Privacy Notices

for the fulfilment of information obligations pursuant to Articles 13 and 14 UK GDPR.



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The LICOR Group develops and markets high-precision measurement, analysis and imaging systems for environmental and climate research, as well as for biomedical and biotechnological research. This privacy notice provides you with information, in accordance with Articles 13 and 14 of the UK GDPR, regarding the processing of personal data within the Group and the rights and entitlements to which you are entitled.

1. Responsible for data processing

The data controller within the meaning of data protection law is:
LI-COR Environmental UK Ltd, St. John's Innovation Centre, Cowley Road, Cambridge, CB4 0WS, United Kingdom

2. Contact data of the data protection officer

You can contact our Data Protection Officer at the addresses provided above, or by email at privacy@licor.com.

3. Purposes and legal bases of data processing

We process the following categories of data relating to our customers, suppliers and other business partners:

- Master data, in particular your surname, first name, title, information about your company and your function or position
- Contact details, in particular your address, postal address and, if applicable, also telephone, fax, and e-mail
- Contract data, in particular data that you provide to us to execute a contract
- Invoicing and payment details, e.g. information regarding the payment method and details relating to invoicing and payment processing
- Content data, in particular the data exchanged in the correspondence between us.
- Depending on the nature of our business relationship, additional data necessary for the contract performance, e.g. device and support data

The collection and processing of personal data is carried out:

- to be able to identify you as a customer or business partner
- to be able to advise you appropriately and to submit offers to you
- to be able to fulfil our contractual obligations towards you
- to be able to comply with our legal obligations
- for correspondence with you, in particular in connection with the fulfilment of the contract and the maintenance of our business relationship
- to issue invoices or, if necessary, as part of the dunning process
- for the purposes of admissible direct advertising
- to assert and enforce any claims against you
- for the defence of claims against us

The processing of personal data is necessary in particular for the fulfilment of obligations arising from the underlying contract or its initiation. Without this data, we will not be able to conclude and fulfil the contract with you.
The data we collect will only be stored for as long as is necessary to achieve the purposes for which the data was collected. Accordingly, we usually delete your data when the contractual services have been rendered in full and the warranty periods have expired, unless we are obliged to store it beyond this period due to statutory retention requirements or you consent to a longer storage period.
We process your data exclusively based on one of the legal bases mentioned here (all of the following articles refer to the UK GDPR.

Art. 6, para. 1 b) for the fulfilment and the initiation of a contract:

Within the framework of the fulfilment of the contract, we process your first and last name as well as your address, telephone number and e-mail address and similar data for the preparation of offers and order confirmations, for the processing of current business relationships, for the conclusion after the provision of services (e.g., Invoicing), for the internal maintenance and processing of the contract (e.g., bookkeeping), but also for the implementation of further training and information events and the processing of warranty claims. The data request and its use is carried out exclusively within the scope of necessity, as without this data we cannot initiate and carry out the contract with you.

Art. 6, para. 1 c) for the fulfilment of legal obligations:

Your data may also be processed because, as a company, we are subject to certain legal obligations, including requirements under trade, export control, tax, money laundering, financial and criminal law.

Art. 6, para. 1 f) to protect our legitimate interests:

The continuous maintenance and optimisation of our business relationship with our business partners is particularly in our legitimate interest. The following measures, among others, serve this purpose:

- Improvement of business processes and further development of products and services
- Evaluation of sales data to offer individual discounts and benefits
- Consultation and data exchange with credit agencies to determine creditworthiness and default risks
- Advertising, market and opinion research, provided you have not objected to the use of your data.

Art. 6, para. 1 a) based on your consent

Your data will be processed based on your consent only within the framework of your specific consent, i.e., for the purpose, for the duration and within the scope stated therein. You can revoke your consent at any time without affecting the lawfulness of the processing carried out based on the consent up to the time of revocation (see point 6).

4. Duration of storage and retention periods

We process and retain your personal data for as long as necessary to fulfil our contractual, legal and regulatory obligations. If the personal data is no longer required for these purposes, it will generally be deleted, unless its continued retention for a limited period is necessary for one or more of the following purposes:

- Compliance with statutory or regulatory retention requirements, including requirements under applicable UK company, tax, financial services and anti-money laundering legislation and regulation, such as the Companies Act 2006, applicable UK tax and VAT legislation, the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, and applicable requirements of the Financial Conduct Authority (FCA). Depending on the type of record and the applicable legal or regulatory requirement, retention periods will generally range from three to ten years, although longer periods may apply in specific circumstances.
- Establishment, exercise or defence of legal claims and preservation of evidence, considering applicable limitation periods. Under the Limitation Act 1980, the limitation period for many contractual and tort claims is generally six years, although shorter or longer limitation periods may apply depending on the nature of the claim and the circumstances.

