General Data Protection Information of Cognitec Systems GmbH

With the following information, we would like to inform our customers, service providers, interested parties in our services, users of our website accessible at https://www.cognitec.com, and other persons affected by the processing of personal data about the processing of their personal data by us, Cognitec Systems GmbH.

Which category of data is collected and processed by us in accordance with the provisions of the General Data Protection Regulation (GDPR) and other sector-specific laws depends largely on the desired or agreed services or the business transactions associated with our business activities. Therefore, not all parts of this information will apply to the reader ("you").

1 Controller and data protection officer

1.1 Responsible data processor

1.1.1 The data controller is: Cognitec Systems GmbH, Großenhainer Str. 101, 01127 Dresden, Germany, Managing Director is Alfredo Herrera.

1.1.2 In certain cases, we use service providers who process personal data on our behalf and only in accordance with our instructions. We are also responsible for this commissioned processing.

1.2 Company data protection officer

Mr. Frank Hillmer
SIKKER GmbH
Kreuzstr. 10 | 04103 Leipzig
Email: info@sikker.de

You can contact management at any time, including for data protection matters.

2 Terms

In this information, the following terms have the following meaning:

2.1 "Controller" or "controller responsible for the processing": the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

2.2 "Data subject" or "person concerned": natural persons who are identified or identifiable through a data processing operation.

2.3 "Processor": a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

2.4 "Personal data": any information relating to an identified or identifiable natural person (hereinafter "data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

2.5 "Processing" means any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

2.6 "Declaration of Consent" or "Consent" of the data subject: any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

2.7 "Collection": the obtaining of personal data, either with the cooperation of the data subject or with the cooperation of a third party.

2.8 "Website": our internet presence at https://www.cognitec.com in the totality of all of our own websites included under it.

2.9 " TDDDG": Act on the Regulation of Data Protection and the Protection of Privacy in Telecommunications and Digital Services (TDDDG); the TDDDG deals, among other things, with the question of the conditions under which the terminal equipment of a user accessing a digital service may be used for the purpose of storing (possibly personal) information or for the purpose of reading (possibly personal) information already stored there.

2.10 "Terminal equipment" means any equipment connected directly or indirectly to the interface of a public telecommunications network for the purpose of sending, processing or receiving messages; in the case of both direct and indirect connections, the connection may be established by wire, optical fiber or electromagnetically; in the case of an indirect connection, a device is connected between the terminal equipment and the interface of the public network. Examples of end devices are PC computers, laptops, tablets and smartphones.

2.11 "Consent management": In the context of a website, this refers to obtaining, managing and revoking legally required declarations of consent from users of a website, without which the user's information stored in a terminal equipment may not be stored or accessed. The technical implementation of a consent management banner can also be used on websites to obtain the necessary consent for data processing.

3 Data processing in our general business activities

3.1 What data do we use and from what sources?

3.1.1 We are a medium-sized IT company and collect or process personal data that we receive from our customers, suppliers, contract processors, employees, applicants or other data subjects as part of our business relationship. In this respect, we generally collect data from the person concerned, i.e. with their cooperation.

3.1.2 In exceptional cases, we may receive or access personal data about you from a third party without your involvement (so-called "third-party collection"). In this case, we will send you a separate notification at the times provided for by law in the event of a legal obligation under Art. 14 GDPR. This concerns the categories of personal data that we have collected about you from the third party as well as the source from which this data originates and, if applicable, whether it originates from publicly accessible sources.

3.1.3 Such relevant categories of personal data may include: personal details (name, address and other contact details, date and place of birth and nationality), identification data (e.g. ID card data) and authentication data (e.g. specimen signature). In addition, this may also include order data (e.g. payment order), data from the fulfilment of our contractual obligations (e.g. turnover data in payment transactions), information about your financial situation (e.g. proof of financing and collateral), credit-related data (e.g. income and expenses), advertising and sales data as well as other data comparable to the categories mentioned.

