

**LPKF Laser & Electronics SE**  
**Privacy Policy for the Annual General Meeting and the Internet Service**

In the following, we inform you about the processing of your personal data by LPKF Laser & Electronics SE ("LPKF", "we", "us") and the rights to which you are entitled under data protection law in connection with the Annual General Meeting and the Internet service for the Annual General Meeting of LPKF.

**1. the controller**

The controller within the meaning of the General Data Protection Regulation (GDPR) and other provisions of a data protection nature is:

LPKF Laser & Electronics SE

Osteriede 7

D-30827 Garbsen

Phone: +49 (0) 5131 7095-0

E-mail: [info@lpkf.com](mailto:info@lpkf.com)

Website: [www.lpkf.com](http://www.lpkf.com)

**2. the data protection officer**

Our data protection officer is:

Jürgen Recha

c/o interev GmbH

Robert Koch Street 55

30853 Langenhagen

Phone: +49 (0) 511 - 89 79 84 10

E-Mail: [Juergen.Recha@interev.de](mailto:Juergen.Recha@interev.de).

**3. purposes and legal bases of the data processing**

LPKF processes your personal data (in particular name, address and, if applicable, other contact details of the shareholder, number of shares, type of share ownership, admission ticket number and access code for the internet service; if applicable, name and address of the shareholder representative authorised by the respective shareholder) in connection with the Annual General Meeting and the internet service in accordance with the provisions of the German Federal Data Protection Act ("BDSG") and the German Data Protection Regulation ("DSGVO"), the German Stock Corporation Act ("AktG") and all other relevant legal provisions. This is done only for the purposes provided for in the German Stock Corporation Act. This includes communication with shareholders and the handling of general meetings. The Company processes data provided by shareholders when registering for the Annual General Meeting or transmitted to the Company by their custodian banks for this purpose.

Pursuant to section 135 (5) sentence 2 AktG, a shareholder may authorise an intermediary (e.g. a credit institution) or shareholders' associations equivalent thereto pursuant to section 135 (8) AktG, proxy advisors or persons who offer themselves to shareholders on a business basis to exercise voting rights at the Annual General Meeting, to represent him at the Annual General Meeting and to have his voting rights exercised on behalf of the person to whom they relate. In this case, only the personal data of the representative shall be processed.

LPKF processes your personal data for the purpose of processing the registration and participation of shareholders in the Annual General Meeting (e.g. checking the right to participate) and to enable shareholders to exercise their rights in the context of the Annual General Meeting (including the granting, revocation and proof of proxies and instructions).

The processing includes operations in connection with the registration of a shareholder for the Annual General Meeting, the participation in the Annual General Meeting by a proxy or the proxy appointed by LPKF, the list of participants as well as requests for additions to the agenda and countermotions or nominations and the provision of a live broadcast of the Annual General Meeting for shareholders and guests in the internet service online, which is not stored elsewhere.

LPKF processes the data required by the shareholder in connection with the registration of a shareholder for the Annual General Meeting or the data provided by the shareholder's custodian bank for this purpose (in particular first and last name, address, number of shares, class of shares, access card number and type of ownership).

If participation in the Annual General Meeting is by proxy, LPKF processes the personal data of the shareholder specified in the grant of proxy as well as the first and last name and place of residence or address of the proxy. In the event that a proxy and instructions are issued to a proxy appointed by LPKF, the instructions issued are also processed and the proxy declaration is recorded by the company in a verifiable manner for three years.

When exercising voting rights pursuant to section 118 (2) of the German Stock Corporation Act (AktG) within the scope of electronic postal voting, we process your first and last name as well as your admission ticket number.

Pursuant to § 129 of the German Stock Corporation Act (AktG), a list of participants with the following personal data will be kept at the Annual General Meeting: Number of the admission ticket, first and last name as well as place of residence of the shareholder attending or represented and, if applicable, of his representative, number of shares, class of shares, number of voting rights and type of ownership.

If a shareholder requests that items be placed on the agenda, LPKF will publish these items, stating the name of the shareholder, if the requirements under the provisions of the German Stock Corporation Act are met. Likewise, LPKF will make countermotions and election proposals by shareholders available on LPKF's website, stating the name of the shareholder, if the requirements under the provisions of the German Stock Corporation Act are met (Sections 122 (2), 126 (1), 127 AktG).

The legal basis for the data processing operations described above is the relevant provision of the German Stock Corporation Act (in particular Section 67e AktG and Sections 118 et seq. AktG) in conjunction with Art. 6 para. 1 subpara. 1 lit. c) DSGVO.

The processing of the aforementioned personal data is necessary in each case in order to fulfil the legally prescribed obligations of LPKF. Without the provision of the relevant data, your participation in the Annual General Meeting and the exercise of voting rights and other meeting-related rights is not possible.

