

Data protection policy - fulfilment of information obligations

Thank you for visiting our website! The protection of your data is a top priority for us. In this privacy policy, we inform you in detail about how we process your data.

This website is operated by ZETA BIOSYSTEM PRIVATE LIMITED, a subsidiary of ZETA GmbH .

The processing of personal data in connection with this website is carried out in accordance with the General Data Protection Regulation (GDPR), insofar as the website and our services are directed at individuals and business partners in the European Union (Art. 3(2) GDPR). In addition, applicable local data protection laws, in particular the Indian Digital Personal Data Protection Act, 2023 as may be amended from time to time are taken into account where required).

1 General data processing

1.1 Controller

The controller pursuant to Article 4(7) of the EU General Data Protection Regulation (GDPR) is

ZETA BIOSYSTEM PRIVATE LIMITED

1st Cross, Manyata Residency

560045, Bangalore

India

Tel: +91 080 495 69603

e-mail: info@zetabiosystem.com

The company has appointed a data protection officer. This person can be contacted at datenschutz@zeta.com along with Data manager appointed based in India for handling Indian user data, coordinating compliance, overseeing storage and for communicating complaint received can be contacted at adya.ojha@zetabiosystem.com

1.2 Processing of personal data provided directly by the data subject (Art. 13 GDPR)

We process personal data that is provided to us directly by data subjects, in particular in the context of business relationships, enquiries, applications, contractual relationships or contacting us via our website or by e-mail.

1.3 Processing of personal data not obtained directly from the data subject (Art. 14 GDPR)

In addition, we process personal data that has not been provided directly by the data subject. This may occur, for example, where management bodies, business partners or other contractual counterparts provide us with names and professional contact details of their employees or representatives in the context of projects or business relationships.

1.4 Data subjects

We process the following data from **interested parties**: Company, name of contact person and professional contact and address data.

We process the following **customer** data: Company, title and names of contact persons, professional address data and contact details, bank details, contract data.

We process the following data from **suppliers** and **business partners**: Company, title and names of contact persons, professional address data and contact details, bank details, contract data. In addition, we also process image data for publication in print media and on our website on the basis of consent.

1.5 Legal basis

The legal basis for data processing is:

- **Consent** (e.g. when processing your e-mail address for advertising purposes) pursuant to Art. 6 (1)(a) GDPR
- **Contract initiation and fulfilment** pursuant to Art. 6 (1)(b) GDPR
- **Legal obligations** (e.g. statutory retention and documentation obligations, publication obligations under copyright law) pursuant to Art. 6 (1)(c) GDPR
- **Legitimate interests** of our company (e.g. use of software) pursuant to Art. 6 (1)(f) GDPR

We will inform you separately about the legal basis and the purpose of the processing for each data processing operation described below.

1.6 Transfer of data

Personal data may be transferred to third parties where this is necessary for the purposes described in this privacy policy and where a legal basis under Art. 6 GDPR

- Transfers within the Group: Personal data may be transferred to affiliated companies within the ZETA Group, including parent companies and subsidiaries, where this is necessary for internal administration, IT services, project execution or business operations. Such transfers are carried out on the basis of appropriate intra-group agreements.
- Transfers to processors: We engage processors within the meaning of Art. 28 GDPR to support our operations, in particular in the areas of IT services, hosting, communication, newsletter distribution, accounting and other administrative services. Processing is carried out on the basis of data processing agreements.
- Other recipients: In individual cases, personal data may be disclosed to authorities, courts, auditors or legal advisers where required by law or necessary for the establishment, exercise or defense of legal claims.
- Cross border transfer of personal data from India to entities located outside India subject to restrictions or requirements that Indian Central government may specify in this respect.

1.7 Storage/deletion/anonymization of data

Personal data is stored only for as long as necessary to fulfil the respective processing purposes or as required by applicable legal retention obligations.

- Contractual and business relationships: Personal data is deleted or anonymized after termination of a contractual or business relationship, unless statutory retention obligations require longer storage.
- Withdrawal of consent: Where processing is based on consent, personal data is deleted or anonymized upon withdrawal of consent, unless another legal basis permits further processing.
- Statutory retention obligations: Personal data may be retained for longer periods where this is required to comply with applicable legal obligations under European or local laws. Once the relevant retention periods have expired, the data is deleted or anonymized in accordance with legal requirements. Applicable retention obligations may arise in particular under tax, commercial, corporate and data protection laws.

2 Contact

If you contact us by e-mail, telephone, contact form or via social media, the data transmitted will be stored in order to process your enquiry.

3 Application management

If you contact us via the contact form on this website in connection with job opportunities or training programmes, we process the personal data provided by you (e.g. name, contact details, information contained in your message and any documents submitted) for the purpose of handling your enquiry, assessing your suitability and, where applicable, initiating a recruitment or training relationship.

The personal data is processed only to the extent necessary to respond to your enquiry and to carry out the respective selection or coordination process.