3.1.4 Such relevant publicly accessible sources may be: debtor directories, land registers, commercial and association registers, press, internet, social media.

3.2 For what purposes do we process your data and on what legal basis?

We process personal data in accordance with the provisions of the GDPR and the Federal Data Protection Act (BDSG), which implements this EU regulation, as well as other relevant sector-specific data protection laws.

3.2.1 Contractual or pre-contractual obligations (Art. 6 para. 1 b GDPR)

3.2.1.1 Data is collected and processed for the provision of IT services (specialist planning, consulting, IT project work, operator services) and for the sale of IT products as part of the execution of our contracts with our customers or for the implementation of pre-contractual measures that are carried out at the request of data subjects. The purposes of data processing are primarily based on the services or products ordered. Further details on the data processing purposes can be found in the relevant contractual documents and our General Terms and Conditions.

3.2.1.2 The collection and processing of data also takes place in the context of all ancillary transactions that enable us to provide IT services and product sales or are a prerequisite for their provision (e.g. labor law, tax law, social security law, security transactions), including the implementation of pre-contractual measures that are carried out at the request of data subjects.

3.2.1.3 The collection and processing of data also takes place as part of the offer activity for the preparation of deliveries and services of the IT infrastructure by transmitting data to the respective manufacturer or its service provider as part of pre-contractual measures (project registration).

3.2.2 Balancing of interests (Art. 6 para. 1 f GDPR)

Where necessary, we process your data to protect our legitimate interests or those of third parties. Such legitimate interests are, for example

- Consultation of and data exchange with credit agencies (e.g. SCHUFA) to determine creditworthiness or default risks in the event of our unsecured advance payments,
- Examination and optimization of procedures for needs analysis for the purpose of direct customer contact,
- Advertising insofar as you have not objected to the use of your data,
- Assertion of legal claims and defense in legal disputes,
- Ensuring IT security and the IT operation of our data processing systems
- Tax advice, legal advice,
- Prevention and investigation of criminal offenses,
- Video surveillance to safeguard domiciliary rights,
- Measures for building and system security (e.g. access controls),
- Measures to safeguard domiciliary rights,
- Measures for business management and further development of services and products.

3.2.3 Compliance with a legal obligation (Art. 6 para. 1 c GDPR)

As a service provider and employer, we are also subject to various legal obligations, i.e. legal requirements (e.g. from technical standards, social security laws, occupational health and safety laws and tax laws). Data processing may also be necessary here.

3.2.4 Data processing based on your consent (Art. 6 para. 1 a GDPR)

If you have given us your consent under data protection law to process personal data for specific purposes, this processing is lawful on the basis of your consent. You can withdraw your consent at any time. This also applies to the revocation of declarations of consent given to us before the GDPR came into force, i.e. before May 25, 2018. The revocation of consent only takes effect for the future and does not affect the legality of the data processed until the revocation.

4 To which recipients do we pass on your data?

4.1 Within our company, access to the data of the data subject is granted to those persons who need it to fulfil our contractual and legal obligations. Processors, service providers and vicarious agents (subcontractors) employed by us may also receive data for these purposes if they comply with our instructions under data protection law.

4.2 Recipients may also be public bodies if there is a legal or official obligation.

4.3 Categories of recipients of personal data outside our company and the processors may be, for example: planning offices, subcontractors, social and employment administration bodies, payment service providers, data destruction services, debt processors, tax consultancy and legal advice service providers, bodies that request information from us in the context of law enforcement

activities or for the prosecution of administrative offenses within the scope of their legal powers (e.g. police, public prosecutor's offices, courts).

4.4 We use processors in particular for our IT services and for the destruction of files.

5 Is data transferred to a third country or to an international organization?

5.1 We do not intend to transfer data to bodies in countries outside the European Union or the Agreement on the European Economic Area (so-called "third countries").

5.2 In the event that we exceptionally transfer personal data to third countries, we do so on one of the legal bases of Art. 44-49 GDPR, i.e. in particular on the basis of an adequacy decision by the European Commission or on the basis of suitable guarantees.