In addition, your personal data may also be processed to comply with other legal obligations, such as regulatory requirements and obligations to retain data under stock corporation, commercial and tax law. The legal basis for the processing is the respective statutory regulations in conjunction with Art. 6 para. 1 UAbs. 1 lit. c) DSGVO.

In individual cases, your data will also be processed to protect our legitimate interests or those of a third party in accordance with Art. 6 (1) UAbs. 1 lit. f) DSGVO. This is the case, for example, if your personal data is processed for the creation of internal statistics (e.g. for the presentation of shareholder development, number of transactions or for overviews of the largest shareholders).

If it is intended to process your personal data for another purpose, you will be informed in advance within the framework of the legal provisions.

We do not use any purely automated decision-making procedures pursuant to Article 22 DSGVO or profiling.

#### 4. use of cookies

Cookies are used when using the Internet Service website. The purpose of cookies is to personalise the website for the user's visit and to facilitate the use of the website. Cookies are small text files that the website transfers to the cookie file of the internet browser on the user's device and keeps there for later retrieval, so that the user is recognised when visiting the website again.

Only technically necessary cookies are used on the website to store server log files. These include:

- Date and time of retrieval,
- Amount of data transferred,
- Message whether the retrieval was successful,
- IP address,
- Description of the type of web browser used,
- Referrer URL (the previously visited page),

We only use cookies that are necessary for the use of the internet service and are deleted again when the browser is closed (so-called "session cookies"). The following cookie is used when operating the internet service:

Name	Function	Storage period	Category
ASP.NET_SessionId	Assignment of the current access	As long as the page is visited	Technically necessary cookie

You can prevent cookies from being set by setting your internet browser so that it does not allow such text files to be saved on your end device. Please note that blocking all cookies may hinder the smooth operation of the internet service.

The processing of the aforementioned data is carried out in order to protect our legitimate interest in accordance with Art. 6 para. 1 UAbs. 1 lit. f) DSGVO in the provision and operation of the Internet service.

#### 5. categories of recipients

In the following, we inform you about the categories of recipients to whom we pass on your personal data:

External service providers: For the organisation of the Annual General Meeting (also for the production of video and audio recordings as well as streaming of the webcast on the internet service), we use external service providers who process your personal data according to our instructions in compliance with Art. 28 DSGVO.

Shareholders/third parties: Within the scope of the legally prescribed right to inspect the list of participants of the general meeting, shareholders may inspect the data recorded in the list of participants upon request for up to two years after the general meeting. The list of participants shall be made available to all participants during the Annual General Meeting. Your personal data will also be published in accordance with the statutory provisions in the context of requests for additions to the agenda, counter motions and election proposals that require publication.

Other recipients: Within the framework of legal regulations, we may be obliged to transmit your personal data to further recipients, such as authorities and courts.

The transfer of personal data to a recipient in a third country is not intended.

#### 6. duration of the storage of your personal data

As a matter of principle, we delete or anonymise your personal data as soon as and insofar as it is no longer required for the aforementioned purposes, unless statutory obligations to provide proof and/or to retain data (in accordance with the German Stock Corporation Act, the German Commercial Code, the German Fiscal Code or other legal provisions) oblige us to continue to store it. The above-mentioned data in connection with general meetings are regularly deleted or anonymised after three years. As soon as we have become aware of the sale of your shares, we will only store your personal data for a maximum of twelve months, subject to other legal provisions. Beyond that, we will only store your personal data to the extent that further processing is necessary in individual cases in connection with claims asserted against LPKF or on the part of LPKF (statutory limitation period of up to 30 years).

Server log files are stored for 7 weeks and then deleted if storage is no longer necessary at that time (e.g. elimination of technical faults).

## **7. your rights under data protection law**

Insofar as we process personal data relating to you, you are entitled to the following rights with regard to the processing of your personal data within the framework of the legal requirements:

- Right to information about the data LPKF has stored about you (Art. 15 DSGVO);
- Right to rectification of incorrect data stored about you (Art. 16 DSGVO);
- Right to have your data deleted, in particular if it is no longer necessary for the purposes for which it was originally collected (Art. 17 GDPR);
- Right to restriction of processing (blocking), in particular if the processing of your data is unlawful or the accuracy of your data is disputed by you (Art. 18 DSGVO);
- The right to receive their data in a structured, common and machine-readable format (Art. 20 DSGVO);
- **Right to object to the processing of your data where the processing is carried out solely for the purposes of safeguarding the legitimate interests of LPKF (Art. 21 DSGVO);**
- Right of complaint: For complaints regarding the processing of your personal data, our data protection officer is available to you at the contact details provided. Independently of this, you have the right to lodge a complaint with the competent data protection authority.