

maxon Privacy Policy

Last updated: December 2023

We appreciate your interest in maxon and your visit to a website of the maxon Group and/or one of its subsidiaries. The protection of your privacy is very important to us. Below we provide you with detailed information about the handling of your data.

1 maxon respects your privacy

Protecting your privacy when processing personal data and ensuring the security of all business data are key concerns at maxon and are duly reflected in our business processes. Personal data which are gathered when you visit our online offering are kept confidential, in full compliance with relevant legislation.

Data protection and information security are important elements of maxon corporate policy.

maxon handles personal data in accordance with applicable data protection laws. This Privacy Policy explains how we collect and process personal data when you visit this or other maxon Group websites, use our products or services or interact with us otherwise.

In this Privacy Policy, the term "personal data" refers to any information relating to an identified or identifiable natural person.

2 How to reach us

If you have any questions or suggestions regarding this Privacy Policy, your personal data, or data security at maxon, please contact us at:

maxon international ag
Data Protection Officer
Brünigstrasse 220
CH-6072 Sachseln
Switzerland
Telephone: +41 (0)41 666 15 00
E-mail: privacy@maxongroup.com

The address of our data protection representative pursuant to Art. 27 GDPR is as follows:

maxon motor hungary kft
Data Protection Coordinator
Tartu u. 4.
8200 Veszprém
Hungary
Telephone: + 36 88 886 000
E-mail: privacy27@maxongroup.com

3 Purpose of these web pages and this Privacy Policy

The web pages provide general information about maxon, its products, solutions, services and career opportunities. You can also apply for a job at maxon via the maxon jobs portal. Additionally, there is an online shop selling maxon products.

Some of the web pages include special forms for requesting further information about maxon's products and services.

This Privacy Policy is not necessarily a complete description of the data processing we perform. Therefore, other privacy policies (or GTC or similar documents) may apply in certain circumstances.

4 How we gather, process and use personal data

Basic principles

'Personal data' means any information relating to an identified or identifiable natural person, e.g. name, address, telephone number or e-mail address reflecting a person's identity.

We only gather, process and use personal data (including IP address) if this is necessary for contractual performance or pre-contractual activities, if you have given us your consent (e.g. during registration), or if we have a legitimate interest in processing.

Categories of data processed

- Contact data such as name, company name, telephone number, e-mail addresses, address
- Communication data such as your IP address, MAC addresses of the devices you use, such as a smartphone or computer, device and setting information
- Other personal data such as credit card data, bank details and data regarding your professional career

5 Purpose of processing; legal basis

We (and, if applicable, other companies from the maxon Group, see Section 8) and service providers engaged by us may process your personal data for the following purposes:

Purpose	Personal data: categories	Recipients of personal data: categories	Legal basis
<p>When you subscribe to a newsletter</p> <p>The personal data we collect allows us to send you newsletters, to keep you informed about our products and services.</p>	Title, first and last name, company name, address, e-mail address, telephone number	<p>maxon Group joint data controllers</p> <p>External service providers (commissioned data processing)</p>	We process your personal data if you give consent to receive our newsletters. The processing of your personal data is lawful, as this information is required in order to be able to send you our newsletters. You may unsubscribe from this service at any time.
<p>When you send a contact request</p> <p>The personal data we collect enables us to process your request and to send you our response to it.</p>	Title, first and last name, academic title, company name, address, country, e-mail address, telephone number, type of request	maxon Group joint data controllers	The processing of your personal data is lawful, as this information is required in order to process your enquiry based on your request, and to provide an appropriate response; furthermore, we have a legitimate interest in processing the enquiry, via the most appropriate company within the maxon Group.
<p>When you create an account on our web pages</p> <p>The personal data that we collect and process enables us to create and operate an account for you on our web pages.</p>	Title, first and last name, academic title, company name, address, country, e-mail address, telephone number	maxon Group joint data controllers	The processing of your personal data is lawful, as this information is required so that we can operate and maintain your account based on your request; furthermore, we have a legitimate interest in processing your request via the most appropriate company within the maxon Group. You can close your account at any time.
<p>When you apply for a position</p> <p>Your personal data is stored, analysed, processed or forwarded internally but solely</p>	Title, first and last name, date of birth, academic title, address, nationality, e-mail address, telephone number, your written application, CV	<p>maxon Group joint data controllers</p> <p>External service providers (commissioned data processing)</p>	We process your data when an employment contract is initiated or drawn up. This is based on the various steps