6 How long will your data be stored?

6.1 In the provisions of this data protection information, we have already provided information at various points on the storage period or the criteria for determining this period. We store the personal data collected by us for as long as is necessary for our purposes or the data subject has consented to further storage in accordance with the provisions of the General Data Protection Regulation.

6.2 If the data is no longer required for the fulfilment of contractual or legal obligations, it is regularly deleted, unless its - temporary - further processing is necessary for the following purposes:

6.3.1 Fulfilment of retention obligations under commercial and tax law, which may arise, for example, from: German Commercial Code (HGB), German Fiscal Code (AO). The retention and documentation periods specified there are generally two to ten years.

6.3.2 Preservation of evidence within the framework of the statutory statute of limitations. According to §§ 195 ff of the German Civil Code (BGB), these limitation periods can be up to 30 years, whereby the regular limitation period is 3 years.

7 Your data protection rights (data subject rights)

If your personal data is processed by us, you have the following rights as a "data subject":

7.1 Right to information

You can request information in accordance with Art. 15 GDPR about your personal data that we process.

7.2 Right to object

You have the right to object on the specific grounds set out in Art. 21 (1) GDPR. We will inform you about this separately from this information in section 8.

7.3 Right to rectification

If the information concerning you is not (or no longer) correct, you can request a correction in accordance with Art. 16 GDPR. If your data is incomplete, you can request that it be completed.

7.4 Right to erasure

You can request the erasure of your personal data under the conditions of Art. 17 GDPR.

7.5 Right to restriction of processing

In the cases of Art. 18 GDPR, you have the right to request that the processing of your personal data be restricted ("blocking").

7.6 Right to lodge a complaint

If you are of the opinion that the processing of your personal data violates data protection law, you have the right to lodge a complaint with a data protection supervisory authority of your choice in accordance with Art. 77 para. 1 GDPR.

7.7 Right to data portability

In the event that you have provided us with personal data in accordance with Art. 20 para. 1 GDPR, you have the right to have data that we process automatically on the basis of your consent or in fulfilment of a contract handed over to you or to a third party in a structured, common and machine-readable format. The collection of data for the provision of the website and the storage of log files (section 11 below) are absolutely necessary for the operation of the website. They are therefore not based on consent pursuant to Art. 6(1)(a) GDPR or on a contract pursuant to Art. 6(1)(1)(b) GDPR. This data processing is justified in accordance with Art. 6 para. 1 sentence 1 letter f GDPR. The requirements of Art. 20 (1) GDPR are therefore not met in this respect.

8 Information about your special right to object pursuant to Art. 21 GDPR

8.1 Right to object in individual cases

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on point (f) of Article 6(1) GDPR (data processing on the basis of a balancing of interests). If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defense of legal claims.

8.2 Right to object to the processing of data for direct marketing 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 concerning you for the purpose of such advertising; this also applies to profiling insofar as it is associated with such direct advertising. If you

object to processing for direct marketing purposes, we will no longer process your personal data for these purposes.

8.3 Recipients of an objection

The objection according to section 8.1 and section 8.2 can be made informally with the subject "Objection", stating your identification data, and should be addressed to Cognitec Systems GmbH, Großenhainer Str. 101, 01127 Dresden.

9 Is there an obligation for you to provide data?

As part of our business relationship, you must provide the personal data that is necessary for the establishment, implementation and termination of a business relationship and for the fulfilment of the associated contractual obligations or that we are legally obliged to collect. Without this data, we will generally not be able to conclude, execute and terminate a contract with you. If you would like to communicate with us outside of a business relationship, we require your contact details for meaningful feedback communication. If you assert data subject rights with us, we must also identify you.

10 Use of automated decision-making

We do not use fully automated decision-making in accordance with Art. 22 GDPR to establish and conduct the business relationship.

11 Use of the website

Our website is an information and communication service that can also be used to communicate with us by using contact forms, registration forms and an application page. Below we provide information about data collection and other processing carried out via our website, the purposes and the legal bases.

