

Data Protection Policy (Microscopy Services Dähnhardt GmbH)

Effective date: 25 May 2018

Data Protection Information

The protection of your personal data is of particular concern to us. We therefore shall process your data exclusively on the basis of the statutory provisions (DSGVO, BDSG 2018). In this data protection policy, we inform you according to Article 13 of the General Data Protection Regulation (GDPR, or DSGVO in German) about the most important aspects of the data processing in the context of our websites (www.microscopy-services.com as well as www.lipbarvis.com), our consulting offer as well as the services of the Microscopy Services Dähnhardt GmbH.

We shall handle your data carefully and shall store them only on secure storage media so that access by third parties is excluded. Our employees are trained in the handling of data and are obliged to comply with data protection regulations. Your data will not be passed on without your consent and will only be used by Microscopy Services Dähnhardt GmbH for the purpose stated below.

1. Responsible Party

The party responsible for the collection, processing and use of your personal data within the meaning of Art. 4 No. 7 DSGVO is the person named in the imprint:

Microscopy Services Dähnhardt GmbH
Plambeckskamp 2
24220 Flintbek
Germany
Phone: +49 4347 809020
Fax: +49 4347 809122
www.microscopy-services.com
Email: info@microscopy-services.com

Data Protection Officer
Stephan Dähnhardt-Pfeiffer

If you have any further questions or concerns regarding data protection, please contact our data protection officer named above. If you wish to object to the collection, processing or use of your data by us in accordance with these data protection provisions in whole or for individual measures, you may address your objection to the responsible person.

You can save and print this data protection policy at any time.

2. Data Storage

a. Information on processed personal data

Unless otherwise specified, we will only store personal data for as long as is necessary to fulfill the purposes for which it was collected.

Data for the fulfilment of our contractual obligations

We process personal data that we need to fulfil our contractual obligations, such as name, address, email address, billing and payment data. The collection of these data is necessary for the conclusion of the contract. The legal basis for the processing of these data is Art. 6 Sect. 1 Sentence 1 Letter b, DSGVO.

The data will be deleted after the warranty periods and statutory retention periods have expired. Data linked to a user account (see below) will in any case be retained for the duration of the account management.

User Account

A user account generated by us on our website can be modified and used by you. If you wish to do so, we will utilize the personal data requested during the creation process. For any subsequent login you only need your email or user name and the password you have chosen.

For new registrations we collect master data (e.g. name, address), communication data (e.g. email address) and payment data (bank details) as well as the login data (user name and password).

To ensure proper use and to prevent unauthorized registrations by third parties, you will receive an activation link via email to use your account. Only after successful registration do we permanently store in our system the data transmitted by you.

You can have us delete a user account at any time once it has been created, without incurring any costs other than the transmission costs according to the basic tariffs. A text message sent to the contact addresses mentioned under Item 1 (e.g. email, fax, letter) shall be sufficient for this purpose. We will then delete your stored personal data unless we need to store it for the processing of orders or due to legal storage obligations.

The legal basis for the processing of this data is your consent pursuant to Art. 6 Sect. 1 Sentence 1 Letter a, DSGVO.

b. Forwarding to service providers/order processors

Microscopy Services Dähnhardt GmbH uses external service providers to provide its services. These are contractually obliged to process and use the data transmitted to them within the scope of order processing pursuant to Art. 28 DSGVO, as Microscopy Services Dähnhardt GmbH does also. A use of the data transmitted to the service providers for purposes other than within the scope of the service relationship is not permitted.

c. Statutory storage obligations

Insofar as there are legal obligations to store data (e.g. within the framework of tax and commercial law), the data will be deleted after the respective deadlines, unless other regulations have been agreed upon. The data will also be stored until statutory or contractual warranty claims have expired.

d. How to contact us

If you contact us via our website or by email, your data will be stored by us for the purpose of processing your inquiry and in the event of follow-up questions. If you have contacted us as part of our consulting services, your data will be used to process this request. We do not pass on this data without your consent.

The data provided by you is necessary for the fulfilment of the contract or for the implementation of pre-contractual measures. The storage of this data is necessary in order to be able to provide our services for you. The legal basis for this data processing is Art. 6 Sect. 1 Sentence 1 Letter b, DSGVO or Art. 6 Sect. 1 Sentence 1 Letter f, DSGVO. Data will not be passed on to third parties unless you have given your consent.

3. Data storage via our website

a. Server logs (log files)

The provider of our website automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. These are:

- Browser type and browser version
- Used operating system
- Referrer URL (*the previously visited page*)
- Hostname of the accessing computer
- Time of the server request
- IP address

These data cannot be identified with specific persons. This data will not be merged with other data sources.

The data collection is based on Art. 6 Sect. 1 Letter b, DSGVO, which permits the processing of data for the fulfilment of a contract or pre-contractual measures. This information is needed to provide law enforcement agencies with the information they need to prosecute any cyber-attack. The data will be deleted after a period of approx. 6 weeks.

b. Cookies

Our internet offers use so-called cookies. These are small text files that are stored on your terminal device with the help of the browser. They do not cause any harm.

