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GENERAL DATA PROTECTION NOTES AND PUBLIC REGISTER OF PROCESSING OPERATIONS		

Responsible Department: Data Protection	Created / amended by (Dept. / Name): Data Protection Officer Thomas Seifermann	Valid as of: 13.05.2013	Version number: 03
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The protection of your personal data and your privacy enjoys the highest priority for us. For this reason, compliance with the provisions of the Federal Data Protection Act (BDSG) and other relevant legislation and provisions enacted to protect your privacy is something we take for granted. The purpose of these acts of legislation is that of protecting the personal rights of an individual from any impairment as a consequence of the use of his personal data. As you are also entitled to information on how we utilize personal data, we are informing you here about a number of important technical aspects and, in addition, on the basis of § 4 et seq. BDSG, on our procedures when dealing with your data.

Naturally you can at any time revoke the use of the data entrusted to us insofar as these are not required for the processing of a contractual relationship. Such a revocation is, as a rule, not necessary as we automatically delete your personal data pursuant to statutory requirements as soon as they are no longer required for the contractual relationship.

Naturally, MAQUET is pleased to comply with requests for information on the processing of your personal data and, if necessary, on their amendment or correction. If you have any questions or comments regarding the data protection policy of MAQUET, please contact our Data Protection Officer directly.

Naturally we constantly amend our data protection policy in line with the further development of the internet. All amendments to our data protection provisions are published on this page. Here you can find regular information on new developments.

If you have any further questions or suggestions, please do not hesitate to contact our Data Protection Officer under datenschutz@maquet.com

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1 GENERAL DATA PROTECTION NOTES

MAQUET does not collect any personal data through its websites (e.g. name, address, telephone number or e-mail address), insofar as you do not state this information voluntarily (e.g. upon registration, in a contact form or a survey) or consent to their transmission if this is not otherwise regulated in applicable legislation and directives on data protection.

1.1 AUTOMATICALLY RECORDED NON-PERSONAL DATA

When accessing internet sites non-personal data are automatically (i.e. not during registration/log-in) recorded as a rule, e.g. internet browser and operating system, domain name of the website from which you have come, number of visits, average time spent at the website and also displayed pages. These data are exclusively used to evaluate the appeal of our websites and to enhance their benefits and content for you. You can control such non-personal data through the use of an anonymous proxy program (“anonymizer”); these programs are often free of charge.

1.2 'COOKIES' – INFORMATION AUTOMATICALLY STORED ON YOUR COMPUTER

When visiting our websites data may possibly be stored on your computer in the form of so-called ‘cookies’; these are used to help us automatically identify you when you next visit our websites. Cookies are useful in many ways, for example they help us to attune a website to your interests or to store your password so that you do not have to re-input it upon each visit. If you do not wish to accept cookies, please adjust your internet browser so that all existing cookies are deleted from your computer and new ones cannot be accepted or can only be accepted following confirmation by you.

1.3 CONNECTION AND USAGE DATA


In utilizing telecommunications services for the use of our website(s) your connection data (e.g. IP address) or usage data (e.g. details of the commencement, termination and scope of any access as well as the telecommunications services used) are automatically recorded using technical systems. These data may under certain circumstances allow personal data to be traced. Insofar as absolutely necessary, the recording, processing and use of you connection and usage data is performed in compliance with the valid data protection legislation. In all other cases, these data are deleted after the expiry of the valid safeguarding terms.

1.4 CHILDREN

MAQUET never knowingly collects personal data from children without having previously requested these to provide the consent of their parents if the legislator prescribes such consent. Personal data from children are exclusively gathered by us in the framework of what is legally permissible and only under the caveat that parental consent has been obtained and for the protection of the child concerned. The definition of “child” and “children” is based on valid legislation and on local and cultural conventions.


1.5 LINKS TO OTHER WEBSITES

The internet sites of MAQUET may in part contain links to other websites. MAQUET is not responsible for the data protection practices or the content of other websites.