Purpose	Personal data: categories	Recipients of personal data: categories	Legal basis
<p>in connection with your application. It is only available to employees of the Human Resources department and the persons at maxon who are responsible for the hiring decision. Your data is never shared with people outside maxon or used for other purposes. The data may be used for statistical purposes (e.g. reporting). However, it cannot be associated with any individual person.</p> <p>If you accept a position at maxon, your personal data (or, if applicable, an excerpt of it) is added to your personnel file.</p> <p>If you have applied and your application has been rejected, your data will be stored for six (6) months following the end of the application process, after which it will be anonymised (profile and application). After another 12 months, your data will be completely deleted. You will not receive any notice of this deletion.</p>	<p>and certificates/reference letters, account details</p>		<p>required when drawing up an employment contract.</p>
<p>When you register for JobAbo</p> <p>The personal data we collect enables us to contact you as soon as you find a position of interest to you within the maxon Group.</p> <p>If you have ordered our JobAbo, no data apart from your e-mail address is stored. The requested job descriptions are delivered to the e-mail address provided.</p>	<p>E-mail address</p>	<p>maxon Group joint data controllers</p> <p>External service providers (commissioned data processing)</p>	<p>We process your personal data based on your consent.</p> <p>This information is required in order to process your request and to provide an appropriate response.</p>
<p>If your profile is added to a maxon talent pool</p> <p>If you have applied for a position but we cannot offer you a suitable one at this time,</p>	<p>Title, first and last name, date of birth, academic title, address, nationality, e-mail address, telephone number, your written application, CV</p>	<p>maxon Group joint data controllers</p> <p>External service providers (commissioned data processing)</p>	<p>We process your personal data based on your consent.</p> <p>This information is required in order to process your request</p>

Purpose	Personal data: categories	Recipients of personal data: categories	Legal basis
<p>your application can be added to a talent pool. In this case, you will receive a message requesting you to grant us your consent to continue storing your data. If you do not consent to this, we will continue to handle your data as described above. If you have consented but are no longer interested, you can delete your data (profile and application) on your own anytime. If your application is added to a talent pool, the data will continue to be stored for 12 months and then deleted.</p>	<p>and certificates/reference letters, account details</p>		<p>and to provide an appropriate response.</p>
<p>If you send us an unsolicited application</p> <p>If you are not hired after an unsolicited application, then within 12 months of receiving your application, we will ask you to confirm or update your data. If you fail to do this, your data will be deleted automatically.</p>	<p>Title, first and last name, date of birth, academic title, address, nationality, e-mail address, telephone number, your written application, CV and certificates/reference letters</p>	<p>maxon Group joint data controllers</p> <p>External service providers (commissioned data processing)</p>	<p>We process your personal data based on your consent.</p> <p>This information is required in order to process your request and to provide an appropriate response.</p>
<p>If you participate in a customer survey</p> <p>The personal information we collect allows us to receive feedback about our products and services, to evaluate, analyse and improve them, and to train our employees.</p>	<p>Title, first and last name, company name, address, e-mail address, telephone number, your feedback on our products and services</p>	<p>maxon Group joint data controllers</p> <p>External service providers (commissioned data processing)</p>	<p>The processing of your personal data is lawful, and we have a legitimate interest in doing so, as the information is required so that we can manage our business relationship and improve our products and services; furthermore, we have a legitimate interest in processing your feedback, via the most appropriate company within the maxon Group.</p>
<p>If we use your personal information for marketing purposes</p> <p>The personal data that we collect or process enables us to send you offers on our</p>	<p>Title, first and last name, company name, function, location address, e-mail address, telephone number, any other data required for marketing purposes</p>	<p>maxon Group joint data controllers</p> <p>External service providers (commissioned data processing)</p>	<p>The processing of your personal data is lawful, as this information is required so that we can provide you with offers on our products; in that regard we have a legitimate</p>

Purpose	Personal data: categories	Recipients of personal data: categories	Legal basis
products and services and information on related activities (e.g. event invitations) by telephone, e-mail or in any other form			interest in conducting business and maintaining customer relations; we also have a legitimate interest in processing your feedback, via the most appropriate company within the maxon Group.
<p>If you order products via the online shop</p> <p>The personal data that we collect or process enables us to satisfactorily process your order when you order our products or services.</p>	Title, first and last name, date of birth, academic title, address, country, e-mail address, credit card data, bank details	maxon Group joint data controllers	The processing of your personal data is lawful and enables contractual performance. In addition, we have a legitimate interest in processing, as the information is required so that we can maintain a business relationship with you and manage the customer relationship via the most suitable company within the maxon Group.

6 Log files

Each time you use the internet, certain information is automatically transmitted by your internet browser and stored by us in so-called log files.

Log files are stored by us for the purpose of identifying faults and for security reasons (e.g. to investigate attempted attacks) as long as necessary for the specified purposes, and then deleted or anonymised. Log files which must be stored for a further period for evidentiary purposes are not deleted until the incident in question has been definitively resolved, and in individual cases may be passed on to investigative authorities. We have a legitimate interest in storing log files, to ensure that our web pages function smoothly without disruption.

