

I. Name and address of the controller

The controller within the meaning of the EU General Data Protection Regulation (GDPR) and other data protection regulations is:

Mikrona Group AG, Wiesenstrasse 36, 8952 Schlieren, Switzerland

(hereinafter referred to as "Mikrona")

Tel. +41 56 418 45 45

Email: swiss@mikrona.com

Website www.mikrona.com

Managing Director: Fabio Fagagnini

II. General information on data processing

1) Scope of the processing of personal data

Mikrona collects and uses personal data of users only to the extent necessary to provide a functional website and its contents and services. The collection and use of users' personal data routinely takes place only with the user's consent. An exception applies in those cases where obtaining prior consent is not possible for factual reasons and the processing of the data is permitted by legal regulations.

2) Legal basis for the processing of personal data

The processing of personal data has its legal basis in the respective applicable legal provisions (in particular the EU General Data Protection Regulation and the Federal Data Protection Act).

The following applies within the scope of the EU General Data Protection Regulation (GDPR): Where we have obtained the consent of the data subject for processing operations involving personal data, the legal basis for processing of personal data is Article 6 (1) (a) GDPR. Where the processing of personal data is necessary for the performance of a contract to which the data subject is party, the legal basis is Article 6 (1) (b) GDPR. This also applies to processing operations that are necessary for the implementation of pre-contractual measures. Where the processing of personal data is necessary for compliance with a legal obligation to which Mikrona is subject, the legal basis is Article 6 (1) (c) GDPR. Where the processing of personal data is necessary in order to protect the vital interests of the data subject or of another natural person, the legal basis is Article 6 (1) (d) GDPR. Where the processing is necessary for the purposes of the legitimate interests pursued by Mikrona or a third party and the interests, fundamental rights and freedoms of the data subject do not override the aforementioned interests, the legal basis for processing of personal data is Article 6 (1) (f) GDPR.

3) Data erasure and storage period

The personal data of the data subject shall be erased or the processing restricted as soon as it is no longer required for the purpose for which it was stored. In addition, storage may take place if this has been provided for by the national legislator in regulations, laws or other provisions to which the person responsible is subject. Data will also be restricted or deleted if a legally prescribed retention period expires, unless there is a need to continue storing the data for the conclusion or performance of a contract.

III. Provision of the website and creation of log files

1) Description and scope of data processing

Each time the Mikrona website is accessed, the system automatically records data and information from the computer system of the accessing computer. The following data is collected:

- (1) The IP address of the user
- (2) The operating system on the user's computer
- (3) The type of browser used

(4) Date and time of access

The data is also stored in the log files of Mikrona's system. This data is not stored together with other personal data of the user.

2) Purpose of data processing

The temporary storage of the IP address by the system is necessary to enable delivery of the website to the user's computer. For this purpose, the user's IP address must remain stored for the duration of the session.

The storage in log files is done to ensure the functionality of the website. In addition, the data is used to optimise Mikrona's website and to ensure the security of the information technology systems. An evaluation of the data for marketing purposes does not take place in this context.

3) Duration of storage

The data is deleted as soon as it is no longer required to achieve the purpose for which it was collected. In the case of the collection of data for the provision of the website, this is the case when the respective session has ended.

In the case of storage of data in log files, this is the case after twenty-four hours at the latest. Additional storage for the evaluation of visitor statistics is possible. In this case, the data of the users of the website are stored by the company WP Engine, which is certified under the Privacy Shield agreement, on servers in the USA and the data of the users of the webshop are stored by the company Strato on servers in Germany.

4) Possibility of objection and removal

The collection of data for the provision of the website and the storage of the data in log files is absolutely necessary for the operation of the website. Consequently, there is no possibility for the user to object.

IV. Use of cookies

1) Description and scope of data processing

The Mikrona website uses cookies. Cookies are text files that are stored in the internet browser or by the internet browser on the user's computer system. When a user accesses a website, a cookie may be stored on the user's operating system. This cookie contains a characteristic string that enables the browser to be uniquely identified when the website is called up again.

Mikrona uses cookies to make the website more user-friendly. Some elements of Mikrona's website require that the calling browser can be identified even after a page change.

The language settings made are stored and transmitted in the cookies.

2) Purpose of data processing

The purpose of using technically necessary cookies is to simplify the use of websites for users. Some functions of our website cannot be offered without the use of cookies. For these, it is necessary that the browser is recognised even after a page change.

Mikrona requires cookies for the following applications:

- (1) Adoption of language settings
- (2) Saving consent declarations concerning the use of cookies.

The user data collected through technically necessary cookies are not used to create user profiles.

3) Duration of storage, possibility of objection and rectification

Cookies are stored on the user's computer and transmitted by the user to Mikrona. Therefore, the user also has full control over the use of cookies. By changing the settings in the user's internet browser, the transmission of cookies can be disabled or restricted. Cookies that have already been saved can be deleted at any time. This can also be done automatically. If cookies are

disabled for the Mikrona website, it may no longer be possible to use all the functions of the website to their full extent.

