



Data Protection Information of Skill Portal AG, Operator of fairpartners (hereinafter referred to as “fairpartners”)

1. General Principles

Data protection and data security are of high priority to fairpartners. The long-term protection of your company data and in particular your personal data are especially important to us.

1.1. Data Protection

Skill Portal AG as operator of www.fairpartners.com is primarily subject to the provisions of the German Federal Data Protection Act (“BDSG”) with regard to the collection and processing of personal data. This data protection information explains, in terms of these regulations, which **personal data** fairpartners may record during your registration process and use of the platform, and how this information is processed and used by fairpartners.

Furthermore, this information defines in the following points in writing which data can be made available to whom and for what purpose they are made available for call up. However, this information shall not apply to companies that possibly refer to the fairpartners web site with a link or for companies whose websites fairpartners refers to with a link. fairpartners reserves the right to modify the data contained in this data protection information without prior notification in order to comply with changes in statutory regulations, court verdicts or business processes. The current version of this information, as published here, shall apply. Insofar as required by law in this case, fairpartners shall obtain your consent again.

1.2. Data Security

We have set up comprehensive technical and operational safeguards to protect your personal data stored by fairpartners from unauthorized access and misuse. fairpartners offers you the possibility to transmit your data in encoded form. fairpartners uses the SSL (Secure Socket Layer) encoding method, a recognized and widely used system in the Internet that banks use for Internet banking and that is considered to be secure in the respective current version. The security procedures used by fairpartners are checked regularly and updated to comply with the latest technical standards. Details regarding technical and organizational measures undertaken to guarantee data security remain undisclosed for security reasons.

2 Data Collection and Processing as Part of the Registration / Authorization Process

To be able to fully use the www.fairpartners.com procurement platform, a company or businessman must register with and be authorized by fairpartners. During these processes, fairpartners collects company data and **personal data of the contact person** in order to make a binding decision on authorization and to guarantee the best possible operation of the Internet services provided by fairpartners.

2.1 Consent, Revocation and Objection to Advertising

2.1.1 Consent

By entering your personal data and expressly confirming your consent by mouse click during your registration with fairpartners, you agree that the operator of fairpartners, Skill Portal AG, may process and use your personal data to carry out and implement the Internet services offered by fairpartners and for the other purposes mentioned below.

2.1.2. Revocation and Objection to Advertising

You shall be entitled to withdraw in writing your consent at any time with future effect. Above and beyond that, after granting your consent to use your data for advertising purposes or market and opinion research, you may object in writing at any time to such consent with future effect. Use of your data for these purposes shall no longer be permitted following receipt of your objection.



2.2. Which personal data does fairpartners collect during the registration / authorization process?
 fairpartners currently collects the following **mandatory information** from the user during the registration / authorization process:

Title
Position/Function
Last Name
Contact Data (telephone number, e-mail address)

If user is a sole proprietor, company data collected by fairpartners such as industry sector, commercial activity, company profile etc. may also constitute personal data. In addition, information about partners, company holdings, managing board members, supervisory board members etc. may also constitute personal data. You can find full details of all mandatory and voluntary information submitted during the registration and authorization process in the current **Registration Form**. (URL: www.fairpartners.com/registrierung.htm)

2.3. How and for what purpose will fairpartners use the above personal data?

fairpartners uses the stored data solely for its own purposes in order to guarantee the operation of the services offered and to improve fairpartners' Internet service. In addition, with your consent, we use your e-mail address to send you our newsletter that you may unsubscribe at any time.

fairpartners does **not** forward the above data to other external third parties as long as it is not compelled to do so by an official order from public authorities or without the express, additional consent of user to do so.

In performing its activities outside Germany, fairpartners may call on the assistance of associations and companies (country partners) in each respective country. Users based outside Germany expressly agree to the transmittal of their registration and master data to fairpartners' respective country partners. As a matter of principle, personal data shall only be transmitted to European Union countries or to countries for which the European Commission has approved the appropriateness of the data protection level there in a binding way.

3. Collection and Processing Data while Using the Procurement Platform

While the platform is being used, personal data **required by the system** will be stored and information, procurement processes as well as offers for goods and services **entered** by the user will be recorded.