11.1 Web hosting

11.1.1 Our website is hosted on the web servers of a hosting provider based in Germany. To enable us to publish and operate our website, this provider is contractually obliged by us to provide infrastructure services, computing capacity, storage space and database services on servers located in Germany and other locations within the European Union, maintenance services and security services.

11.1.2 The processing is carried out on the basis of our legitimate interest in the efficient and secure provision of our website and on the basis of an order processing contract binding the provider (Art. 6 para. 1 sentence 1 letter f GDPR in conjunction with Art. 28 GDPR).

11.1.3 In the legal sense, we therefore always have access to (personal) data that is stored on servers that we use there as part of hosting.

11.2 Links

11.2.1 On our website you will find references to our own pages (internal links). By clicking on internal links, you do not leave our area of responsibility. You transfer to the area of responsibility of a third party (service provider), who is independently responsible for content and data processing, when you click on an external link. External links are marked by us so that you can recognize when you leave our area of responsibility. If you follow an external link, these websites have their own data protection guidelines and are sometimes operated on servers in a third country that is not secure under data protection law. As a result, foreign third parties, authorities or secret services may receive connection data and you may have no legal protection against this. Please also check these data protection guidelines before you voluntarily pass on any further personal data to these websites when using the site. As a rule, you transmit your IP address to the third-party provider when accessing internal links.

11.2.2 We have checked the content of external links when they were first created to ensure that they do not contain any obviously illegal content or information. Furthermore, we do not adopt the information or content of third parties simply by using external links.

11.3 Social media buttons: Insofar as links to social networks are integrated on our websites, the references are designed as internal links. They are therefore not buttons, which means that the user's personal data (e.g. their IP address) is already transmitted to the respective provider of the social network simply by visiting our website without actively clicking on the button.

11.4 SSL/TSL: Our website is equipped with active SSL or TLS encryption for security reasons and to protect the transmission of confidential content, for example by means of requests that you send to us as the site operator. An encrypted connection can be recognized by the fact that the address line of the browser changes from "http://" to "https://" and a lock symbol is displayed in the browser line. As a result of this encryption, data that you transmit to us via our website cannot be read by third parties.

11.5 E-mail communication: If you contact us using an e-mail address provided on our website, the content of the e-mail sent to us is not encrypted end-to-end. This means that although the e-mails are generally encrypted in transit via the e-mail providers involved, they may be unencrypted on their servers. Contacting us via the contact form provided on our website is technically secure communication because this communication uses SSL or TLS encryption.

11.6 Video integration: If you can watch videos on our websites that are marked as external links to third-party websites, this is done exclusively via the technology of linking to the respective linked website or to a video portal of a third-party provider. These videos are stored there under the data protection responsibility of the respective third-party provider. The respective linked website or video portal is therefore not directly embedded in our website. This ensures that user information is not transmitted to the portal as soon as the website on which the video is integrated is loaded. It is also ensured that cookies or similar technologies for tracking user activities of the portals or the advertising partners of these portals cannot be placed on your end device via the mere link. Only after you consciously click on the video preview image is a connection established to the portal of the third-party provider and the associated data processing triggered. However, this and the associated possible data processing of your user data on the linked portal then occurs exclusively as

a result of your wish to view the video there. The data processing triggered by this is beyond our control and is the responsibility of these third-party providers, who provide more or less detailed information about their data processing. If you do not agree with the data processing by the third-party provider, please do not click on the video preview image.

