

## Details of the information requirements under Art. 13 and 14 GDPR

This document provides information about how our organisation processes your personal data, received either directly from you (Art. 13 GDPR) or via third parties (Art. 14 GDPR).

### Controller

Sartorius CellGenix GmbH | Am Flughafen 16 | 79108 Freiburg | Germany  
Phone: +49 761 888 89 0 | Email: [info@cellgenix.com](mailto:info@cellgenix.com) | Website: [cellgenix.com](http://cellgenix.com)

Managing Director: Prof. Dr. med. Felicia Rosenthal, Peer Brauer  
Commercial Register HRB 5317 Freiburg District Court

### Details of the Data Protection Officer

a.s.k Datenschutz e.K. | Schulstrasse 16a | 91245 Simmelsdorf | Germany  
Phone: +49 9155 263 99 70 | Email: [extdsb@ask-datenschutz.de](mailto:extdsb@ask-datenschutz.de) | Website: [www.ask-datenschutz.de](http://www.ask-datenschutz.de)

### Use of Data

We generally use the following data received from you

- Master data
- Contact data
- Reason for your enquiry

We use the data for the following purposes

- Initiating/performing a contract pursuant to Art. 6 (1) (b) GDPR
- Compliance with a legal obligation pursuant to Art. 6 (1) (c) GDPR
- Information/advertising exclusively for our own purposes pursuant to Art. 6 (1) (f) GDPR
- Asserting our legitimate interests pursuant to Art. 6 (1) (f) GDPR

This specifically includes:

- Answering enquiries
- Distributing customer information
- Preparing quotations
- Issuing invoices
- Handling complaints
- Distributing change notifications
- Distributing the newsletter
- Internal evaluation & anonymous statistics
- Purchasing / management / (within the group for internal) administration
- Collaborations
- Maintaining business relationships

We share your information (only where necessary) with the following recipients or categories of recipient (in the course of order processing that has been authorised and agreed pursuant to Art. 28 and 32 GDPR):

- Office 365: Email
- Microsoft NAV
- Haufe Lexware: Travel expenses
- Cleverreach: Distributing customer information & newsletter
- Accountants
- Sartorius AG

We use cloud services exclusively in countries within the European Union. That means that the servers operate within the regions where GDPR is applicable. The operating company can be located in a third party country.

We only transmit your data to a third country or an international organisation for the purposes of international projects/cooperation about which the data subject has been informed, e.g.

- CellGenix Inc., USA

The planned storage period for your data is specified as follows:

Immediate deletion where the purpose of storage no longer exists unless we are subject to statutory retention periods. In the case of statutory archiving obligations, deletion takes place when these expire (6 Y under S. 257 (1) Commercial Code (HGB), 10 Y pursuant to S. 147 (1) Tax Code (AO). In the case of data that has been disclosed to us by the Client for the purposes of an order, we delete the data according to the requirements of the order, generally following completion of the order, unless a retention period applies.

**How do we collect your personal data?**

We generally receive your data directly from you.

We do not seek out or collect any personal data, e. g. on the internet.

**External Resources (Art. 14 GDPR)**

Third parties, such as congress organizations and publishers, who collected your data in accordance with GDPR and provides your data for further use as described.

We consider the applicable local laws for all data outside the scope of GDPR.

**Your rights as the data subject**

You have the following rights under the General Data Protection Regulation:

If your personal data is processed, you have the right to obtain information about the data that has been stored about you (Art. 15 GDPR).

If inaccurate personal data has been processed, you have the right to rectification (Art. 16 GDPR).

Where the statutory requirements are met, you have the right to erasure or restriction of processing and to object to processing (Art. 17, 18 and 21 GDPR).

Where data processing takes place with your consent, or under a contract, and it is carried out by automated means, you may have the right to transfer the data to another controller (Art. 20 GDPR).

If you make use of the foregoing rights, we will check whether the statutory requirements are satisfied.

There is also a right to lodge a complaint with the competent data protection supervisory body in Stuttgart (Contact details: <https://www.baden-wuerttemberg.datenschutz.de/>).