

Privacy Statement
Belyntic GmbH

Privacy Statement

1. General

Belyntic GmbH intends to facilitate research, development and production of novel peptide therapeutics by offering products and services that help to manufacture – especially purify and modify – chemically synthesized peptides. As part of distributing and improving our products and services as well as for the purpose of enhancing our team, we collect data about you.

This privacy statement explains what information is collected, why it is collected, how we use it and how you can access, update or request deletion of your personal data.

2. Collection of data and information

2.1 The majority of the data we collect is directly provided by our users.

2.2 **Account & Contact Data:** You voluntarily give us certain information in the following cases:

- (i) By registering on our website
- (ii) By filling out a contact form on our website
- (iii) By starting an order process in our online shop
- (iv) By filling out a feedback form after purchase
- (v) By requesting information, especially a quotation, or by placing an order via email

This typically includes your name, company name, contact data like e-mail address, phone number, postal and invoice address (when an invoice or delivery is required) as well as a personal password.

We never record payment information, e.g. credit card information.

2.3 **Job Application Data:** When you apply for a job on our website, via e-mail or via a job portal, we usually collect your contact information (name, e-mail address, phone number) and any information you choose to share with us within your application documents (e.g. curriculum vitae, cover letter, certificates). If we decide to offer you a job proposition, we will also ask you to provide further personal data that is necessary to fulfill legal obligations and personnel management requirements.

We will not ask you to provide information that is not necessary for the recruitment process. In particular, we will never ask you to provide information about racial or ethnic origin, political, religious or sexual orientation.

2.4 **Browser Data:** By visiting our website and accessing our online services, we passively record a summary of the information sent by your browser, for statistical, security and legal purposes. This typically includes your IP address, the time and date of your visit, your browser version and platform, and the web page that referred you to our website.

3. Purpose of data collection

- 3.1 **Account & Contact Data:** We use your contact information to provide our services, to answer your requests, and for billing and account management reasons. We may also use this information for our own marketing and communication purposes – within which you have the possibility to opt-out at any time. In the course of coordinating customer support and sales activities with our distribution partners, we may exchange necessary data to ensure best possible customer experience and least possible communicative overlaps. We may furthermore use this data in aggregated form in order to analyze product and service trends and improve our products and services on this basis.
- 3.2 **Job Application Data:** We will only process this information for our recruitment process, in order to evaluate and follow-up with your application, and in the course of preparing your contract, if we decide to offer you a job proposition.
- 3.3 **Browser Data:** This automatically recorded data is anonymously analyzed in order to maintain and improve our services. We will only correlate this data with your personal data when required by law or for security purposes.

4. Accessing, Updating or Deleting Your Personal Information

- 4.1 **Account & Contact Data:** You have the right to access and update personal data you have previously provided to us. You can do so at any time by connecting to your personal account on Belyntic.com. If you wish to permanently delete your account or personal information for a legitimate purpose, please contact support[at]belyntic.com or your contact person within Belyntic. We will take all reasonable steps to permanently delete your personal information, except when we are required to keep it for legal reasons (typically, for administration, billing and tax reporting reasons).
- 4.2 **Job Application Data:** You may contact us at any time to request access, updates or deletion of your application information. Please contact support[at]belyntic.com or reply to the last message you exchanged with your contact person within Belyntic.
- 4.3 **Safety Retention Period:** We retain a copy of your data in our backups for safety reasons, even after they are destroyed from our live systems. More details on our data retention policy is provided in section 6 of this privacy statement.

5. Third-Party Service Providers

- 5.1 In order to support our operations, we rely on several third-party service providers ("**Service Provider**"). They help us with various services such as customer relationship management, web audience analysis, cloud hosting, marketing and communication, etc.
- 5.2 Whenever we share data with these Service Providers, we make sure that they use it in compliance with data protection legislation, and that the processing they carry out for us is limited to our specific purpose and covered by a specific data processing contract.
- 5.3 Here is a list of the Service Providers we are currently using, why we use them, and what kind of data we share with them:

