

## **GRAMMER AG**

### **Virtual Annual General Meeting 2021**

#### **Data protection information for shareholders, shareholder representatives and guests at the Annual General Meeting of GRAMMER AG**

The following information aims to outline to you how we process your personal data in connection with the preparation and organization of our virtual Annual General Meeting as well as your rights under data protection law.

#### **1. Data controller**

GRAMMER AG is the responsible controller for the processing of your personal data.

#### **2. Categories of personal data**

The Company processes the following personal data of its shareholders and any shareholder representatives for the purposes of preparing and holding its Annual General Meeting:

- full name and title, if applicable,
- town or city of residence resp. address,
- If you contact us or provide this to us as part of the registration process, an e-mail address or telephone number,
- the number of shares held (number, type and nature of possession),
- the admission ticket number and the grant of any voting proxies.
- In addition, we store the access data for the shareholder portal as well as data on your use of the shareholder portal, such as the type and amount of data retrieved, the date and time of use, the type of web browser used, IP address and session ID.

If guests attend the Annual General Meeting, their name, address and any e-mail address will be processed as personal data.

To the extent that the Company does not receive this data directly from the shareholder or shareholder representative concerned, it is usually provided by the depository bank via the registration office.

#### **3. Purpose and legal basis**

The purpose of processing this data is to enable shareholders and shareholder representatives to attend the Annual General Meeting and to exercise their rights before

and during the Annual General Meeting. Furthermore, it should be possible for guests to attend the Annual General Meeting. The legal basis for processing the data are the following:

- Article 6 (1) (c) of the General Data Protection Regulation (“GDPR”) insofar as compliance with our statutory duties in connection with the conduct of general meetings is concerned, in particular within the scope of our duties pursuant to sections 118 et seq. German Stock Corporation Act (*Aktiengesetz, AktG*), where applicable in conjunction with section 1 para. 2 nos. 2 and 4 of the Act on Measures in Company, Cooperative, Association, Foundation and Condominium Law to Combat the Effects of the COVID-19-Pandemic (*C-19 AuswBekG*). This includes our duty to verify your eligibility to participate in the Virtual Annual General Meeting as a shareholder or shareholder representative, to ensure the proper adoption of resolutions and valuation of votes at the Annual General Meeting and to record information on any objection to resolutions of the Annual General Meeting via the relevant function of the shareholders' portal, as part of voting rights notifications under the German Securities Trading Act (*Wertpapierhandelsgesetz*) and to fulfil other legal obligations such as e.g. regulatory requirements as well as retention obligations under stock corporation, commercial and tax law (such as the obligation to retain the declaration of proxy for three years in the case of authorisation of the proxy appointed by us for the Annual General Meeting).
- Article 6 (1) (f) of the GDPR insofar as it is a matter of safeguarding our legitimate interests in the context of preparing, conducting and ensuring the smooth running of the Virtual Annual General Meeting. This includes in particular the technical provision and operation of the shareholder portal.

#### **4. Recipient**

The Company utilizes various service providers and consultants in connection with its Annual General Meeting. They only receive from the Company the personal data that they require to perform their specific duties. The service providers and consultants process this data solely in accordance with the Company’s instructions and the Company remains responsible for the protection of your personal data in such cases.

Furthermore, in accordance with statutory regulations, personal data shall be provided to shareholders and shareholder representatives, by listing names in the subscriber directory. In addition, we may transmit your personal data to other recipients if we are obliged to do so, for example when publishing notifications of voting rights in accordance with the provisions of the German Securities Trading Act, or to authorities for the fulfilment of statutory notification obligations (e.g. to financial or law enforcement authorities).

#### **5. Storage period**

Your personal data is stored for as long as this is required by law, in particular if and insofar as we are subject to statutory obligations to provide proof and to retain data (e.g. under the German Stock Corporation Act, the German Commercial Code (*Handelsgesetzbuch*) or the German Fiscal Code (*Abgabenordnung*)). Beyond that, we only store your personal data if the Company has a legitimate interest in storing it for a longer period of time, e.g. in the event of judicial or out-of-court disputes arising in connection with the Annual General Meeting. In these cases, we will store your personal data until the legal or otherwise final conclusion of the relevant proceedings, including any enforcement proceedings. Your personal data will subsequently be deleted.

## 6. Rights of the data subject

Provided that relevant legal requirements are met, you have the right to

- obtain information about the data processing as well as a copy of the processed data (right of access, Article 15 of the GDPR),
- request the correction of inaccurate data or the completion of incomplete data (right to rectification, Article 16 of the GDPR),
- demand the immediate deletion of your personal data (right to erasure, Article 17 of the GDPR),
- request the restriction of data processing (right to restriction of processing, Article 18 of the GDPR),
- receive the personal data you have provided to us in a structured, commonly used and machine-readable format or to request that it be transferred to another controller (right to data portability, Article 20 of the GDPR).

**Right to object pursuant to Article 21 of the GDPR:** You may also object to the processing of your personal data for the protection of our legitimate interests (see above) on grounds relating to your particular situation. In this case, we will terminate the data processing unless compelling legitimate grounds override your interests, rights and freedoms, or the processing serves the establishment, exercise or defence of legal claims.

You have the right to lodge a complaint with the supervisory authority in accordance with Article 77 of the GDPR.

The data protection supervisory authority responsible for GRAMMER AG is

**Bavarian State Office for Data Protection Supervision  
(Bayerisches Landesamt für Datenschutzaufsicht (BayLDA))**

Promenade 18

91522 Ansbach

Telephone: +49 (0) 981 180093-0

E-mail: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)  
Internet: <https://www.lda.bayern.de/>

## **7. Contact**

If you have any questions or complaints in connection with the processing of your personal data, you can contact the Company or our Data Protection Officer at any time:

The Company's contact details are as follows:

GRAMMER AG  
Investor Relations  
Grammer-Allee 2  
92289 Ursensollen  
or telefax: +49 (0)9621 66-32000  
or E-mail: [hv@grammer.com](mailto:hv@grammer.com)

You can reach our Data Protection Officer at:

GRAMMER AG  
Data Protection Officer  
Grammer-Allee 2  
92289 Ursensollen  
or telefax: +49 (0)9621 66-32000  
or E-mail: [hv@grammer.com](mailto:hv@grammer.com)

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