

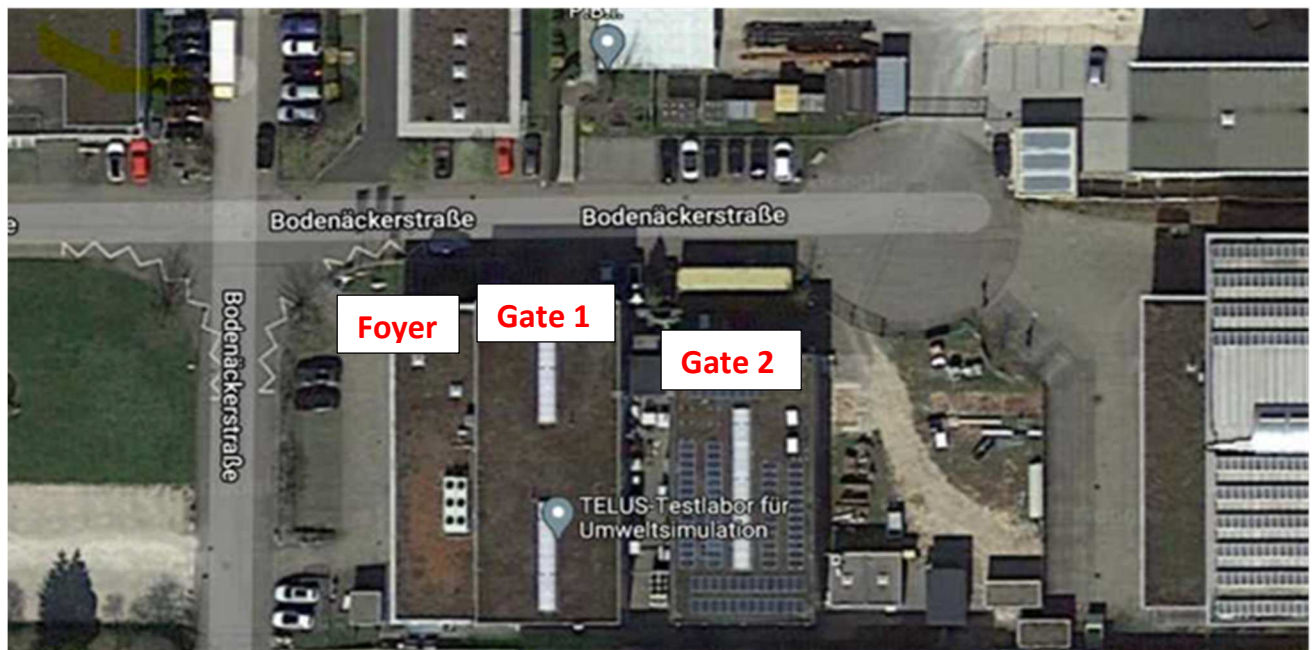
Advance Information for Customers due to Current Corona Pandemic

Due to the current ongoing Corona Pandemic, we are trying to reduce contacts with third parties within the test laboratory as well as their length of stay to a minimum. Should it nevertheless be necessary for third parties to enter our buildings, e.g. for the delivery of test items or the supervision of tests, we kindly ask you to follow the instructions in the document provided for download and to bring the required signed documents with you:

- Appointments must be notified and agreed with us
- Only one person should come to us, additional persons are only permitted if this can be justified in terms of the order
- In the test laboratory it is compulsory to wear a mouth-nose covering; if necessary, disposable medical masks can be provided on site
- When you arrive at our premises, we ask you to call your contact person. Your contact person will then tell you where parking spaces are located or which entrance you should use (see below for telephone list and orientation picture)

Enclosed please find the following documents:

- Coronavirus customer survey (**please bring the completed and signed form with you**)
- Non-disclosure agreement (**please bring the completed and signed form with you**)
- Information GDPR (for your records)



Telephone list:

Central	07023-7485-0
A. Rauch	07023-7485-17
R. Dudas	07023-7485-19
S. Kreuser	07023-7485-21
R. Riek	07023-7485-23
S. Riek	07023-7485-26
K. Ho	07023-7485-29

Management
22 October 2021

Coronavirus Customer Survey

Out of current concern, we would like to tell you how we are trying to protect you and ourselves from possible infection by the coronavirus.

We will generally follow the recommendations of the Robert Koch Institute. In addition, we ask you to adhere to our "Code of Conduct in Times of Coronavirus", which you can view in the foyer.