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2 OUR PUBLIC REGISTER OF PROCESSING OPERATIONS


2.1 THE RESPONSIBLE SUPERVISORY AGENCY	Der Landesbeauftragte für Datenschutz (LFD) in Baden-Württemberg Postfach 10 29 32 70025 Stuttgart Telefon: +49 (0) 7 11 61 55 41-0 Internet: http://www.baden-wuerttemberg.datenschutz.de
2.2 ADDRESS OF THE RESPONSIBLE BODY	MAQUET Holding GmbH & Co.KG Kehler Str. 31 D-76437 Rastatt MAQUET GmbH Kehler Strasse 31 D-76437 Rastatt MAQUET Vertriebs und Service Deutschland GmbH Kehler Str. 31 D-76437 Rastatt MediKomp GmbH Kehler Str. 31 D-76437 Rastatt MAQUET Cardiopulmonary AG Kehler Str. 31 D-76437 Rastatt MAQUET Hospital Solutions GmbH Kehler Str. 31 D-76437 Rastatt Getinge Vertrieb und Service GmbH Kehler Str. 31 D-76437 Rastatt (referred to as “MAQUET” throughout the entire document)

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2.3 PURPOSE	<p>Worldwide MAQUET ranks among the leading providers of medical products, therapies and services, focusing on the OR and ICU. Based on its roots in surgical infrastructure, MAQUET has developed to become a company focusing on therapy. The development and marketing of innovative solutions in medical technology and therapy solutions are key tasks in this respect. At the same time, as a provider of products for the sterilization, disinfection and high-purity media for hospitals, residential homes and special-care homes and similar facilities, it takes into account its desire to provide a high level of patient care.</p> <p>In the framework of the fulfillment of these tasks it is necessary for MAQUET to collect, process and utilize personal data for the following purposes:</p> <ul style="list-style-type: none"> - Consulting on selection of products - Performance of routine matters pertaining to contracts - Technical testing and provision of products and services - Completion and performance of support and service agreements - Invoicing of services provided - Implementation of collection procedures - Implementation of cost reimbursement and credits - Responding to technical and content-related queries, product support - Participation in and processing of services from third-party providers and external service providers - Invoicing with third parties - Issue of employee identification media (passes, certificates etc.) for access to the company and its systems - Quality assurance measures - Preparation, implementation and quality assurance of model projects and integrated product forms - Preparation of and implementation of new target-oriented and customercentric offerings - Training courses for customers, employees and potential customers - Maintenance of inventory data and usage data - Further services for customers - Acquisition of new customers - Employee recruitment and promotion - Coordination of the different departments - Statistical purposes - Public commitment to secure innovation - Research and development - Marketing of innovative solutions
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2.4 AFFECTED GROUPS OF PERSONS	<ul style="list-style-type: none"> - Those interested in our range of offerings - Our customers - Users of our third-party providers - Employees of MAQUET - Employees of outside companies - Employees of our third-party providers - Suppliers, traders and service providers - Cooperation and sales partners - Other partners - Contact persons for the above groups
2.5 DATA OR DATA CATEGORIES	<p>As foreseen under the data minimization as defined in the BDSG we only record the personal data required to perform a task. Data may originate from the following categories:</p> <ul style="list-style-type: none"> - First name and surname, if necessary also maiden name (personnel) - Personnel number, date of birth (personnel) - Application documents and CVs (personnel) - Health data of our employees (personnel) - Details of working and vacation periods (personnel) - Additional personal data on personnel development and personnel care (personnel) - Image and sound data (e.g. video, photo, voicemail) - Customer name and number, project number (customers) - Seniority (customers) - Company address and if necessary private address (customers) - Telephone and fax number(s) - E-mail address(es) - Data on contractual capability and processing of payment transactions (e.g. bank account details, credit card data, details of liquidity) - Features used to identify a user - Technical data for contract performance (e.g. contact person(s), individual customer requirements) - Details on the commencement, duration and end of a contractual relationship - Type and extent of services used - Contract and license identification features (e.g. license number) - Information on customer satisfaction (customer service) - Data which customers transfer voluntarily, e.g. the recommendation of our offering to third parties using a web form <p>Insofar as you have granted your consent in writing:</p> <ul style="list-style-type: none"> - Advertising campaigns and measures - Market research - Satisfaction measurements to optimize our products and services for our Customers