5. Data recipients

Data relating to business partners is exchanged within the group in the context of contract initiation and performance based on Article 6(1)(b) of the UK GDPR, and for customer service purposes based on Article 6(1)(f) of the UK GDPR. Our legitimate interest in this regard lies in the standardisation and optimisation of our internal administrative and sales processes, thereby enabling us to provide better support to our business partners. In addition, your data will be forwarded to our parent company based in the USA and, where necessary, to agents within the EU, including the UK, e.g. to distributors, service and contractual partners, data processors and other service providers commissioned by us whose activities are necessary for the performance of the contract (e.g. shipping companies or external subcontractors). The data disclosed may only be used by third parties for the purposes stated above.

6. Data transmissions to a third country

Your data will be transferred to our parent company in the USA for the purposes of centralised contract processing, customer management, marketing, communication, research, product improvement and the procurement of internal group IT and other services. Their address is:
LI-COR Environmental LLC, 4647 Superior Street, Lincoln, NE 68504, USA
To this end, a contract based on the EU Standard Contractual Clauses has been concluded with the parent company.
Furthermore, where necessary, we transfer data exclusively to recipients who ensure the protection of your data in accordance with the provisions of the UK GDPR regarding transfers to third countries (Articles 44 to 49 UK GDPR).

7. Obligation to provide data

In the context of our business relationship, you must provide us with personal data that is required for the initiation and performance of a business relationship and the fulfilment of the associated contractual obligations or which we are legally obliged to collect.
If you do not provide us with the required information and documents, including personal data, we may not enter into or continue the business relationship requested by you in accordance with the aforementioned legal and regulatory obligations.

8. Automated decision making

As a rule, we do not make decisions based solely on automated processing within the meaning of Article 22 of the UK GDPR in order to establish and implement a business relationship with you.

9. Location of data processing

The data is stored either on our internal IT infrastructure and, in addition, on our parent company's IT systems.

10. Your data protection rights as a data subject

As a data subject, you have the following rights in accordance with the UK GDPR

- the right to information pursuant to Art. 15
- the right to rectification of inaccurate data pursuant to Art. 16,
- the right to erasure according to Art. 17,
- the right to restriction of processing in accordance with Art. 18,
- the right to data portability according to Art. 20
- the right to object to processing pursuant to Art. 21
- the right to lodge a complaint with a supervisory authority (Art. 77)

To exercise your rights, please contact our data protection officer.

11. The data protection supervisory authority responsible for us

You have the right to complain about our processing of personal data to a data protection supervisory authority. The authority responsible for us is:

Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, United Kingdom

Phone: +44 303 123 1113
E-Mail: icocasework@ico.org.uk
Homepage: https://ico.org.uk

12. Updating of this data protection information

This privacy notice regarding our data processing may change from time to time. We will publish any changes on our website. We will provide you with previous versions on request.

Thank you for your interest in our webinars or online meetings (online events). Through our webinars or online meetings, we aim to provide you with valuable information about our products, services, and current industry topics. In connection with your registration and participation, we process personal data. Below, we provide you with transparent information about the nature, scope, and purposes of this processing, as well as your rights as a data subject under the General Data Protection Regulation (UK GDPR).

1. Responsible for data processing
The data controller within the meaning of data protection law is:

LI-COR Environmental UK Ltd, St. John's Innovation Centre, Cowley Road, Cambridge, CB4 0WS, United Kingdom

2. Contact data of the data protection officer
You can contact our Data Protection Officer at the addresses provided above, or by email at privacy@licor.com.