If your enquiry does not result in a recruitment or training relationship, the personal data will be deleted after completion of the process, unless longer storage is required to comply with legal obligations or to defend against potential legal claims.

If we wish to retain your data for future job opportunities or training programs, we will request your separate consent. In this case, the data will be stored only for the duration stated in the consent and will be deleted thereafter or upon withdrawal of consent whichever earlier.

4 Social media

We operate social media pages on Instagram, LinkedIn and Facebook as well as a YouTube channel. When you visit our social media presence or our YouTube channel, personal data, including the IP address of the respective provider, is processed and cookies are used for data collection. Please refer to the privacy policy of the respective service to find out exactly what information is transmitted. There you will also find information about contact options and ways to restrict the processing of this data.

We would also like to point out that you use the respective services and their functions at your own risk. This applies in particular to the use of interactive functions (e.g. sharing, commenting or rating).

The providers of the social media services have provided us with corresponding agreements - in most cases these are agreements on joint responsibility for data processing. The use of social media platforms is based on our legitimate business interests.

If we are obliged to fulfil data subject rights (see section 10), you can contact us as well as the provider of the respective social media platform.

5 Whistleblower system

We have set up a whistleblowing online portal on our website. The whistleblowing system makes it possible to contact us and report compliance and legal violations without fear of reprisals. Further information can be found at <https://app.loupe.link/whistleblowing/45c1aae5-c5ac-4259-b46a-6af673ad74f2>

6 Data processing when using our website

6.1 Informational use of the website

When using the website for information purposes only, we only collect the personal data that your browser transmits to our server (server log files). If you wish to view our website, we collect the data that is technically necessary for us to display our website to you and to ensure stability and security:

- IP address
- Date and time of the enquiry
- Time zone difference to Coordinated Universal Time (UTC)
- Content of the request (specific page)
- Access status/HTTP status code
- Referring website
- Browser

- Operating system and its interface
- Language and version of the browser software

This data is not merged with personal data sources. We reserve the right to check this data retrospectively if we become aware of specific indications of unlawful use and - if there has been a cyber attack - to pass the data on to the law enforcement authorities. The data will not be passed on to third parties beyond this.

6.2 Cookies

Cookies are stored on your device when you visit our website. Cookies are small text files that are assigned to the browser you are using and stored on your hard drive. They enable us or third-party providers to collect certain information. Cookies cannot execute programs or transfer viruses to your computer.

The information contained in the cookies is used, for example, to determine whether you are logged in or what data you have already entered, or to recognize you as a user when a connection is established between our web server and your browser.

We distinguish between technical cookies, which are used exclusively to ensure the operation of a website, and cookies requiring consent, which are set by us or third-party providers for the purpose of statistical analyses, tracking or advertising/marketing.

7 Data processing for Google services

We use the services of Google LLC, Mountain View, California, United States, on our website.

Further information can be found in Google's privacy policy at <https://policies.google.com/privacy?hl=en-US>.

The integration of Google leads to the reloading of other Google services on our website, in particular Google DoubleClick, Google APIs, Google Photos, Google Static and Google Fonts.

7.1 Google AdSense

Our website uses Google AdSense, a service for integrating adverts. Google AdSense enables us to generate revenue by placing adverts on our website. The adverts are automatically selected by Google based on the content of our website and the interests of visitors.

Various data is collected through the use of Google AdSense, including cookies, web beacons and usage data. Web beacons are invisible graphics that also collect information about the use of our website. The usage data includes information about the websites visited, the adverts clicked on, the IP address, the browser type and the language settings.

The data collected is used to measure the effectiveness of advertisements, to optimize advertising content and to compile reports on website activity. This information may also be combined with other data that Google has collected about you.

You can prevent these cookies from being stored on your PC by making the appropriate settings in your Internet browser. However, this may mean that the content of this website can no longer be used to the same extent. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

7.2 Google Analytics

We use Google Analytics on our website, a tool that allows us to analyze how our website is used. Google Analytics allows us to see how many people visit our website and how long they stay.

This website uses the function "Activation of IP anonymization" (i.e. Google Analytics has been extended by the code "gat._anonymizeIp();" to ensure anonymized collection of IP addresses (so-called IP masking)). As a result, your IP address will be truncated by Google within member states of the

European Union or in other signatory states to the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and truncated there.

Google uses the information collected to analyze your use of the website, to compile reports on website activity and to offer other services relating to website use.

Your IP address, which is transmitted from your browser to Google Analytics, is not merged with other Google data. However, Google may pass this information on to third parties if this is required by law or if third parties process this data on behalf of Google.

You can prevent cookies from being stored on your computer by making the appropriate settings in your browser. Please note, however, that in this case you may not be able to use all the functions of our website to their full extent.

Further information on terms of use and data protection can be found at <https://marketingplatform.google.com/about/analytics/terms/us/> or at <https://support.google.com/analytics/answer/6004245?hl=en>.