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<p>2.6 RECIPIENTS OF THE DATA OR CATEGORIES OF RECIPIENTS</p>	<ul style="list-style-type: none"> - Our internal departments/employees as required - Managing directors/management - Other bodies, e.g. parent companies/subsidiaries, associated companies (order processing and customer care) - Employees of third-party providers - Cooperation and sales partners, sub-contractors - Technical services if required under the contractual relationship - Shareholders' meeting - Public agencies in the framework of overriding statutory obligations <p>Insofar as you have granted your consent in writing:</p> <ul style="list-style-type: none"> - Market research institutes - Other bodies (optimization of our products and services)
<p>2.7 PRESCRIBED TERMS FOR THE DELETION OF DATA</p>	<p>The prescribed terms for the compulsory safekeeping and deletion of personal data are currently not always clearly regulated under law as in many areas court rulings have required an amendment of the prescribed terms.</p> <p>Where there are regulations, we already comply with the obligation to delete your data as a matter of course to a great degree or we are currently establishing processes so as to be able to do so in the future. In particular this concerns the following data and terms:</p> <ul style="list-style-type: none"> • Connection data are deleted pursuant to the provisions of the BDSG upon the expiry of the statutory retention period. • Applicant and personnel data are deleted pursuant to the provisions of the BDSG and other accompanying regulations, e.g. the General Equal Treatment Act (AGG), after six months at the latest (applicant data) and after the expiry of the statutory safekeeping term (as a rule after ten years for personnel data). • Customer/Potential customer data are deleted after the expiry of the statutory safekeeping terms (as a rule after six or ten years) pursuant to the provisions of the BDSG. Insofar as no safekeeping term is prescribed, the data concerned are deleted without undue delay. • If you revoke the use of your data, these are deleted immediately pursuant to the provisions of the BDSG, insofar as they are not required for the processing of an order and no other statutory terms prevent such a deletion. They are noted pursuant to § 28 BDSG on a watch list (name of the person concerned, contact information, date of the revocation, date and confirmation of the executed deletion) so as to ensure the efficacy of the revocation. You can also revoke the entry in this file; we cannot, however, ensure the orderly deletion in all cases (e.g. in the case of the re-mounting of a back-up if your data set was still present). <p>Insofar as deletion is not possible for technical or organizational reasons, your data are frozen for further processing or use in conformity with data protection regulations.</p>

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2.8 DATA TRANSFER ABROAD	<p>A transfer of your personal data to EU states and third-party countries is conducted exclusively for the execution of business purposes with which we have been commissioned by you or if we are obliged to so by law.</p> <p>We take into account the special protection needs by adopting the corresponding measures; in particular only those personal data which are absolutely necessary are transferred.</p>
2.9 SECURITY MEASURES TO § 9 BDSG + APPENDIX	<p>We have a wide range of precautionary measures to protect your data. The presentation of details would be counterproductive as the structure would at the same time be made vulnerable. For this reason, pursuant to BDSG the legislator foresees in your interest that details of the technical and organizational individual measures are not made publicly available.</p> <p>We can assure you, however, that we have adopted diverse measures in accordance with a company of our size pursuant to the following requirements of §9 BDSG and are constantly improving these:</p> <ul style="list-style-type: none"> • Access control (premises/equipment) • Access control (use of system) • Access control (specific data) • Transfer control • Input control • Order control • Availability control • Necessity for separation