3. Purposes and legal bases of data processing
We process your personal data for the following purposes:

- **Conducting and organizing online events:** We process the personal data you provide for the purpose of registration, conducting, and following up on the online event. This includes:
  - First and last name
  - Company
  - Job title / Position
  - Email address
  - Phone number (if provided)
  - Registration details
  - Participation information
  - Time and duration of participation
  - Technical connection data

  Processing is based on Article 6(1)(b) of the UK GDPR for the purpose of conducting the online event and related communication.
- **Conducted via Microsoft Teams:** We use Microsoft Teams to conduct our online events. The provider is Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland. When using Microsoft Teams, the following data is processed:
  - Participant data
  - Device and connection information
  - Audio and video data
  - Chat messages
  - Screen sharing
  - Usage data

  Processing is based on Article 6(1)(b) of the UK GDPR. For more information on data processing by Microsoft, please visit:
  https://privacy.microsoft.com/de-de/privacystatement
- **Transcription of online events:** For quality assurance, documentation, and the continuous improvement of our offerings, online events may be transcribed automatically or manually. For this, we use the Granola transcription software (https://www.granola.ai). In particular, the following may be processed:
  - Presentations by speakers,
  - Questions from participants,
  - Contributions to the discussion,
  - Chat messages,
  - Other content exchanged during the online event.

  The transcripts will be deleted as soon as they are no longer needed for the stated purposes and will be used for the following internal purposes:
  - for follow-up on online events,
  - to answer participant questions,
  - for quality assurance,
  - to optimize future events,
  - to create training and informational materials.

  Processing is based on our legitimate interest pursuant to Art. 6(1)(f) UK GDPR.
- **Recording of Online Events:** Individual online events may be recorded following prior notice. The recording is used for:
  - making the content available to participants,
  - documenting technical content,
  - internal training,
  - quality assurance,
  - and the reuse of online event content.

  Participants can join the event by turning off their camera and microphone, so they do not appear in the recording. The recording may include the following data:
  - Audio contributions,
  - Video contributions,
  - Screen shares,
  - Chat messages,
  - Questions and comments from participants.

  Processing is based on our legitimate interest pursuant to Art. 6(1)(f) UK GDPR.
- **Use of Camera and Microphone:** The use of a camera and microphone during the online event is voluntary. Participants may choose to keep their camera off, mute their microphone, and submit questions via email after the online event at any time. If participants voluntarily:
  - enable their camera,
  - use their microphone,
  - or actively participate in discussions

  during an online event marked as recorded, they do so with full knowledge of the above information regarding the recording and processing of their audio and video data. Participants who do not wish to appear in a recording should keep their camera disabled and refrain from using their microphone.
- **Storage in the CRM system:** We use Salesforce CRM to manage our relationships with customers and prospects. The provider is:
  Salesforce Ireland Limited, Salesforce Tower, 60 R801 North Dock, Dublin 1, Irland.
  Any transfers to the United States are made in accordance with the EU-U.S. Data Privacy Framework or the EU Standard Contractual Clauses.
  The following information may be stored in the CRM system:
  - Contact information
  - Company information
  - Online event participation
  - Communication history
  - Interests in products and services
  - Sales activities
  - Newsletter preferences

  This data is stored to maintain relationships with customers and prospects, to document business contacts, and to follow up on online event participation. Processing is based on our legitimate interest pursuant to Art. 6(1)(f) UK GDPR. For more information, please visit
  https://www.salesforce.com/company/legal/privacy/
- **Contact from our sales team:** Following the online event, our sales team may contact you in accordance with legal requirements. The purpose of this contact is:
  - to answer any open questions,
  - to provide additional information,
  - to present relevant products and services,
  - to assist prospective customers,
  - to initiate or strengthen a business relationship.

  Processing is based on our legitimate interest pursuant to Art. 6(1)(f) of the UK GDPR.
- **Newsletters and Information:** After the online event, participants may receive information on the following topics:
  - Products and services,
  - Technical information,
  - Online-Events,
  - Webinars,
  - Training courses,
  - Company news.

  To the extent required by law, these communications are sent based on your consent pursuant to Art. 6(1)(a) of the UK GDPR. Consent may be revoked at any time with future effect. Each newsletter includes an option to unsubscribe.

4. Categories of personal data
You must provide the information required for registration and participation to attend the online event. Without this information, participation is not possible. The following data may be processed in connection with online event registration and participation:

- First and last name
- Company and Position / Role
- Contact data (E-Mail address, phone number, login credentials)
- Participation information
- Audio and video data
- Chat messages, questions and comments
- Screen sharing
- Technical connection data (IP address, device information)
- Usage logs
- Communication history
- Interests in products and services

5. Data recipients
Your data may be transferred to the following recipients in particular:

- internal departments
- Sales
- Marketing
- IT service providers, e.g., Microsoft (Teams) and Salesforce (CRM)
- other technical service providers, to the extent necessary for operations.

