

# Privacy Policy

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## 1 ORGANISATION RESPONSIBLE FOR THIS WEBSITE

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voxeljet AG

Paul-Lenz-Straße 1a

86316 Friedberg

Tel: +49 821-7483-100

Fax: +49 821-7483-111

[info@voxeljet.com](mailto:info@voxeljet.com)

## 2 NAME AND ADDRESS OF THE DATA PROTECTION OFFICER

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SECUWING GmbH & Co. KG | Data Protection Agency

Maximilian Hartung

Frauentorstraße 9

86152 Augsburg

Tel: +49 821 90786458

[epost@datenschutz-agentur.de](mailto:epost@datenschutz-agentur.de)

## 3 GENERAL

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Every citizen has the constitutionally protected right to decide on the use of their personal data themselves. In light of this, it is our duty to protect the data that you entrust us with when visiting our website. Below, we would like to point out what data we collect from you, what happens to this data and what security measures we have taken to protect this data against abuse. We wish to ensure that visitors and customers are well informed about the collection, processing and use of personal data, through this clear and easy to understand information regarding our Privacy Policy.

## 4 PERSONAL DATA

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Personal data is any information that relates to an identified or identifiable natural person (e.g. name, address, telephone number, date of birth or e-mail address). In principle, you may use our

website without providing any personal data. The use of certain services may, however, require the disclosure of personal data, such as registration or taking part in a lottery.

## 5 LEGAL BASIS AND PROCESSING PURPOSES

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We process your personal data for the following purposes:

- Provision of this website and contractual performance, in accordance with [our Terms of Use / Terms & Conditions](#)
- Processing of your requests and orders (Contact Form)
- Own and third-party advertising, as well as market research and range measurement, to the extent permitted by law or based on consent.
- Reporting of compliance violations (Whistle-blowing System)
- Processing of applications using our application form
- Sending an e-mail newsletter
- Sending e-mail alerts (Investor Relations)

## 6 LEGAL BASIS

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The legal basis for data processing is Art. 6, para. 1, sentence 1 lit. f of the General Data Protection Regulations (DSGVO). Our legitimate interest follows from the data collection purposes listed above. Under no circumstances shall we use the data collected for the purpose of drawing conclusions about you.

## 7 DISCLOSURE OF DATA TO THIRD PARTIES

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Your personal data shall only be given by us to third parties if this is required for the performance of the contract, if we or the third party have a legitimate interest in the disclosure, or if you provide consent for said purpose. If data is shared with a third party based on a legitimate interest, this will be explained in this Privacy Policy. In addition, data may be shared with third parties to the extent that we are required to do so by law, or by an enforceable, official or judicial order.

## 8 SERVICE PROVIDER

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We reserve the right to use service providers in the collection and processing of data. Service providers shall only receive the personal data they need for their specific activities. For instance, your e-mail address may be passed on to a service provider so that they can deliver you newsletter you have subscribed to. Service providers can also be tasked with providing appropriate server capacity.

Service providers are usually involved as so-called processors, who may only process the personal data of the users of this website as per our instructions.

## 9 STORAGE DURATION; RETENTION PERIODS

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We store your data for as long as necessary for the provision of our website and associated services, or where we have a legitimate interest in further storage. In all other cases, we will delete your personal data, with the exception of such data which we must continue to hold, in order to comply with contractual or statutory (e.g. tax-related or commercial) retention periods (e.g. invoices). Contractual retention periods may also arise from contracts with third parties (such as copyright and intellectual property rights holders). We block out data that is subject to a retention period up until the end of the period.

## 10 LOG FILES

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Every time you use the Internet, your Internet browser automatically transmits certain information, which we store in so-called log files.

We store log files solely to detect errors and for security reasons (e.g. to investigate attack attempts) for 7 to 10 days, after which time they are deleted. Log files that require further retention for the purpose of evidence are exempt from deletion, until final clarification of the respective incident, and may be forwarded to the investigating authorities in individual cases.

The following information in particular is stored in the log files:

- IP address (internet protocol address) of the device from which the website is accessed;
- Internet address of the website from which the website was visited (known as originating or referrer URL);
- Name of the service provider used to access the website;
- Name of the files or information retrieved;
- Date, time and duration of the visit;
- Amount of data transferred;
- Operating system and information about the Internet browser used, including any add-ons installed (such as in the case of Flash Player);
- http status code (e.g. "request successful" or "requested file not found").

Provision of personal data may also be required by law (for instance, by tax regulations).

## 11 LEGITIMATE INTERESTS REGARDING PROCESSING

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In accordance with Article 6 f of the General Data Protection Regulations, it is in our legitimate interest to process personal data in the conduct of our business, in particular with regard to the well-being of our employees and that of the company's owners.