11.6.1 Use of YouTube: We embed videos from the YouTube platform on individual product pages. The operator is Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland ("Google"). The videos are not automatically loaded when you visit the page. As long as you have not consented to the embedding, our own server simply displays a placeholder in place of the YouTube player; there is no connection to YouTube or Google, and no cookies are set. Only when you activate the player via our cookie settings is a connection established with YouTube and the video loaded. When the player loads, your IP address is transmitted to Google. Google may also set cookies on your device and analyze your usage behavior, including for its own purposes. It cannot be ruled out that data may be transferred to the United States or other third countries and processed there. We have no influence over the nature, scope, or purpose of this further processing by Google. For more information, please see Google's Privacy Policy at https://policies.google.com/privacy.
The legal basis is your consent (Art. 6(1)(a) GDPR in conjunction with § 25(1) TTDSG). You may revoke your consent at any time with future effect via our cookie settings.

11.7 Fonts: To ensure consistent font display, we use only locally embedded fonts ("web fonts") on this website, which we host ourselves. There is no connection to servers operated by Google Fonts or other external font providers. Since the font files are delivered directly from our own server, no data—in particular your IP address—is transmitted to third parties when the fonts are displayed.

11.8 Map display: To display maps, we use the open-source library MapLibre GL JS. The library and map data are provided by the map server maps.mummert.media, operated by Mummert Media, owned by Jürgen Mummert, Am Eiswurmlager 7, 01189 Dresden. The optional satellite view uses aerial images from the state-owned Geobasisinformation und Vermessung Sachsen (GeoSN), which are also provided via this map server. There is no connection to Google Maps, Mapbox, or other providers; no data is transferred to a third country.

11.9 Cookies: Cookies are small text files that your browser stores on your device. On the website, we use only technically necessary cookies that do NOT require consent:
- PHPSESSID – A session cookie from the Contao content management system that associates your requests with a session, particularly after you log in to the internal area. It is deleted when you close your browser.
- csrf_contao_csrf_token – protects forms from cross-site request forgery attacks. It is deleted when you close your browser.

11.10 Website log files (log files): All computers and devices connected to the Internet are assigned an IP address (Internet Protocol), usually in country-specific blocks. This can often be used to determine the country, the federal state and the location where the Internet connection is established. IP addresses must be used so that websites can be accessed on the Internet. This means that website owners have access to the IP addresses of the users of their website. IP addresses are fundamentally personal data.

11.11 Obligation to provide: When using our website for information purposes only, i.e. when users do not register or otherwise provide us with information or enter into a contract with us, your browser will still transmit your IP address to our server. For technical reasons, you must use an IP address assigned to you by an access service when you access our website. In principle, the IP address is an individual "address" of an end device (computer, smartphone, tablet) in a computer network. Exceptionally, an IP address could allow conclusions to be drawn about the person and make them identifiable to us. When you visit our website, the following data is collected, which is technically necessary for us to display the website to you

- IP address (network address) of the requesting end device,
- Date and time our website was accessed,
- Time difference between the requesting host and the web server,
- Content of the request or the retrieved file that was transmitted to the user
- Access status (successful transmission, error, etc.),
- Amount of data transferred in bytes,
- Website from which the user accessed the website
- Browser used, the operating system, interface, language of the browser and version of the browser software, if available.

With this information, it would at least theoretically be possible to establish a personal reference, i.e. by determining the owner or company owner of the IP address of the terminal device used via information from the access service providing the IP addresses. However, this is only possible if this access service is legally entitled to provide the information.

The aforementioned log files are processed by us for the following purposes
- Ensuring the smooth establishment of a connection to our website,
- Ensuring convenient use of our website,
- Evaluating the system security and stability of our website.

11.12 Legal basis: The legal basis for the collection is Art. 6 para. 1 sentence 1 f GDPR (legitimate interest of us as the controller). Our legitimate interest follows from the purposes for data collection listed above. Under no circumstances do we use the data collected for the purpose of drawing conclusions about the person of the user, with the exception of cases of intentional disruption to the functionality of our website or cases of misuse of our services. Apart from these exceptions, no personal user profiles are created and the data is not passed on to third parties.

To protect against attacks and to ensure proper operation, all access to our website with the full IP address is temporarily and access-protected on a security system (firewall) and automatically analyzed for possible risks.