In particular, the following information is stored in log files:

- IP address (internet protocol address) of the device from which the online offering is accessed;
- Internet address of the prior website (source or referrer URL) which sent the user to the online offering;
- name of the service provider via which the online offering is accessed;
- name of the files or information retrieved;
- the date and time and duration of the retrieval;
- quantity of data sent;
- operating system and information about the internet browser used, including installed add-ons (e.g. for Flash Player);
- http status code (e.g. "request successful" or "requested file not found").

7 User analysis

Analysis tools (e.g. etracker) are used on maxon's web pages and on the online shop. Information collected about the use of the web pages is stored on the tool providers' servers.

Analysis tools enable us to collect and analyse data about how visitors use our web pages and online shop. This enables us to find out when web pages were viewed, and from which region.

Additional data collected includes, for instance, the names of the files accessed, the browsers and features used and the length of time spent visiting the website.

The maxon Group has a legitimate interest in carrying out anonymised analysis of user behaviour, in order to optimise our web pages and the advertising. If your prior consent was requested when you visited our web pages (e.g. consent to the storage of cookies), processing is based on your consent, which you may revoke at any time with effect for the future.

Detailed information about analysis tools can be found in the maxon [Cookie Policy](#).

8 Forwarding of data

Forwarding of data to other controllers

As a general rule, your personal data will only be transferred by us to other controllers if this is necessary for contractual performance, or if we or the third party have/has an overriding legitimate interest in forwarding the data, or if you have given your consent. For details about the legal basis and the recipients or categories of recipients, see Section 5 (Purpose of processing; legal basis).

If “maxon Group joint data controllers” are specified as possible data recipients, the data in question may be forwarded within the maxon Group, to ensure that you receive optimal support and advice from the maxon Group, in an effort to maintain good customer relations. Forwarding of data within the maxon Group thus benefits both you and us, and as mentioned in Section 5 is based inter alia on our legitimate interest in maintaining good customer relations with current and future customers.

In addition, data may be transferred to other controllers, insofar as we are required to do so by law or pursuant to an enforceable official or court order.

Service providers (general)

We use external service providers who perform tasks such as marketing services, HR services, programming, data hosting and hotline services. We have carefully selected these service providers and monitor them regularly, in particular to ensure they are careful in the way they handle and protect data stored by them. All service providers are under contractual obligation to maintain confidentiality and to comply with legal requirements. Service providers may also be other companies within the maxon Group.

Forwarding of data to recipients outside the EEA

We may also forward personal data to recipients domiciled outside the EEA (non-EEA countries). In such cases, before forwarding the data we make sure the recipient contractually guarantees an adequate level of data protection, or if necessary we obtain your consent to forwarding of your data.

9 Storage periods; Duration of storage

As a general rule, we store your data for as long as is necessary to ensure we can provide our online offering and related services, or for as long as we have a legitimate interest in further storage (e.g. after fulfilment of a contract, we may still have a legitimate interest in marketing via physical mail). After that we will delete your personal data, except for data which we must continue to store in order to comply with legal obligations (e.g. tax-law and commercial-law retention periods require us to retain documents such as contracts and invoices for a certain period of time).

10 Use of cookies

What is a cookie?

Cookies are small data files stored on your computer or mobile device by the websites you visit or the internet browser you use.

Cookies (hereinafter: cookies) are often used to operate websites or to operate them more efficiently, and to transmit information to the operators of the website.

Our use of cookies

Our web pages use cookies, pixel tags and other means of identification and local storage to distinguish you from other users of our website and from web pages on our network. This helps us ensure that our web pages and the web pages in our network are easy and enjoyable to use, and allows us to improve our web pages and services.

Further information about the cookies we use on our web pages can be found in our [Cookie Policy](#).

11 Social plugins

Our online offering includes social plugins from various social networks, as described below.

When a plugin is used, your internet browser establishes a direct connection to the server of the relevant social network. The provider receives a notification that your internet browser has accessed a given page of our online offering, even if you do not have a user account with that provider or are not currently logged into it. Log files (including the IP address) are transmitted by your internet browser

directly to a server of the respective provider and (if applicable) stored there. The provider or its server may be located outside the EU/EEA (e.g. in the USA).

A plugin is essentially an independent extension of the social network provider. We therefore have no control over the amount of data collected and stored by the social network provider.

For information about the purpose and scope of how a given social network collects and processes data, and about your related rights and settings options for protecting your privacy, please refer to the privacy policy of the social network in question.

