recorded. This data will only be stored, evaluated, processed or forwarded internally as part of your application. They are only accessible to employees of the Human Resources department and the persons responsible for the selection of staff at Regent Beleuchtungskörper AG. Under no circumstances will your data be passed on to companies or persons outside Regent Beleuchtungskörper AG or used for other purposes. The data may be processed for statistical purposes (e.g. reporting), but this does not enable any conclusions to be drawn about individual persons.

The following data can be processed:

- Information you provide when purchasing or registering for a service (e.g. name, gender, date of birth, address(es), e-mail address(es), telephone number(es), credit card and account information, passwords, information on subscribed advertising).
- Contract data (such as date or type of contract, content, partners involved, duration, value, amendments).
- Data which you exchange in contact with us, e.g. in communication via telephone, fax, e-mail, text and picture messages (SMS/MMS), video messages or instant messaging as well as any reactions to Regent's communication and offers.
- Data that is collected and recorded when you visit digital services such as websites using web server technologies (cf. in particular Sections 5 and 6). These include the IP address of the device used, pages accessed by the user, and search terms, time and duration of visits, reactions to offers from Regent and third parties, reference/exit URL, information on the browser and device type as well as operating system and Internet service provider used).

We collect and store this information and data either on our own premises, on third-party servers (see Section 4) or possibly locally on your device, using mechanisms such as your browser's web memory (including HTML 5) and application data cache.

4. Forwarding of data to third parties

In order to be able to offer you our services, we also work together with other companies and persons, or commission them with the processing and storage of data. They can gain access to your personal data or usage data.

Data may be forwarded as follows:

- **Application procedure**

By registering with Regent Beleuchtungskörper AG for a job application, you provide the company with personal data in the context of an application for a specific job or position. The data is stored and processed on the systems of the software partner Haufe-umantis AG. Regent Beleuchtungskörper AG has taken the necessary organisational and technical measures to ensure the confidentiality of the application. All employees in the Human Resources department, as well as our software partner, are bound to secrecy with regard to personal data as laid down in their employment contract. Thanks to automatically activated 128bit encryption, the safe transfer of your data is ensured. When processing data, we observe the general standards for data security in accordance with the state-of-the-art technology.

- **Contractual partner / order data processing**

For the fulfilment of contractual obligations in connection with the offer of specific services, for debt collection and marketing purposes, for usage analysis or for maintaining the operation of our infrastructure, third parties, in particular sales partners or suppliers, may also have access to data. Where possible and appropriate, we will render your personal data anonymous in an appropriate manner. We also oblige contract partners when processing the data only to disclose as much information as is necessary to fulfil the purpose of the contract.

- **Data transferred abroad**

We are also entitled to transfer your personal data to contracted service providers (e.g. hosting providers, software providers) abroad, provided this is expedient for the data processing described in this data protection declaration. These persons/companies are obliged to observe data protection to the same extent as we are.

- **Legal reasons**

In certain situations we may disclose your data to third parties (e.g. in connection with official investigations and/or criminal proceedings). This is in cases where we are legally obliged to do so, or where we may in good faith assume that access to, use, retention or disclosure of such data is reasonably necessary to enforce applicable terms of use, detect, prevent or combat fraud or security deficiencies, or protect Regent's rights and property.

In the event of a business combination, acquisition or sale, we will continue to ensure the confidentiality of any personal information and we will notify affected users before personal data is transferred or becomes subject to any other privacy statement.

5. Cookies and other technologies

We and selected partners use various current technologies to collect, store and evaluate data when you use our services. This includes cookies in particular, which can be used to identify your browser or your device. A cookie is

a small file that is sent to your computer or automatically stored on the hard drive of your computer or mobile device by the web browser, and used when you access one of our services. If you call a service again, it can recognize your browser with the help of the cookie. Cookies can store user settings and other information.

In addition to so-called session cookies, which are automatically deleted after a visit to our services, we also use temporary or permanent cookies which, unless you delete them manually or suppress them by default, are stored on your computer or mobile device for a defined period of time and then deleted automatically.

Please note that third parties who advertise on our services may use cookies, pixels or other technologies to determine whether you are interested in the relevant advertising offers.

The cookies used primarily serve to offer you the functionalities of the various services as conveniently and safely as possible (e.g. logging into your user account). In addition, the information collected by means of cookies enables us to improve our services in accordance with customer requirements.

You can prevent the storage of cookies by setting your browser software accordingly or by deleting cookies.

Please note that if cookies are not permitted, not all functions of a service may be used to full potential, and that if cookies are deleted, any opt-out cookies set by you (cf. paragraph 7) will also be deleted. Such opt-out cookies would then have to be reactivated when the corresponding service is visited again. Otherwise you will be recognized as a new user and your data will be collected again.