The transmission of Flash cookies cannot be prevented via the settings of the browser, but by changing the settings of the Flash Player.

V. Contact form and email contact

1) Description and scope of data processing

Mikrona's website may contain a contact form that can be used for electronic contact. If a user takes advantage of this option, the data entered in the input mask will be transmitted to Mikrona and stored. These data are:

- (1) Company
- (2) Salutation
- (3) Name
- (4) First name
- (5) Street
- (6) Postcode
- (7) Location
- (8) Country
- (9) Email
- (10) Telephone number
- (11) Message content
- (12) Declaration regarding opt-in

The following data is also stored at the time the message is sent:

- (1) The IP address of the user
- (2) Date and time of registration

Alternatively, it is possible to contact us via the email address provided. In this case, the user's personal data transmitted with the email will be stored.

In this context, the data will not be passed on to third parties. The data is used exclusively for processing the conversation.

2) Purpose of data processing

The processing of the personal data from the input mask is used by Mikrona solely for processing the contact. In the case of contact by email, this also constitutes the necessary legitimate interest in processing the data. The other personal data processed during the sending process serve to prevent misuse of the contact form and to ensure the security of the information technology systems.

3) Duration of storage

The data is deleted as soon as it is no longer required to achieve the purpose for which it was collected. For the personal data from the input mask of the contact form and those sent by email, this is the case when the respective conversation with the user has ended. The conversation is ended when it is clear from the circumstances that the matter in question has been conclusively clarified.

4) Possibility of objection and rectification

The user has the possibility to revoke his consent to the processing of personal data at any time. If the user contacts Mikrona by email, he can object to the storage of his personal data at any time. In such a case, the conversation cannot be continued.

The objection must be made by email or in writing to the contact details listed in section I. All personal data stored in the course of contacting us will be deleted in this case.

VI. Web-tracking services

1) Description and scope of data processing

Mikrona strives to continuously develop its website. For this purpose, information may be collected anonymously via the website, e.g. the domain name, tracking of the websites visited by the user and the time spent on websites. Mikrona uses Google Analytics for this purpose. This service collects and processes

information from the user's browser in anonymous form when the user visits Mikrona's website.

Mikrona's website also uses a web tracker of the company TrackJS LLC, 215 Pine St, 55082 Stillwater, United States of America (hereinafter "Trackjs"). If the user has activated Java script in the browser and has not installed a Java script blocker, the browser may transmit personal data to Trackjs. The legal basis for data processing is Art. 6 para. 1 lit. a DSGVO, namely through explicit consent when opening Mikrona's website. Further information on the handling of the transmitted data can be found in the Trackjs privacy policy under the following link: <https://trackjs.com/privacy>.

The collection and processing of data by Trackjs can be prevented by deactivating the execution of script code in the browser used or by installing a script blocker in the browser used (such blockers are available, for example, at www.noscript.net or at www.ghostery.com).

2) Purpose of data processing

The data collected is used exclusively for statistical and marketing purposes and is not passed on to third parties.

3) Duration of storage

The data is deleted as soon as it is no longer required to achieve the purpose for which it was collected. If the data is stored in addition, this is done in anonymised form.

4) Possibility of objection and removal

The collection of data for the further development of the website and its use for statistical and marketing purposes is absolutely necessary for the operation of the website. The data is forwarded to Google Analytics and Wordpress in completely anonymised form. Consequently, there is no possibility for the user to object.

VII. Social media plugins

1) Description and scope of data processing

Social media plugins ("plugins") from social media providers, such as LinkedIn, Instagram, Facebook, etc., may be used on Mikrona's website. In the event of the use of such a plugin on Mikrona's website, the user's browser establishes contact with the server of the social media provider used and the visual presentation of the plugin is loaded and made visible to the user. During this process, the provider of the social network receives information about the user's visit to Mikrona's website and further data, such as the user's IP address, is transmitted.

Mikrona has no influence on the amount of data that social network providers collect via their plugins. For further information in this regard, please refer to the respective privacy policies of the corresponding social network providers.

2) Purpose of data processing

The respective plugins are offered to visitors of Mikrona's website for their voluntary following of Mikrona's activities on the respective social networks.

3) Duration of storage

For information regarding the duration of the storage of data processed via social media plugins, the user can contact the respective social network providers and their privacy policies. Mikrona does not process such data itself.

4) Possibility of objection and removal

For information regarding objection and removal options of the data processed via social media plugins, the user can contact the respective providers of social networks and their privacy policies. Mikrona does not process such data itself.

VIII. Newsletter

1) General

Mikrona sends newsletters, emails and other electronic notifications with advertising content (hereinafter referred to as "newsletters") only with the consent of the recipients or with legal permission. If the content of the newsletter is specifically described during registration, it is not decisive for the consent of the user. Furthermore, the newsletters contain information on Mikrona's services.