We use cookies to make our website more user-friendly. Processing takes place on the basis of Art. 6 Sect. 1 Letter f, DSGVO. Most of the cookies we use are so-called "session cookies". This includes the login for the member area. They are automatically deleted at the end

of your session. Other cookies remain stored on your device until you delete them. They enable us to recognize your browser on your next visit.

If you do not wish to participate in this, you can set your browser such that it informs you about the setting of cookies, where you allow their use in individual cases only. If cookies are deactivated, the functionality of our website may be restricted. In particular, a login to the protected member area may not be possible.

c. SSL Encryption

Our pages use SSL or TLS encryption for security reasons and to protect the transmission of confidential content, such as requests that you send to us as the site operator. You can recognize an encrypted connection by the fact that the address line of the browser changes from "http://" to "https://" and by the green lock symbol in your browser line. If SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

Safety and security

We use appropriate physical, technical and organizational safeguards (in accordance with Art. 32 DSGVO) to protect your data from unauthorized access, use or disclosure both during transmission and in storage. For example, we use computer systems with restricted access in controlled facilities to store data. We also use technologies such as encryption and hashing to protect some of the information we collect.

However, you should be aware that no server, communications network, or data transmission over the Internet is one hundred percent secure. Our system is no exception. We cannot guarantee the security of any data transmitted to us and we cannot guarantee that we will be able to prevent such loss or misuse in all cases.

It is up to you to decide whether you wish to exchange data with us. If you decide to do so, you acknowledge that this is associated with a certain risk.

d. Web Analysis

Google Analytics

We use Google Analytics, a web analytics service from Google Inc. ("Google"). Data processing is carried out on the basis of Art. 6 Sect. 1 Letter f, DSGVO. Google uses cookies. The information generated by cookies about the use of the online offer by the user is usually transferred to a Google server in the USA and stored there. Google will use this information on our behalf to evaluate the use of our online services by users, to compile reports on activities within the online services and to provide us with other services related to the use of the online services and the Internet. Pseudonymous user profiles of the users can be created from the processed data.

We only use Google Analytics with IP anonymization enabled. This means that the IP address of the user is shortened by Google within member states of the European Union or in other contracting states of the Agreement on the European Economic Area. Only in exceptional cases is the full IP address transmitted to a Google server in the USA and shortened there. The IP address transmitted by the user's browser is not merged with other Google data.

As a user, you can prevent the storage of cookies by setting your browser software accordingly. In addition, as a user you can prevent Google from collecting the data generated by cookies and related to the use of the online service and Google from processing this data by downloading and installing the browser plug-in available under the following link:

<http://tools.google.com/dlpage/gaoptout?hl=de>

Further information on the use of data for advertising purposes by Google as well as setting and objection possibilities can be found on the websites of Google:

Google's use of data when you use our partners' websites or apps

<https://www.google.com/intl/de/policies/privacy/partners/>

Use of data for advertising purposes

<http://www.google.com/policies/technologies/ads>

Manage information Google uses to present advertisements to you

<http://www.google.de/settings/ads>

Determine what advertising Google shows you

<http://www.google.com/ads/preferences/>

You can prevent Google Analytics from collecting data by clicking on the following link. An opt-out cookie is set to prevent your data from being collected in the future when you visit this website: Deactivate Google Analytics.

4. Right of Objection

You can exercise your right of objection at any time without stating reasons and change or revoke your consent with effect for the future (pursuant to Art. 21 Sect. 1 and 2 DSGVO). You can send the revocation either by mail, email or fax to Microscopy Services Dähnhardt GmbH.

There is no right of objection for data which is necessary for the receipt or the maintenance of the membership or which must be stored due to other legal regulations.

5. Your Rights to Information

In principle, you have the right to information (Art. 15 DSGVO), correction and deletion (Art. 16 and 17 DSGVO), restriction (Art. 18 DSGVO), data transferability (Art. 20 DSGVO), revocation and opposition (Art. 21 DSGVO). If you believe that the processing of your data violates data protection law or your data protection claims have been violated, you may file a complaint with the supervisory authority in accordance with Art. 77 DSGVO. The competent supervisory authority is the

Independent State Centre for Data Protection Schleswig Holstein

Data Protection Officer Marit Hansen

PO Box 71 16, 24103 Kiel, Germany

mail@datenschutzzentrum.de

You may obtain information about stored data at any time by sending an email to spfeiffer@microscopy-services.com. Inquiries will be answered immediately, at the latest within one month. Claims for cancellation, if justified, shall be executed within one month.

You can reach us under the following contact details:

Microscopy Services Dähnhardt GmbH
Plambeckskamp 2
24220 Flintbek
Germany

Phone +49-4347 - 80 91 20

Fax +49-4347 - 80 91 22

Mobile +49-174 - 3472149

spfeiffer@microscopy-services.com

6. Data Protection Policy Updates

We will update our guidelines from time to time to reflect changes in technology, legislation or other circumstances. Such changes will be effective as soon as we post the revised policy on our home page. We recommend that you periodically check the "Effective date" above to find out the date of the last revision.