Service Provider	Purpose	Share Data
Odoo S.A. http://www.odoo.com/privacy	Customer relationship management, eCommerce	Account and contact data
OVH SAS ovh.co.uk/personal-data-protection	Infrastructure and hosting, DDOS Protection	Hosted data from Belyntic's Odoo database
Google LLC policies.google.com/privacy	Infrastructure and hosting, DDOS Protection	Hosted data from Belyntic's Odoo database
Amazon Web Services, Inc. aws.amazon.com/compliance/data-privacy	Infrastructure and hosting	Hosted data from Belyntic's Odoo database
Google Analytics policies.google.com/privacy	Anonymous website audience analysis	Non-personal browser data, anonymized IP, geolocation info, language (no identifiable information)
Twitter, Inc. https://help.twitter.com/en/twitter-for-websites-ads-info-and-privacy	Twitter feed integration	Web page history, IP address, browser type, operating system, cookie information

6. Data Retention

- 6.1 **Account & Contact Data:** We will only retain such data as long as necessary for the purpose for which it was collected, as laid out in this policy, including any legal retention period, or as long as necessary to carry out a legitimate and reasonable promotion of our products and services.
- 6.2 **Job Application Data:** If we do not hire you, we may keep the information you provide for up to twelve (12) months in order to contact you again for any new job proposition that may come up, unless you ask us not to do so. If we hire you, your personal information will be stored for the duration of your employment contract with us, and afterwards, during the applicable legal retention period.

- 6.3 **Browser Data:** We will only retain this data for a short period of time, generally six (6) months, unless we need to keep it in relation with a legitimate concern related to the security or performance of our services, or as required by law.
- 6.4 **Safety Retention Period:** We always try to preserve your data from accidental or malicious deletion. As a result, after we delete any of your personal information (Account & Contact Data) from our database upon request from you, it is not immediately deleted from our backup systems, which are secured and inalterable. The personal data could remain stored for up to twelve (12) months in those backups, until they are automatically destroyed.

We commit not to use those backup copies of your deleted data for any purpose except for maintaining the integrity of our backups, unless you or the law require us to do so.

7. Transfer of Data/Data hosting

- 7.1 Belyntic's Odoo database including account and contact data from our users are hosted in the Odoo data centers France and/or Belgium.
- 7.2 Backups of Belyntic's Odoo database are located in Canada and France, regardless of the hosting location. For more details regarding data hosting services by Odoo, please visit www.odoo.com/cloud-sla.

8. Third Party Disclosure

Except as explicitly mentioned above, we do not sell, trade, or otherwise transfer your personal data to third parties. We may share or disclose aggregated or de-identified information, for research purposes, or to discuss trends or statistics with third-parties.

9. Cookie Policy

- 9.1 Cookies are small bits of information sent by our servers to your computer or device when you access our services. These cookies are unique to your device, stored in your browser and later sent back to our servers so that we can provide contextual content. We use them to support your activities on our website, e.g. storing your session (so you don't have to login again) or your shopping cart.
- 9.2 Cookies may also be used to help us understand your preferences based on previous or current activity on our website (the pages you have visited), your language and country, which enables us to provide you with improved services.
- 9.3 We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.
- 9.4 We also use third-party services such as Google Analytics, who set and use their own cookies to identify visitors and provide their own contextual services. For more information regarding those third-party providers and their cookie policy, please refer to section 5.3 of this privacy statement.
- 9.5 Here is an overview of the cookies that may be stored on your device when you visit our website:

Category of Cookie	Purpose
Essentials	Essential cookies for the website to work properly.
Site preferences	Preference cookies enable a website to remember information that changes the way the website behaves or looks, like your preferred language or the region that you are in.
Analytics	Analytical cookies are used to track visitors on the website. They are essential in measuring the performance of a website and to optimize it. They can be witnessed as real management instruments.
Marketing	Marketing cookies are used to target advertising to a user (behavioral targeting). They are often served by third party companies (see section 5.3) and track a user across websites.

9.6 You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. Please refer to your browser's help menu for more information on how to modify cookies.

10. Policy Updates

We may update this privacy statement from time to time, in order to clarify it, or to comply with legal obligations. The "Last updated" mention at the top of the policy indicates the last revision, which is also the effective date of those changes. If you continue to use our services after such a change, you agree to our updated privacy statement.

11. Contact

For more information and enquiries regarding our privacy policy or your personal data, please contact us via e-mail to support[at]belyntic.com or by post:

Belyntic GmbH
Richard-Willstätter-Str. 11
12489 Berlin
Germany