## 12 COOKIES?

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### 12.1 WHAT ARE COOKIES?

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Cookies are small text files that are sent when you visit a website and stored in the user's browser. If the website in question is visited again, the user's browser sends back the cookies' contents, thus allowing for recognition of the user. Certain cookies are automatically deleted once the browser session has ended (known as session cookies), others are stored for a specified time or permanently in the user's browser, and then delete themselves (known as temporary or permanent cookies).

### 12.2 WHAT DATA IS STORED IN COOKIES?

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No personal data is stored in cookies, just online identification.

### 12.3 HOW CAN YOU PREVENT THE USE OF COOKIES OR DELETE COOKIES?

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You may disable the storage of cookies in your browser settings, as well as delete any cookies already stored in your browser at any time. Please note, however, that this website may not work without cookies, or may only work to a limited extent.

Please also note that objections to the creation of user profiles work partly through a so-called "opt-out cookie". If you delete all cookies, an objection may therefore no longer be taken into account, and must again be raised by you.

### 12.4 WHAT COOKIES DO WE USE?

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#### ONLY COOKIES THAT ARE STRICTLY NECESSARY

Certain cookies are required so that we can provide our website. This category for instance includes cookies used to identify or authenticate our users; cookies that temporarily store certain user settings (e.g. the contents of a shopping cart or an online form); cookies that store certain user preferences (e.g. search or language settings); cookies that store data to ensure the smooth playback of video or audio content.

## 13 GOOGLE ANALYTICS

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This website uses Google Analytics, a web analysis service provided by Google Inc. ("Google"). Google Analytics uses "cookies", text files that are stored on your computer to help study how users use the website. Information generated by the cookie about your use of this website is usually transmitted to a Google server in the USA and stored there. However, in the event of activation of IP anonymisation on this website, your IP address will be shortened beforehand by Google within member states of the European Union or other states party to the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be sent to a Google server in the USA and shortened there. On behalf of the operator of this website, Google will use this information to evaluate your use of the website, in order to compile reports on website activity and to provide other services related to website and internet usage to the website's operator. The IP address provided by your browser in the context of Google Analytics will not be merged with other Google data. You may prevent the storage of cookies by adjusting the relevant settings on your browser software. However, please note that if you do this, you may not be able to optimally use all of this website's features. In addition, you may prevent collection by Google of the data generated by the cookie, and related to your use of the website (including your IP address), as well as the processing of this data by Google, by downloading and installing the browser plugin available using the link below (<http://tools.google.com/dlpage/gaoptout?hl=en>).

You can prevent collection by Google Analytics by clicking on the following link. This will set an opt-out cookie, preventing future collection of your data when visiting this website.

Disable Google Analytics

`<a onclick="alert('Google Analytics wurde deaktiviert');" href="javascript:gaOptout()">Google Analytics deaktivieren</a>`

## 14 GOOGLE MAPS

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This site uses the Google Maps map service via an API. It is operated by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

To use Google Maps, it is necessary to save your IP address. This information is generally transmitted to a Google server in the USA and stored there. The provider of this site has no influence on this data transfer. The use of Google Maps is in the interest of making our website appealing and to facilitate the location of places specified by us on the website. This constitutes a justified interest pursuant to Art. 6 (1) (f) DSGVO. Further information about handling user data, can be found in the data protection declaration of Google at <https://www.google.de/intl/de/policies/privacy>.

## 15 GOOGLE WEB FONTS

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For uniform representation of fonts, this page uses web fonts provided by Google. When you open a page, your browser loads the required web fonts into your browser cache to display texts and fonts correctly. For this purpose your browser has to establish a direct connection to Google servers. Google thus becomes aware that our web page was accessed via your IP address. The use of Google Web fonts is done in the interest of a uniform and attractive presentation of our website. This constitutes a justified interest pursuant to Art. 6 (1) (f) DSGVO. If your browser does not support web fonts, a standard font is used by your computer.

Further information about handling user data, can be found at <https://developers.google.com/fonts/faq> and in Google's privacy policy at <https://www.google.com/policies/privacy/>.

## 16 SOCIAL MEDIA

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### 16.1 INSTAGRAM

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Our pages include Instagram service features. These integrated features are provided by Instagram Inc., 1601 Willow Road, Menlo Park, CA, 94025, USA. If you are logged in to your Instagram account, you can link the contents of our pages to your Instagram profile by clicking on the Instagram button. This allows Instagram to associate your user account to the visit to our pages. Please be advised that, as the provider of the pages, we have no knowledge of the content of the data transmitted or its use by Instagram. For further information, please refer to Instagram's Privacy Policy: <http://instagram.com/about/legal/privacy/>

### 16.2 FACEBOOK

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In order to help personalise use of our website, social media plugins from Facebook have been installed there: the "LIKE" and "SHARE" buttons are available. This is a feature offered by Facebook.