3.1. Which personal data does fairpartners collect while the procurement platform is being used?

fairpartners currently collects the following **data**:

Designation	System or Entry	Comments
Browser Type*	System	* not personal
IP Address*	System	* not personal
User's Operating System*	System	* not personal
Duration of time user is online	System	---
Web sites visited by user in the public area of www. fairpartners	System	---
Web sites visited by user in the non-public area of www. fairpartners.com (e.g. procurement processes and submission of bids)	System	---



User Name	Entry	---
Password	Entry	---
Company Profile*	Entry	* part of master data
Company Facts and Figures*	Entry	* part of master data
Offers for Goods and Services	Entry	---
Procurement Processes	Entry	---
Bids in response to procurement processes	Entry	---
Other information, comments etc.	Entry	---

3.2. How and for what purpose will fairpartners use the above personal data?

fairpartners uses the **data collected by the system** initially to produce general statistics of use. The use and analysis of this data help to operate and improve fairpartners' Internet services. In addition, fairpartners collects and archives the personal data collected by the system for security purposes for a period of ten years. Purchasers can see whether and which suppliers have visited the procurement processes they have initiated. Suppliers herewith agree that this data be forwarded to the purchaser. Depending on the business model and business purpose, data **entered** by user will, with the exception of user name and password, be published (in the public area) or forwarded to the respective other authorized user (in the non-public area):

- Company profiles, company master data as well as offers of goods and services are visible to third parties in the public area of the platform.
- Contact person data is visible in the public area if the Administrator has specified this.
- Procurement processes are visible in the non-public area of the platform to authorized and invited suppliers. Bids from suppliers are visible to the relevant purchasers.

Data entered is processed to initiate and implement agreements between users or between third parties and users respectively via fairpartners. Authorized users are also contractually obligated to process data transmitted by fairpartners only in line with the business purpose and in a legal way. fairpartners will not forward the above mentioned **data collected by the system or entered by user** to other external third parties as long as it is not compelled to do so by an official order from public authorities or without the express, additional consent of user to do so. For users based outside Germany, fairpartners' country partners shall be deemed to be so-called non-third parties within the meaning of this provision.

4. Monitoring of Creditworthiness

When you register as a new customer, with your consent we contact so-called credit agencies to verify your creditworthiness on the basis of mathematical- statistical processes. The credit agencies report updated information to us, if available.

5. Use of Cookies

fairpartners currently uses temporary cookies (session cookies and cookies with a defined duration of a maximum of one year) to make the fairpartners Internet services user-friendly, more effective and more secure. The data records of the cookies do not contain any personal information. No data is consolidated with personal data that you may have provided to us. You can set your browser in such a way that you are informed when cookies are placed and decide on a case-by-case basis whether to accept the cookies or to always exclude acceptance of cookies. The functionality of our portal may be limited if you do not accept cookies.



6. Right of Information; Correction, Blocking of Access or Deletion

In accordance with the German Federal Data Protection Act, you are entitled to receive information about your personal data that we store without charge.

At the conclusion of the relationship with the user or during a change in contact person, fairpartners immediately eliminates the possibility to retrieve contact person data.

You are entitled to assert a claim for correction if your personal data that we store are incorrect. In this case, please contact fairpartners and inform us about the correction to be made to your personal data. We will make the correction promptly after completing a plausibility check.

In addition, you may have a right to have your personal data that we store deleted. This would be the case, for example, if storage of the data was impermissible, or the knowledge of your personal data to fulfill the purpose of data storage / fulfillment of the tasks for which (public) authorities are responsible is no longer required.

A claim for deletion of data shall be replaced by a claim to block access to your personal information that we store if deletion of such data would be contrary to the required data storage time periods, there is reason to assume that deletion of the data would negatively impact interests of the person involved that should be protected, deletion would not be possible or only possible with an exorbitant amount of effort or if the accuracy or inaccuracy of the data can no longer be determined.

7. Contacting fairpartners; Directory for Everyone

In the fairpartners' administration area, you can view your master data, company profiles, procurement processes and/or bids at any time. You can change your master data yourself at any time.

Please contact datenschutz@fairpartners.com if you have any questions regarding collection, processing or use of your personal data, if you need information, a correction, blocking of access to or deletion of data, or if you would like to revoke consent given, or if you would like to be sent a "Directory for Everyone."

8. Information about the responsible organization

Skill Portal AG
Robert-Bosch-Straße 25a
63225 Langen, Germany
www.skillportal.de
www.fairpartners.de
www.fairpartners.com.

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