7.3 Google Photos

For a user-friendly experience, we use the cloud-based storage service Google Photos. When you access images on our website, your browser establishes a connection to Google's servers. In doing so, your IP address is transmitted to Google. To display the images correctly, the required content is loaded into your browser cache.

Further information is available here: <https://www.google.com/photos/>

7.4 Google Tag Manager

We use Google Tag Manager on our website, which enables us to integrate and manage website tags such as tracking codes or conversion pixels. This collects data on the website and forwards it to associated analysis tools, which store and analyse this data. Although Google Tag Manager collects data (e.g. IP address), it does not store it and has no access to it. It merely acts as an interface between the website and the analytics software.

You can find more detailed information here:
<https://support.google.com/tagmanager/?hl=en#topic=15191151>.

7.5 YouTube

We operate a YouTube channel and have integrated YouTube videos into our website, which are stored on <http://www.YouTube.com>. The operating company of YouTube is YouTube, LLC, 901 Cherry Ave, San Bruno, 94066 California, USA. YouTube, LLC is a subsidiary of Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland.

We use YouTube videos in extended data protection mode. With this setting, YouTube does not store any cookies when you visit our website. A connection to YouTube's servers is only established when you start playing the embedded videos. YouTube uses cookies for data collection and statistical data analysis. YouTube is informed which pages you visit. If you are logged in to YouTube, your data will be assigned directly to your account. YouTube uses your data for advertising and market research purposes.

By using this service, personal data is transferred to the USA or such a transfer cannot be ruled out. Google has certified itself in accordance with the adequacy decision for the transfer of personal data to the USA. The European Commission concludes that there is an adequate level of protection for personal data transferred from the EU to a company certified under the EU-US data protection framework in the USA, which is why data transfer is permitted under Art 45 GDPR.

The integration of YouTube leads to the reloading of Google services on our website, in particular Google Doubleclick, Google APIs, Google Video, Google Photos, Google Static and Google Fonts.

Further information on data protection at "YouTube" can be found in the provider's privacy policy at: <https://policies.google.com/privacy?hl=en-US>

8 Smartlook

We use Smartlook on our website, a service provided by Cisco Systems, Inc., to analyze user behaviour. Smartlook records user interactions such as mouse movements, clicks, scrolling behaviour and page navigation in order to improve usability and identify technical issues.

Smartlook processes data in anonymized or pseudonymized form. IP addresses are anonymized immediately after collection and are not stored in full. No sensitive personal data (such as names, email addresses, passwords or payment information) is intentionally recorded. We have activated Smartlook's privacy features to prevent the recording of input fields and other sensitive content.

Smartlook uses cookies and similar technologies to recognize returning users and to analyze website usage. The information generated is transmitted to and stored on Smartlook servers within the European Union or in accordance with applicable data protection safeguards.

Smartlook uses the collected information on our behalf to analyze the use of the website, to compile reports on user behaviour and to help us improve the functionality and performance of the website. The data is not merged with other data sources.

You can prevent the storage of cookies by adjusting your browser settings. Please note that in this case, some functions of this website may not be fully available.

Further information on data protection at Smartlook can be found at: <https://help.smartlook.com/docs/privacy-statement-full>

9 RadiusTheme

RadiusTheme, provided by RadiusTheme, LLC, is a provider of WordPress themes and plugins. The company develops and distributes premium and free themes primarily for business websites, blogs, and e-commerce projects. RadiusTheme products are built on standard WordPress technologies and are regularly updated to ensure compatibility, security, and performance. Support and documentation are provided to assist users with installation, configuration, and ongoing use.

Further information on data protection at RadiusTheme can be found at: <https://www.radiustheme.com/privacy-policy/>

10 Your rights

As a data subject, you have the following rights under the GDPR, subject to the applicable legal requirements:

- Right of access (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR)
- Right to erasure (Art. 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)
- Right to object (Art. 21 GDPR)
- Right to data portability (Art. 20 GDPR)
- Right to withdraw consent at any time, where processing is based on consent (Art. 7(3) GDPR)
- Right to appoint nominee

You have the right to lodge a complaint with a competent supervisory authority, in particular in the EU Member State of your habitual residence, place of work or the place of the alleged infringement.

In addition, data subjects whose personal data is processed in India may have the right to submit complaints in English or in any language understandable to them through Data Manager or in

accordance with the applicable provision of the rules notified under applicable Indian Digital Personal Data Protection act, 2023.

If you believe that the processing of your personal data violates applicable data protection law or infringes your rights, you may contact us at any time. We will make reasonable efforts to address your request without undue delay.

Please send your enquiries to datenschutz@zeta.com or use the contact details provided in this privacy policy.

11 Changes to this privacy policy

We reserve the right to amend this privacy policy from time to time to reflect changes in legal requirements or in our processing activities. In the event of any conflict in interpretation, the provisions of the Digital data Protection Act (DPDA) 2023 shall prevail. The current version of this privacy policy is always available on this website.