



Privacy policy of UNIGRAPHICA AG

Data protection has a lot to do with protecting the trust you place in our company. That is why we only process the data about you that is necessary. We do this with due care, not least to protect you from possible misuse. With these three data protection declarations (customers, business partners, website) we would like to give you an overview of the processing of your data and the rights you have according to the provisions of the General Data Protection Regulation (hereinafter referred to as "GDPR") and the Liechtenstein Data Protection Act (hereinafter referred to as "DPA"):

1. PRIVACY STATEMENT BUSINESS PARTNERS

The protection of personal data of our contacts at suppliers and customers (business partners) is important to us. Therefore, great importance is attached to the legal provisions for the protection of personal data.

1.1. COLLECTION AND STORAGE OF PERSONAL DATA AND TYPE AND PURPOSE OF ITS USE; LEGAL BASIS (INCLUDING LEGITIMATE INTEREST)

We work with other companies, e.g. customers, suppliers, with cooperation partners and with service providers (e.g. IT service providers). In doing so, we also process personal data about the contact persons in these companies in each case for contract initiation and processing, planning, accounting purposes and other purposes related to the contract.

In doing so, we process personal data for the following purposes:

- Communication with business partners regarding services and projects, e.g. to process inquiries from the business partner;
- Planning, implementation and administration of the (pre-)contractual business relationship with the business partner, e.g. to process services;
- Collecting payments for accounting, billing and debt collection purposes;
- Maintaining our services;
- Complying with legal requirements (e.g., tax and corporate record retention requirements);
- Settling legal disputes, enforcing existing contracts, and asserting, exercising and defending legal claims.



For the purposes mentioned, we process the following categories of personal data:

- Contact information, such as first and last names, business address, business telephone number and business email address;
- Payment data, such as information required for the processing of payment transactions or fraud prevention;
- Other information whose processing is required in the context of a project or the handling of a contractual relationship, or which is provided voluntarily by our contacts;
- Information collected from publicly available sources, information databases or credit agencies.

The processing of this data serves primarily the initiation, maintenance and execution of our contracts for goods and services. The processing of personal data is necessary to achieve the above purposes and may also be in our legitimate interest because it enables us to use and sell services. Customer care is also in our legitimate interest.

According to Art. 6 para. 1 lit. b DSGVO, the data processing is necessary for the aforementioned purposes (fulfillment of a contract or for the implementation of pre-contractual measures) for the appropriate processing of our order and for the mutual fulfillment of obligations arising from the customer relationship.

Furthermore, the data is also processed for the fulfillment of legal obligations (Art. 6 para. 1 lit. c DSGVO), in particular for compliance with legal and regulatory requirements (e.g. requirements of e.g. tax and company law retention obligations).

We reserve the right to continue to process personal data collected for one of the above purposes for the remaining purposes if this is compatible with the original purpose or is permitted or required by law (e.g. any reporting obligations).

1.2. RECIPIENTS OR CATEGORIES OF RECIPIENTS OF THE PERSONAL DATA

External service providers and entities may receive personal data. These include:

- Auditors
- IT service providers
- Other cooperation partners
- Institutions of public interest in Germany (especially social insurance institutions)



1.3. TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES

If we transfer personal data to another country, it will be protected and transferred in accordance with the law.

1.4. ORIGIN OF THE DATA

The data is usually collected directly and sometimes through third parties (especially in the case of recommendations on possible business partners).

1.5. DURATION OF THE STORAGE OF PERSONAL DATA

The personal data will be processed and stored during the current business relationship in accordance with the statutory provisions. After termination of the business relationship, this data is stored on the basis of legal provisions (PGR, ABGB). Longer storage may result from our legitimate interest or in the case of a given consent.

1.6. AUTOMATED DECISION MAKING

There is no automated decision-making with the personal data of customers. Should such procedures be used in individual cases, we will inform you to the extent provided by law.

1.7. NEED FOR DATA

As a rule, we require the data listed in section 1.1. in order to enter into or maintain a business relationship.

1.8. YOUR DATA PROTECTION RIGHTS

You have the right to information about your personal data at any time. You also have the right to rectification, data transfer, objection, restriction of processing or deletion of incorrect or inadmissibly processed data. You have the right to revoke any consent you have given for the use of your personal data at any time. The assertion of your right to information, deletion, correction, objection and/or data transfer can be directed to the address listed under point 1.1 of this declaration. If you believe that the processing of your personal data by us violates applicable data protection law or your data protection rights have been violated in any other way, you have the right to lodge a complaint with a supervisory authority, in particular in the EEA state of your residence, place of work or the place of the alleged violation.

1.9. VERSION IN FORCE

This data protection declaration is currently valid and has the status January 2022.

Due to the further development of our website and offers on it or organizational adjustments within UNIGRAPHICA AG or due to changed legal or official requirements, it may become necessary to change this data protection declaration. The current data protection declaration can be called up and printed out at any time on our website.





2. PRIVACY POLICY FOR THE USE OF OUR WEBSITE

2.1 Privacy policy

Our processing of personal data of our users is limited to those data that are necessary for the provision of a functional website and our content and services. The processing of personal data of our users is only carried out for the purposes listed below and if there is a legal basis (in the sense of the DSGVO). Only those personal data are collected that are actually required for the implementation and processing of our tasks and services or that you have voluntarily provided to us.

2.2 Description and scope of data processing

Provision of the website

We do not conduct our own web analyses on our website and do not use any web analysis tool.

2.3 Cookies

We use cookies on our website to make our offer user-friendly. Cookies are small files that your browser automatically creates and that are stored on your terminal device (laptop, tablet, smartphone, etc.) when you visit our site. The cookies remain stored until you delete them. This allows us to recognize your browser on your next visit.

If you do not wish this, you can set up your browser so that it informs you about the setting of cookies and you allow them in individual cases. However, we would like to point out that deactivating cookies means that you will not be able to use all the functions of our website.

The legal basis for the data processed by cookies is Art. 6 (1) lit. f DSGVO.

2.4 Contact form

If you fill out a contact form or send us an email or other electronic message, your information will only be stored for processing the request, possible related further questions, and used only in the context of the request.

The legal basis for processing your request is Art. 6 para. 1 lit. a or b DSGVO.

We will delete your personal data after your request has been dealt with.



2.5 Your rights (data subject rights)

You have the right to request information about your personal data processed by us. In particular, you can request information about the processing purposes, the categories of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, data transfer, the origin of your data if it was not collected by us, and the existence of automated decision-making, including profiling.

You also have the right to revoke any consent you may have given to use your personal data at any time.

You may exercise your aforementioned rights at any time by contacting us at the contact address provided.

If you are of the opinion that the processing of your personal data by us is in conflict with the applicable data protection regulations, you have the possibility to complain to the data protection authority of the Principality of Liechtenstein.