Furthermore, we ask you to confirm that the following statements are correct:

- In the last 14 days, I have not been in the regions that are currently considered virus variant and/or high risk areas according to the Robert Koch Institute.
- In the last 14 days, I have had no contact with a person who has been confirmed as positive.
- I do not show any of the known symptoms.
- I have read and taken note of the "Code of Conduct in Times of Coronavirus" of the company TELUS.

Company, Last Name, First Name: _____

Date, Signature: _____

Last Name, First Name*:

Date of Birth*:

Company*:

Company Address

(Street, No, Zip code, Place)*:

Telephone:

E-mail:

Non-Disclosure Agreement

I confirm with my signature that I shall not disclose to third parties any information about operational or business secrets which I become aware of during my visit to / my activities in the laboratory area of the company TELUS- Testlabor für Umweltsimulation GmbH. This information shall be treated strictly confidential. Furthermore, I am aware that taking pictures/photographs in the laboratory area of TELUS GmbH is strictly forbidden. I herewith declare that I neither carry a camera/video camera with me, nor will I use another device to take pictures/photographs.

I herewith declare that I shall inform the company TELUS GmbH if there are any conflicts of interest due to commercial or other dependencies and agree to be released of any activities which are affected thereof.

I am aware that I shall be barred from the laboratory area of TELUS GmbH if I do not sign this non-disclosure agreement.

The validity of this non-disclosure agreement shall fully stay in effect even after the completion or termination of the visit / cooperation with the company TELUS GmbH.

I hereby confirm with my signature that the information I provided above is correct and complete.

Bissingen/Teck

Place

Date

Signature

* = Mandatory information

Please note reverse side!

What do we do with the personal information you provided in this form?

Please find enclosed our current information on data protection, which describes how your data is handled in our company and your rights in accordance with Articles 13, 14 and 21 of the EU General Data Protection Regulation (EU GDPR).

Declaration of the Signatory

I acknowledge the information on data protection of TELUS-Testlabor für Umweltsimulation GmbH and agree that my details will be recorded in compliance with data protection regulations and stored only for internal use or, if necessary, for legal prosecution. I have received a copy of the current information on data protection.

Bissingen/Teck

Place	Date	Signature
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Enclosure:

Information pursuant to Art. 13, 14 and 21 of the EU General Data Protection Declaration (EU GDPR)

Information pursuant to Art. 13, 14 and 21 of the EU General Data Protection Regulation (EU GDPR)

Our handling of your data and your rights

With this information on data protection, we inform you about the processing of your personal data by us and about the rights to which you are entitled. This information will be updated as necessary and published at <https://www.telus.de/en/informationendsgvo/>. On our web pages you will find our privacy statement for visitors to our website at <https://www.telus.de/en/datenschutzerklaerung/>.

Name and contact details of the responsible person (controller)

TELUS-Testlabor für Umweltsimulation GmbH
Bodenäckerstr. 12
D-73266 Bissingen/Teck
Telephone: +49 (0)7023 7485-0
Fax: +49 (0)7023 7485-12
E-mail: info@telus.de

Contact details of our Data Protection Officer

Die Datenschutzbeauftragten Henning Seibold
Dipl.-Ing.(FH) Henning Seibold
Saarstrasse 83
D-73230 Kirchheim/Teck
Mobile: +49 (0)178 1967523
E-mail: h.seibold@ddsbs.de

What do we process your data for (purpose of processing) and on what legal basis?

We process personal data in accordance with the provisions of the European Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG) and our obligation to maintain confidentiality:

For the fulfilment of contractual obligations and the implementation of pre-contractual measures according to Art. 6 para. 1 b) GDPR

Customers, suppliers and interested parties

Data is processed to provide services in the area of planning and performing tests of technical industrial products with regards to quality, service life, reliability and environmental resistance, within the framework of the implementation of our contracts with our customers and suppliers and for the implementation of pre-contractual measures (e.g. preparation of offers, inquiries). The purposes of data processing primarily depend on the specific order or inquiry.

Employees

Data is also processed for the purpose of establishing, implementing and terminating an employment relationship with our employees.

Applicants

In the case of applicants, data is processed for the purpose of carrying out the application procedure and deciding on the establishment of an employment relationship.