If you do not want a social network provider to receive and (if applicable) store or reuse data via the online offering, do not use the plugin in question. If you have a user account with a given social network and are logged in, that social network may be able to assign your internet usage behaviours directly to your personal profile. You can prevent this by logging out of your user accounts.

Social plugins with double opt-in

Double opt-in ensures that your visit to our web pages is not recorded by a social network provider by default. If you visit a page on our website that includes a plugin, initially it is disabled. It will only be enabled if you click on the relevant button.

Facebook and Instagram plugins

Facebook and Instagram: www.facebook.com is operated by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA; www.facebook.de is operated by Facebook Ireland Limited, Hanover Reach, 5-7 Hanover Quay, Dublin 2, Ireland ("Facebook"). An overview of Facebook plugins and how they are displayed can be found at: https://developers.facebook.com/docs/plugins/?locale=de_DE; Information on Facebook's data protection policy can be found here: <http://www.facebook.com/policy>.

X plugins

X (formerly known as Twitter) is operated by X Inc., 1355 Market St, Suite 900, San Francisco, CA 94103, USA ("X"). An overview of X plugins and how they are displayed can be found here: <https://developer.twitter.com/>; information on X's data protection policy can be found here: <https://twitter.com/en/privacy>.

LinkedIn plugins

LinkedIn is operated by LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA ("LinkedIn"). An overview of LinkedIn plugins and how they are displayed can be found here: <https://developer.linkedin.com/plugins>; Information about LinkedIn's data protection policy can be found here: <https://www.linkedin.com/legal/privacy-policy>.

12 YouTube

Our web pages use functionalities of the video platform YouTube, which are provided by YouTube LLC, 901 Cherry Ave. San Bruno, CA 94066, USA ("YouTube"). YouTube is a platform that allows the playback of audio and video files.

When you visit the relevant web page on our site, the embedded YouTube player establishes a connection to YouTube so that the video or audio file can be transmitted and played back. Data are also transferred to YouTube as the controller. We are not responsible for the processing of this data by YouTube.

For further information on the scope and purpose of the data collected, the further processing and use of the data by YouTube, your rights and the privacy options which you can select, please read YouTube's privacy policy.

13 External links

Our online offering may contain links to third-party websites (providers that are not affiliated with us). Once you have clicked on the link, we no longer have any control over the collection, processing or use of any personal data transmitted to the third party by clicking on the link (e.g. IP address, or URL of the page on which the link is located), since the conduct of third parties is by nature beyond our control. We are not responsible for the processing of such personal data by third parties.

14 Security

Our employees and the service providers engaged by us are obligated to maintain confidentiality and comply with the provisions of applicable data protection legislation.

We take all necessary technical and organizational measures to ensure an adequate level of protection and to protect your data we manage, in particular against the risks of accidental or unlawful destruction, manipulation, alteration, accidental or unlawful loss, unauthorised disclosure or access. Our security measures undergo ongoing improvement in line with technological developments.

15 User's rights

To assert your rights, see Section 2 (How to reach us). Please make sure that we can easily identify you.

Right to information; data subject's right to access stored personal data

You have the right to receive information from us about the processing of your data. As data subject you have the right to access your stored personal data.

Right to correction; right to deletion

You can ask us to correct incorrect data. Provided the legal requirements are met, you may request that incomplete data be completed, and you may also request that your data be deleted.

This does not apply to data which are required for billing and accounting purposes or are subject to statutory storage requirements. Insofar as access to those types of data is not required, you are entitled to place restrictions on the processing of said data (please see below).

Right to place restrictions on processing

Provided the legal requirements are met, you are entitled to instruct us to place restrictions on the processing of your data.

Data portability

Provided the legal requirements are met, you have the right to receive data that you have made available to us in a structured, commonly used machine-readable format, or you may instruct us to transfer the data to a third party, insofar as technically feasible.

Right to object

Right to object to processing of your data for direct marketing purposes

At any time you may object to the processing of your personal data for direct marketing purposes ("right to object to processing of personal data for direct marketing purposes"). Please note: for organizational reasons, there may be an overlap between your objection and the use of your data in a campaign which is already in progress.

Right to object to processing of data where we claim a legitimate interest

At any time you are entitled to object to our processing your data where we claim a legitimate interest. We will then stop processing your data, unless we can demonstrate compelling grounds for further processing and those grounds outweigh your rights, as set forth by law.

Revoking consent

If you have given consent to processing of your data, you may revoke your consent at any time with effect for the future. Processing of your data up until the date of revocation remains lawful.

Right to submit a complaint to the supervisory authority

You may have the right to lodge a complaint with the supervisory authority responsible for you, in particular with the data protection authority responsible for your place of residence.

16 Amendments to this Privacy Policy

We reserve the right to modify this Privacy Policy at our own discretion anytime. We recommend visiting this site regularly to learn about such changes.