Your data will not be disclosed to other third parties unless required by law. “Data processors are engaged solely on the basis of a contract in accordance with Article 28 of the UK GDPR.”

6. Data transmission to a third country
In connection with the use of Microsoft Teams, Salesforce and Granola, it cannot be ruled out that personal data may also be processed in countries outside the European Union or the European Economic Area. To the extent that such processing takes place, appropriate safeguards pursuant to Art. 44 et seq. of the UK GDPR are implemented:

- Adequacy decisions by the European Commission,
- Standard Contractual Clauses (SCCs),
- or other legally recognized safeguards.

7. Retention period
We retain your personal data only for as long as is necessary for the purposes stated. The retention period depends on:

- the conduct and follow-up of the online event,
- the maintenance of relationships with customers and prospects,
- legal retention requirements,
- legitimate business interests,
- and existing contractual relationships.

8. Your data protection rights as a data subject
As a data subject, you have the following rights in accordance with the UK GDPR

- the right to information pursuant to Art. 15
- the right to rectification of inaccurate data pursuant to Art. 16,
- the right to erasure according to Art. 17,
- the right to restriction of processing in accordance with Art. 18,
- the right to data portability according to Art. 20
- the right to object to processing pursuant to Art. 21
- the right to lodge a complaint with a supervisory authority (Art. 77)

The right to information and the right to deletion are subject to the restrictions of §34 and §35 of the Federal Data Protection Act ("BDSG"). Data subjects also have a right of to lodge a complaint to a supervisory authority (Article 77 UK GDPR in conjunction with §19 BDSG).

You can revoke your consent to the processing of your personal data at any time.

To exercise your rights, please contact our data protection officer.

9. Objection to Direct Marketing
You may object to the processing of your personal data for direct marketing purposes at any time. You have the right to object at any time to the processing of your personal data for direct marketing purposes (Art. 21(2) UK GDPR)

Once we receive your objection, your data will no longer be used for such marketing purposes.

10. The data protection supervisory authority responsible for us
You have the right to complain about our processing of personal data to a data protection supervisory authority. The authority responsible for us is:

Information Commissioner’s Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, United Kingdom

Phone: +44 303 123 1113
E-Mail: icocasework@ico.org.uk
Homepage: https://ico.org.uk

11. The data protection supervisory authority responsible for us
This privacy notice regarding our data processing may change from time to time. We will publish any changes on our website. We will provide you with previous versions on request.

We are pleased that you are interested in us and are applying or have applied for a position in our company. We would like to provide you with information below regarding the processing of your personal data in connection with your application.

1. Responsible for data processing

The data controller within the meaning of data protection law is:

LI-COR Environmental UK Ltd, St. John's Innovation Centre, Cowley Road, Cambridge, CB4 0WS, United Kingdom

2. Contact data of the data protection officer

You can contact our Data Protection Officer at the addresses provided above, or by email at privacy@licor.com.

3. Purposes and legal bases of data processing

We process the data that you have sent us in connection with your application to check your suitability for the position (or other open positions in our companies, if applicable) and to carry out the application procedure.

If we deem it necessary to fill the position, we may also collect personal data about you from third parties. This may include, for example, internet research or research on social media (e.g., LinkedIn, XING). In this regard, we refer you to the additional information at the end of this document. We will then inform you separately of any further information that may be required in such cases in accordance with Art. 14 UK GDPR.

The legal basis for the processing of your personal data in this application procedure is primarily article 6 (1) b UK GDPR. According to this, the processing of data required in connection with the decision on the establishment of an employment relationship is permissible.

Beyond the actual fulfilment of the (pre-)contract, we process your data in accordance with Art. 6 (1) (f) UK GDPR if necessary to protect the legitimate interests of us or third parties. Processing of your data will only take place if and insofar as there are no overriding interests on your part that speak against corresponding processing, such as in particular for the following purposes:

- Measures to further develop existing systems, processes and services;
- Enrichment of our data, including through the use or research of publicly available data where necessary;
- benchmarking;
- building and facility security (e.g. through access controls), insofar as this goes beyond general due diligence requirements;
- Internal and external investigations and security audits

Should the data be required for legal prosecution after the conclusion of the application process, if applicable, data processing may be carried out based on the requirements of Art. 6 UK GDPR, in particular to safeguard legitimate interests pursuant to Art. 6 (1) letter f UK GDPR. Our interest then consists in assertion or defense of claims.