We will only attempt to find out who is behind an IP address in the event of unlawful attacks or misuse of our services. Otherwise, this information remains hidden from us and we do not attempt to obtain the data of the owner of an IP address.

11.13 Recipient/third country: Log files are stored by us on our web server in a so-called log file (in a "log file").

11.14 Storage period: Log files are stored for a maximum of seven days. Excluded from this short storage period are log files about accesses that are required for the further tracking of attacks and malfunctions.

11.15 Contact

11.15.1 Purpose of data processing: You can contact Cognitec electronically via e-mail address and a contact form with input fields (contact data). Data fields with your details can be entered voluntarily in input fields. Mandatory fields are marked with an "*". If you provide us with personal data by sending us your message, we will store it and process it for the purpose of contacting you.

11.15.2 Obligation to provide: You are not obliged to provide us with the contact details specified in the procedure. You do not have to communicate with us.

11.15.3 Protecting forms from automated inputs: Our forms are protected against automated inputs using ALTCHA. The process runs entirely on our own server; no data is transmitted to third parties, and no cookies are set. Your browser performs a small computational task in the background—neither your behavior nor your inputs are analyzed, and you do not need to decipher anything. Only the task and its solution are stored—as long as the solution remains valid—to prevent the same solution from being reused. The system then automatically deletes these entries.

11.15.4 Legal basis: The legal basis for the collection and processing is Art. 6 para. 1 sentence 1 letter f GDPR (legitimate interest of us as the controller). If your request is aimed at the conclusion of a contract, then Art. 6 para. 1 sentence 1 letter b GDPR is an additional legal basis (initiation, conclusion and performance of a contract). This also includes contacting us for the purposes of your application via our website.

11.15.5 Recipients/third country: There are no specific recipients.

11.15.6 Storage period: The contact data mentioned in the procedure will be deleted as soon as they are no longer required to achieve the purpose for which they were collected. For personal data sent to us by email or via the contact form, this is the case when the respective correspondence with the user has ended and storage is no longer required for other reasons. The conversation is ended when it can be inferred from the circumstances that the matter in question has been conclusively clarified.

11.15.7 Data processing on behalf of others: Your data will only be disclosed to third parties if you have given your consent, if it is necessary to fulfil a contract, or if there is a legal obligation to do so. We engage service providers on the basis of a contract that includes strict clauses for the processing of personal data in accordance with Art. 28 GDPR. The commissioned service providers are bound by our instructions and obliged to comply with data protection requirements. For the operation of the website, these are:

- Mummert Media, owned by Jürgen Mummert, Am Eiswurmlager 7, 01189 Dresden – technical support, maintenance, and administration
- Hetzner Online GmbH, Industriestraße 25, 91710 Gunzenhausen – data center and hosting

All servers are located in data centers in Germany.

12 Newsletter

12.1 Purpose of data processing: We provide our customers with a newsletter containing information about our products and events. If you would like to receive this newsletter, you can contact us and provide an e-mail address to which we can send the newsletter at irregular intervals. Contacts at companies that have entered into a serious business relationship with Cognitec receive an invitation (opt-in email) to activate their newsletter subscription.

12.2 Unsubscribing: You have the right to unsubscribe from the newsletter at any time and to revoke associated data processing. You can unsubscribe from the newsletter by sending us an informal e-mail, for example to the e-mail address stated in the legal notice or to the address at which you requested to receive a newsletter, or by clicking on an unsubscribe link in the newsletter. Your e-mail address will then be deleted for the purposes of the newsletter. The processing of your personal data in connection with your newsletter subscription remains unaffected until such time as you withdraw your consent.

12.3 Obligation to provide: You are not obliged to provide us with your email address for the purpose of advertising our events and services.

12.4 Legal basis: The use of your email address for the purposes of the newsletter is based on the legal basis of your consent - revocable at any time - in accordance with Art. 6 para. 1 letter a GDPR and Section 7 para. 2 no. 3 UWG.

12.5 Recipients/third country: We use a newsletter service to manage and deliver our client newsletter. We do not pass on your email address to other third parties without your permission, unless there is another legal basis available.