For services for which cookies are not available or applicable other technologies are used for purposes similar to a cookie.

6. Log files

When you visit our services, your Internet browser transmits certain data to us for technical reasons and stores them in log files. We save data that relate to: time, duration and type of visit to which service, the IP address of your device used, information about the browser type, the Internet service provider and the operating system used, the address of the Internet pages from which you came to our Internet site and which you visit when leaving us; amount of data transferred.

The collection and analysis of this information helps us to continuously improve and adapt our services to user needs, to correct errors and to guarantee the security and stability of our systems as well as to adjust our server capacities to usage volumes in order to guarantee you a trouble-free user experience when visiting our services. This does not involve identification of the user or any connection between automatically collected information and personal data we have stored.

7. Web analysis and tracking tools

Furthermore, the use of our services is measured and evaluated by means of various technical systems, mainly from third-party providers. These web analysis and tracking tools provide us with information and statistics that help us better understand the use of our services and adapt them to user needs.

7.1. Google Analytics

For example, we use Google Analytics, a web analysis service of Google Inc. Google Analytics also uses cookies (see Section 5). The information generated by the cookie about your use of our services is usually transferred to a Google server in the USA and stored there. IP anonymisation has been activated on our services. However, Google will previously reduce your IP address within Member States of the European Union or in other states party to the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and shortened there. On behalf of Regent, Google will use this information to evaluate your use of the website, to compile reports on website activity and to provide the website operator with further services associated with website and Internet use. The IP address transmitted by your browser within the framework of Google Analytics will not be combined with other Google data.

You can prevent Google from collecting the data generated by the cookie and relating to your use of the website (including your IP address) and from processing this data by Google by downloading and installing the browser plug-in available under the following link: <http://tools.google.com/dlpage/gaoptout?hl=en>. You can also disable Google Analytics for display advertising with the Ads Preferences Manager: <https://www.google.com/settings/ads/onweb>. You can permanently deactivate the DoubleClick by Google Cookie under the following link: <http://goo.gl/p7Jn86>.

8. Social media plug-ins and further integration of third-party offers

Our services may be connected to various functions and services of third parties. For example, we include plug-ins for social networks such as LinkedIn, in particular. These plug-ins make it easier to share content on these platforms.

When visiting our services that contain such plug-ins, a connection to the server of the respective provider can be established automatically. Certain data (e.g. time of visit to service in question, browser type, IP address) is collected

and stored. If you have an account with one of these providers, they can assign this information to your profile. If you also interact with these plug-ins (e.g. by clicking the "Like Me" button or by making a comment), this information is also transmitted to the respective provider and stored there.

In all these cases, additional terms of use and data protection of these third parties, which are accepted separately by the user, generally apply. We have no control over the use of such data collected by third parties and assume no responsibility or liability.

9. Protection of personal data / Security / Duration of storage

We take appropriate technical and organisational security precautions to protect your personal data from unauthorised access and misuse. These are regularly reviewed and updated in accordance with technological progress. Nevertheless, we cannot assume any liability for the loss of data or its use by third parties.

We only store data for as long as we are legally obliged to do so, or for as long as this is necessary to fulfil and to meet the requirements of a contractual relationship.

Rejected applications for jobs are saved for 12 months after completion of the application process and then deleted (profile and application). There is no notification of the deletion of the data.

10. Right to information and cancellation / Contact

You are entitled to request information about what personal data we process about you at any time. You may also have your personal data corrected or deleted at any time by sending a request in writing plus proof of your identity to the following address:

gdpr@regent.ch

Please note that a request to delete your personal data may be contrary to legal or contractual retention obligations (e.g. for billing purposes). We would also like to draw your attention to the fact that deleting your personal data means that services are no longer available or can no longer be used wholly or partially.

Electronic data related to the online application can be accessed with the aid of user registration, which enables the data provided to be amended or deleted. In the case of applications for which no suitable position can be offered at the time of application, we reserve the right to assign the application to a talent pool. In such cases, the applicant will receive notification. Should the applicant not be interested, or does not agree, s/he may delete the data (profile and application) at any time. If the application is assigned to a talent pool, the data remains stored for 12 months and is then deleted.

11. Up-to-dateness, amendments, and language in which the data protection declaration is written

Due to the continuous development of our services and the implementation of new technologies, it may become necessary to amend our data protection regulations. You will be notified of any substantial changes via an announcement on our website pages. Current data protection regulations are published accordingly on our services pages.

The data protection declaration applicable for Regent is the German language version. Translated versions are available to promote better understanding. In case of discrepancies, the German version shall take precedence.

Regent Beleuchtungskörper AG – all rights reserved. Status: May 2018.