When you call up a page of our website that contains one of these plugins, your browser connects up directly with Facebook's servers. The content of the plugin is communicated by Facebook directly to your browser, which then integrates it in the website.

Integration of the plugin means that Facebook receives notification that your browser has retrieved the respective page of our Internet offering, even if you do not have a Facebook account or are not actually logged in to Facebook at the time. This information (including your IP address) is sent directly by your browser to a Facebook server in the USA where it is stored.

If you are logged in to Facebook at the same time, Facebook can directly attribute your visit to our website to your Facebook account. If you interact with the plugins – by clicking on the "LIKE" or

“SHARE” button, for instance – then that information is likewise sent directly to one of Facebook’s servers and stored there. The information is also posted on Facebook where it can be seen by your Facebook friends.

Facebook can use this information for advertising and for market research purposes, as well as for designing Facebook’s pages in accordance with users’ requirements. To this end, Facebook creates usage profiles, interest profiles and relationship profiles, e.g. for analysing your usage of our website with regard to the advertisements displayed to you on Facebook, for informing other Facebook users about your activities on our website, and for providing further services that are connected with Facebook usage.

If you do not want Facebook to attribute the data collected via our Internet offering to your Facebook account, then you must log out of Facebook before visiting our website.

Details about the purpose for which data is collected, the amount of data collected, how the data is processed and used by Facebook, as well as your rights in this respect and the various settings available for protecting your privacy, can be obtained from Facebook’s privacy policy at <https://www.facebook.com/about/privacy/>.

Further information on Facebook (Facebook Ireland Ltd., 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Eire) and on Facebook pages and Facebook groups can be obtained from the [Page Insights Controller Addendum](#).

### 16.3 LINKEDIN

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Our site uses features of the LinkedIn network. The provider is the LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. Every time you visit one of our pages that contains LinkedIn features, a connection is made with LinkedIn servers. LinkedIn is notified that you have visited our website using your IP address. If you click on the LinkedIn "Recommend Button" and are logged in to your LinkedIn account, LinkedIn will be able to associate your visit to our website with you and your user account. Please be advised that, as the provider of the pages, we have no knowledge of the content of the data transmitted or its use by LinkedIn. For further information, please refer to LinkedIn’s Privacy Policy at: <https://www.linkedin.com/legal/privacy-policy>

### 16.4 PINTEREST

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Our site uses social plugins from the social network Pinterest, which is operated by Pinterest Inc., 635 High Street, Palo Alto, CA, 94301, USA ("Pinterest"). When you visit a page containing such a plugin, your browser establishes a direct connection to Pinterest servers. The plugin transmits log data to the Pinterest server based in the USA. This log data may include your IP address, the address of any websites visited that also include Pinterest features, browser type and settings, date and time of the request, and how you use Pinterest, as well as cookies. More information regarding the

purpose, scope and further processing and use of the data by Pinterest, as well as your rights and options for protecting your privacy, may be found in the Pinterest Privacy Policy:

<https://about.pinterest.com/en/privacy-policy>

## 16.5 TWITTER

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Our pages include Twitter service features.

These functions are provided by Twitter Inc., 1355 Market Street, Suite 900, San Francisco, CA 94103, USA. By using Twitter and the "Retweet" feature, the web pages that you visit are associated with your Twitter account and made known to other users. This data is also transmitted to Twitter. Please be advised that, as the provider of the pages, we have no knowledge of the content of the data transmitted or its use by Twitter. For further information, please consult Twitter's Privacy Policy at <http://twitter.com/privacy>. You can change your privacy settings on Twitter by going account settings at <http://twitter.com/account/settings>.

## 16.6 XING

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Our website uses features of the XING network. The provider is XING AG, Dammtorstraße 29-32, 20354 Hamburg, Germany. Every time you visit one of our sites that contains Xing features, a connection to Xing servers is made. Storage of personal data is not carried out, according to our knowledge. In particular, no IP addresses are stored or usage patterns analysed. Further information regarding data protection and the Xing share button may be found in Xing's Privacy Policy at [https://www.xing.com/app/share?op=data\\_protection](https://www.xing.com/app/share?op=data_protection)

## 16.7 YOUTUBE

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Our website uses plugins of the YouTube site, powered by Google. The site's operator is YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA. If you visit one of our pages that contains a YouTube plugin, a connection to YouTube servers is made. This will notify the YouTube server which of our pages you have visited. If you are logged in to your YouTube account, this enables YouTube to associate your browsing habits directly with your personal profile. You can prevent this by logging out of your YouTube account. For further information regarding the handling of user data, you may consult YouTube's Privacy Policy at <https://www.google.co.uk/intl/en/policies/privacy>