12.6 Storage period: Your email address will be used for the purposes of the newsletter until you withdraw your consent, which can also be done by simply unsubscribing from our newsletter. Please note that the revocation is only effective for the future. Processing that took place before the revocation is not affected by this.

13 Careers and job applications

13.1 Purpose of data processing: You can apply for vacancies by post, by email or via our careers page. On the careers web page, you can enter your personal data into form fields and upload your application documents. All data will be sent to our secure email server.

13.2 Obligation to provide: You do not have to provide us with your application data online. You can also use the normal postal service or an email for this purpose.

13.3 Legal basis: If you send us your application data, Art. 6 para. 1 sentence 1 letter b GDPR is the legal basis (contract, contract preparation).

13.4 Recipient/third country: There are no specific recipients.

13.5 Storage period: After six (6) months following notification by us that an application is not suitable for a position, the application data will be deleted, unless consent justifies further temporary storage.

14 Event participation

14.1 Purpose of data processing: You can register for online seminars or on-site events at our company by providing the data requested in the form fields (registration data). This makes it easier for us to plan and organize the event and for you to participate in it and - if necessary - to inform you promptly in the event that the event has to be cancelled or postponed.

14.2 Obligation to provide: You are not obliged to provide us with registration data. However, you will then not be able to participate in an event.

14.3 Legal basis: If you provide us with your registration data, Art. 6 para. 1 sentence 1 letter f GDPR is the legal basis (our legitimate interests).

14.4 Recipient/third country: There are no specific recipients.

14.5 Storage period: Your registration data will be deleted immediately after the event, at the latest within one month, unless you have given us your consent to invite you to future events via an e-mail address provided by you.

15 Visitor and guest privacy

15.1 Purpose of Processing: Cognitec Systems GmbH processes personal data of visitors, guests, suppliers, contractors, business partners, and other individuals who interact with us in connection with meetings, visits, events, travel arrangements, accommodation bookings, access to our premises, and related business activities.

15.2 Categories of Personal Data: The personal data processed may include contact details (such as name, company, role, email address, and telephone number), visit and meeting information, travel and accommodation details, identification or passport information where required for travel arrangements, vehicle information for site access, and any other information voluntarily provided to us in connection with your visit.

15.3 Legal Basis: We process this information to arrange and manage visits, meetings, travel and accommodation, visitor access, supplier and contractor activities, business communications, security measures, and to comply with legal obligations. Processing is based on Article 6(1)(b), (c), and (f) GDPR, and where required, Article 6(1)(a) GDPR. Where special category data is voluntarily provided (for example, dietary or accessibility requirements), processing will be based on consent or another applicable legal basis under Article 9 GDPR.

15.4 Personal Data Sharing and Transfer: Your personal data may be shared with relevant Cognitec personnel, travel and accommodation providers, event venues, professional advisers, and public authorities where required by law. Where necessary, personal data may be transferred outside the EEA using appropriate safeguards.

15.5 Retention Period: Personal data is retained only for as long as necessary for the relevant business purpose and any applicable legal, regulatory, security, or recordkeeping requirements.

15.6 Data Protection Rights: You have the rights provided under the GDPR, including the rights of access, rectification, erasure, restriction of processing, objection, data portability, and, where applicable, withdrawal of consent. Requests may be submitted to **privacy@cognitec.com**. If you believe that your personal data has been processed unlawfully, you have the right to lodge a complaint with a competent data protection supervisory authority. Cognitec does not use personal data collected for visitor and guest management for automated decision-making or profiling within the meaning of Article 22 GDPR.

16 Further information, changes

16.1 Is this General Data Protection Information exhaustive?

For special groups of data subjects or in certain situations where personal data is collected, we will provide special data protection information in due course.

16.2 Amendment of this data protection information

This data protection information does not require your consent and is subject to our regular review with regard to any need for amendment. The previous version will be archived by us if it is replaced by a new version.