When you register for the newsletter, your personal data, such as surname, first name, email address, role and language are recorded.

Registration for Mikrona's newsletter follows a so-called double opt-in procedure. After registration, the recipient will receive an email in which the recipient is asked to confirm the registration. Subscriptions to the newsletter are logged in order to be able to prove the subscription process in accordance with legal requirements. This includes the storage of the login and confirmation time, as well as the IP address. Likewise, changes to the data stored with the shipping service provider are logged. The dispatch of the newsletter and the performance measurement associated with it are carried out on the basis of the recipient's consent or, if consent is not required, on the basis of Mikrona's legitimate interests in direct marketing.

The collection of your personal data serves the delivery of the newsletter and the prevention of misuse of the services or the email address used.

The logging of the registration process is based on the legitimate interests of Mikrona. Mikrona's interest is in the use of a user-friendly and secure newsletter system that serves Mikrona's business interests as well as the expectations of users and also allows Mikrona to prove consent.

The newsletter subscription can be cancelled at any time. An unsubscribe link is provided at the end of each newsletter. Mikrona may store unsubscribed email addresses for up to three years on the basis of a legitimate interest before deleting them in order to be able to prove consent previously given. An individual deletion request is possible at any time, provided that the former existence of consent is confirmed at the same time. Otherwise, the data will be deleted as soon as they are no longer required to achieve the purpose for which they were collected.

2) Newsletter - CleverReach

The newsletter can be sent using the email sending provider CleverReach GmbH & Co KG, Mühlenstr. 43, 26180 Rastede, Germany. The privacy policy of the email sending provider can be viewed at the following link: <https://www.cleverreach.com/de/datenschutz>. The email sending provider is used on the basis of Mikrona's legitimate interest.

The email sending provider may use the recipients' data to optimise or improve its own services, e.g. to technically optimise the dispatch and presentation of the newsletter or for statistical purposes. However, the email sending provider does not use the data to write to them directly or to pass the data on to third parties.

3) Newsletter - MailChimp

The newsletter can be sent using "MailChimp", an email sending provider of the US provider Rocket Science Group, LLC, 675 Ponce De Leon Ave NE #5000, Atlanta, GA 30308, USA. The privacy policy of the email sending provider can be viewed at the following link: <https://www.mailchimp.com/legal/privacy>. MailChimp is certified under the Privacy Shield agreement. The email sending provider is used on the basis of Mikrona's legitimate interest.

The email sending provider may use the recipients' data to optimise or improve its own services, e.g. to technically optimise the dispatch and presentation of the newsletter or for statistical

purposes. However, the email sending provider does not use the data to write to them directly or to pass the data on to third parties.

IX. Rights of the data subject

Upon request, Mikrona shall provide a data subject with information as to whether or not personal data concerning them are being processed, and, where that is the case, what types of personal data are being processed (right to confirmation and right of access). If there is such processing, you can request information from the controller about the following:

- (1) Identity and contact details of the controller;
- (2) the personal data processed as such;
- (3) the purposes for which the personal data are processed;
- (4) the categories of personal data which are processed;
- (5) the recipients or categories of recipients to whom the personal data concerning you have been or will be disclosed;
- (6) the planned duration of the storage of the personal data relating to you or, if specific information on this is not possible, criteria for determining the storage duration;
- (7) the existence of a right to rectify or erase personal data concerning you, a right to have processing restricted by the controller or a right to object to such processing;
- (8) the existence of a right to lodge a complaint with the supervisory authority;
- (9) any available information on the origin of the data if the personal data are not collected from the data subject;
- (10) the existence of automated decision-making, including profiling, and - at least in these cases - meaningful information about the logic involved and the scope and intended effects of such processing for the data subject.

You have the right to request information on whether the personal data concerning you is transferred to a third country in accordance with the GDPR or abroad in accordance with the Federal Data Protection Act or to an international organisation. The information shall include the communication from the State or the international body. In this context, you may request to be informed of the appropriate safeguards provided for in the applicable law in relation to the transfer.

At the request of the data subject, Mikrona can:

- (1) waive the processing of personal data in whole or in part (right to withdraw consent to the processing of personal data that is not absolutely necessary);
- (2) correct and/or complete the relevant personal data to the extent permissible (right to rectification);
- (3) restrict the processing of the relevant personal data (right to restriction of processing);
- (4) hand over the personal data to the data subject in a common format.

In order to make a request to exercise a right, the data subject may contact Mikrona using the details provided in accordance with point I above.

If Mikrona does not follow a request, the person concerned will be informed of the reasons for the decision. If the data subject does not agree with Mikrona's statements, he or she has the right to lodge a complaint with the competent supervisory authority (right of appeal).

X. Changes to this privacy policy

Mikrona reserves the right to change this privacy policy at any time without prior notice. You will be notified of any changes when we post the updated privacy policy on Mikrona's website. From this point on, the changes are valid.