If special categories of personal data within the meaning of Art. 9 UK GDPR are processed (e.g., health data), the legal basis is Section 26 (3) BDSG or Art. 9 (2) lit. b) UK GDPR in conjunction with Art. 6 (1) lit. b) UK GDPR.

If we process personal data about you during the application process that we have not received directly from you, the following information also applies:

Data categories that we may process in this context include information about you that is generally available on the Internet or can be researched via social media platforms (e.g., LinkedIn, XING). Furthermore, this may include data about previous employment relationships. The legal basis for this data processing is Art. 6 (1) (f) UK GDPR, whereby our interest lies in finding the most suitable applicants for the respective positions.

If we process personal data about you that we have not collected from you, we will inform you separately about the source of the personal data, unless you already have this information.

4. Duration of storage and retention periods

Data of applicants will be deleted after 6 months in case of rejection. If you have agreed to further storage of your personal data, we will transfer your data to our applicant pool. There, the data will be deleted after two years.
If you have been awarded a position during the application process, the data will be transferred from the applicant data system to our personnel information system and deleted 10 years after the end of the employment relationship.

5. Data recipients

We use a specialized software provider for the application process. This provider acts as a service provider for us and may also obtain knowledge of your personal data in connection with the maintenance and service of the systems.

Your application data will be reviewed by the HR department after receipt of your application. Suitable applications are then forwarded internally to the department heads for the respective open position. The further procedure is then coordinated. As a matter of principle, only employees who need your data for the proper conduct of our application procedure will have access to it.

We will not pass on your data to third parties unless we inform you of this separately. Insofar as further service providers have been commissioned within the framework of order processing, your data will be subject there to the security standards specified by us to protect your data appropriately. In other cases, the recipients may only use the data for the purposes for which it was transmitted to them.

If you would like to receive further information about the data transfers to third parties, please contact our data protection officer.

6. Data transmission to a third country

According to applicable international law, a third country is a country that is not a party to an international treaty. Contracting states are the states of the European Economic Area (EEA), i.e. in addition to the EU member states also Iceland, Liechtenstein and Norway. Accordingly, from the perspective of the EEA, all countries that are not contracting states of the EEA are third countries. This specifically includes countries such as Switzerland, the USA, China and Russia. From 01.01.2021, the United Kingdom (UK) will also be considered a third country.

Your application data will also be transferred to our parent company in the USA, with whom a contract has been concluded in accordance with the EU Standard Contractual Clauses.

7. Obligation to provide data

As part of your employment, you must provide such personal data as is necessary for the establishment, performance and termination of the employment relationship and the fulfilment of the related contractual obligations, or which we are required to collect by law. Without this data, we will not be able to fulfil the employment contract with you.

8. Automated decision making

We do not make decisions based solely on automated processing within the meaning of Article 22 of the UK GDPR.

9. Location of data processing

The data is processed both on our in-house IT infrastructure and on the IT infrastructure of the parent company in the USA.

10. Your data protection rights as a data subject

As a data subject, you have the following rights in accordance with the UK GDPR

- the right to information pursuant to Art. 15
- the right to rectification of inaccurate data pursuant to Art. 16,
- the right to erasure according to Art. 17,
- the right to restriction of processing in accordance with Art. 18,
- the right to data portability according to Art. 20
- the right to object to processing pursuant to Art. 21
- the right to lodge a complaint with a supervisory authority (Art. 77)

The right to information and the right to deletion are subject to the restrictions of §34 and §35 of the Federal Data Protection Act ("BDSG"). Data subjects also have a right of appeal to a supervisory authority (Article 77 UK GDPR in conjunction with §19 BDSG).

You can revoke your consent to the processing of your personal data at any time.

To exercise your rights, please contact our data protection officer.

11. The data protection supervisory authority responsible for us

You have the right to complain about our processing of personal data to a data protection supervisory authority. The authority responsible for us is:

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Homepage: https://ico.org.uk

12. Updating of this data protection information

This privacy notice about our data processing under Articles (Art.) 13, 14 and 21 of the UK GDPR may change from time to time. We will publish any changes on this website. We will make older versions available for review upon request.