Based on your consent according to Art. 6 Para. 1a) GDPR

Insofar as you have given us consent to process personal data for specific purposes, the lawfulness of this processing is based on your consent. Consent given can be revoked at any time. This also applies to the revocation of declarations of consent given to us prior to the application of the GDPR, i.e. prior to 25 May 2018. The revocation of consent does not affect the lawfulness of the data processed until the revocation.

Within the framework of balancing of interests Art. 6 Para. 1 f) GDPR

Where necessary, we process your data beyond the actual performance of the contract to protect the legitimate interests of us or our customers or suppliers.

Examples are:

- Ensuring our IT security (e.g. in the event of a virus alarm)
- Measures for building and facility security (e.g. access controls)
- Measures to ensure domiciliary rights
- To fulfil legal obligations Art. 6 Para.1 c) GDPR or in the public interest Art. 6 Para. 1 e) GDPR
- Processing of the non-disclosure agreement

Data is also processed to fulfil legal obligations towards authorities and/or third parties (e.g. social insurance institutions, financial authorities, insurance companies, retention periods under labour law (e.g. § 16 para. 2 ArbZG, § 17 MiLoG), statistical reporting obligations.

Which sources do we use?

We process personal data that we receive from you or our customers, suppliers or interested parties within the scope of our contractual relationship. In addition, we process - insofar as necessary for the provision of our contractual services - personal data that we obtain from publicly accessible sources (e.g. trade and association registers, internet) or that are transmitted to us by other third parties (e.g. public authorities).

Who receives my data?

Your data will only be passed on if a legal basis permits or requires this.

We only give access to your data to those employees and professionals who need it to fulfil our contractual and legal obligations. Service providers and vicarious agents employed by us, in particular commissioned data processors, may also receive data for these purposes. These are, for example, companies in the categories of IT services, software and telecommunications, payment institutions, shipping service providers, tax consultants/auditors.

Is data transferred to a third country or to an international organisation?

Data is transferred to countries outside the European Union (so-called third countries) if:

- it is necessary for the fulfillment of our contractual obligations
- it is required by law or
- we have your consent

How long will my data be stored?

To the extent necessary, we process your personal data for the duration of our contractual relationship, which also includes the initiation and execution of a contract.

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

- for the fulfilment of retention obligations under commercial, tax, professional and labour law: These include the German Commercial Code (HGB), the German Fiscal Code (AO), the German Working Time Act (ArbZG) and the German Minimum Wage Act (MiLoG). As a rule, the retention and documentation periods specified there are ten years.
- to preserve evidence within the framework of the statutory limitation provisions. According to §§ 195ff of the German Civil Code (BGB), these limitation periods can be up to 30 years, with the regular limitation period being 3 years.

What other data protection rights do I have?

Under the respective legal conditions, you have the right to

- Information (Art. 15 GDPR, § 34 BDSG nF)
- Correction (Art. 16 GDPR)
- Deletion (Art. 17 GDPR, § 35 BDSG nF)
- Restriction of processing (Art. 18 GDPR)
- Data portability (Art. 20 GDPR)
- Complaint to a data protection supervisory authority (Art. 77 GDPR, § 19 BDSG nF)

Is there an obligation to provide data?

Within the scope of our contractual relationship, you only have to provide those personal data that are necessary for the establishment, execution and termination of the contractual relationship or that we are legally obliged to collect. Without this data, we will usually have to refuse to conclude a contract or execute the contract or will no longer be able to execute an existing contract and may have to terminate it.

Up-to-dateness and amendment of this information

This information on data protection is currently valid and has the status 28 October 2021.

Due to the further development of our offers or due to changed legal or official requirements, it may become necessary to change this information on data protection. You can access and print out the current data protection information at any time on our web pages at <https://www.telus.de/en/informationendsgvo/>.

Right of objection

Information about your right to object according to Art. 21 GDPR

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Art. 6 Para. 1e) GDPR (data processing in the public interest) and Art. 6 Para. 1f) GDPR (data processing on the basis of a balance 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 to assert, exercise or defend legal claims.

The objection can be made without formalities and should preferably be addressed to:

TELUS-Testlabor für Umweltsimulation GmbH
Bodenäckerstr. 12
D-73266 Bissingen/Teck
Telephone: +49 (0)7023 7485-0
Fax: +49 (0)7023 7485-12
E-mail: info@telus.de

In case of differences between the German and English versions or in case of doubt the German version applies.