Auf unseren Seiten sind Funktionen des Dienstes Instagram eingebunden. Diese Funktionen werden angeboten durch die Instagram Inc., 1601 Willow Road, Menlo Park, CA, 94025, USA integriert. Wenn Sie in Ihrem Instagram - Account eingeloggt sind können Sie durch Anklicken des Instagram - Buttons die Inhalte unserer Seiten mit Ihrem Instagram - Profil verlinken. Dadurch kann Instagram den Besuch unserer Seiten Ihrem Benutzerkonto zuordnen. Wir weisen darauf hin, dass wir als Anbieter der Seiten keine Kenntnis vom Inhalt der übermittelten Daten sowie deren Nutzung durch

Instagram erhalten. Weitere Informationen hierzu finden Sie in der Datenschutzerklärung von Instagram: <http://instagram.com/about/legal/privacy/>

## 17 PRIVACY AS PART OF THE APPLICATION PROCESS

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We collect applicants' personal data, in order to process applications. These will be further stored upon the conclusion of an employment contract, for the purposes of implementing the employment relationship. The legal requirements are taken into account in this regard. In the event of a negative decision, application documents will be deleted within six months at the latest. An exception to this applies when we need to keep application documents, for instance as burden of proof in Anti-Discrimination Law proceedings, or if other legitimate interests apply. Should we include application documents in our long-term pool of applicants, we will ask for your consent in order to do so.

## 18 WHISTLEBLOWING SYSTEM

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This page features a technical section, which may be used to submit a message. This enables you to send information confidentially and securely to the Voxeljet Audit Committee. The message may be expressly anonymous. Therefore, the name and surname fields are optional. Information received in this fashion is strictly confidential and used only for the purpose of complying with legal requirements.

## 19 RIGHTS OF THOSE AFFECTED

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You have a right to know and - under certain conditions - to correct, delete, restrict the processing or object to the processing of your personal data, as well - from 25 May 2018 onwards - to data portability. You are also entitled to object to the processing of your personal data for advertising purposes at any time ("Advertising Claims"). Please bear in mind that for organisational reasons, there may be an overlap between your withdrawal and the use of your data as part of an ongoing campaign. If you have given us consent to process your data, you may withdraw it at any time, with future effect. The legality of processing your data until the time of withdrawal shall remain unaffected. Please use the information provided at the beginning of this Privacy Policy, in order to assert your rights. Please make sure that it is possible for us to clearly identify you.

## 20 RIGHT OF APPEAL TO THE SUPERVISORY AUTHORITY

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You have the right to file a complaint with the Data Protection Authority. You may do this by contacting the relevant Data Protection Authority responsible for your place of residence or the Data Protection Authority under whose remit we fall. Namely: Bavarian Data Protection Authority (BayLDA), Promenade 27, D-91522 Ansbach, [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de).

## 21 CONTACT

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For advice and suggestions regarding data protection, please feel free to get in touch with us or with our Data Protection Officer by e-mail at [epost@datenschutz-agentur.de](mailto:epost@datenschutz-agentur.de). If you would like to contact us, please feel free to do so using the contact details at the top of this Privacy Policy.

## 22 SAFETY MEASURES AND TECHNICAL INSTRUCTIONS

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All of our company's employees are regularly trained in data protection and are committed to data protection. Our data centre, as well as in-house IT department are continuously adapting technical security measures to current conditions and requirements. Both are subject to constant monitoring by our internal processes and by the Data Protection Officer. Nevertheless, Internet technologies may have security gaps and may not thoroughly guarantee 100% protection. Therefore, our users may also send us data using other contact options, such as telephone or fax.

## 23 VALIDITY OF THIS PRIVACY POLICY AND AMENDMENTS THERETO

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This Privacy Policy is currently valid as of September 2018.

This Privacy Policy may need to be amended in view of the further development of our website and what it offers, or due to statutory or regulatory requirements. Our current privacy policy may be accessed and printed at any time at <https://www.voxeljet.com/rechtliches/>.

## 24 YOU CAN ADJUST THE PRIVACY SETTINGS ON YOUR BROWSER BY FOLLOWING THE INSTRUCTIONS BELOW.

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### INTERNET EXPLORER

Instructions available at:

<https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies#ie=ie-11-win-7>

### MOZILLA FIREFOX

Instructions available at:

<https://support.mozilla.org/en/kb/enable-and-disable-cookies-website-preferences>

### GOOGLE CHROME

Instructions available at:

<https://support.google.com/chrome/answer/95647>

### SAFARI

Instructions available at:

<http://help.apple.com/>