

Data protection information for our customers and interested parties

As of: August 11, 2025

Dear prospective customers and customers,

Thank you for your interest in our company, our products, and our services. As the data controller, we want you to feel comfortable when communicating with us and our employees regarding the protection of your personal data. We take the protection of your personal data very seriously. Compliance with German and European data protection regulations is a matter of course for us. The protection of your personal data is therefore a top priority for unSales. The following information is intended to inform you about how we handle your personal data in detail:

1. Name and contact details of the controller

The controller responsible for processing your personal data in the context of this contact is

innoscripta SE
innoscripta SE
80335 Munich
Tel: +49 89 25555 3568
Email: info@innoscripta.com
Website: <https://www.innoscripta.com>

2. Contact details of the data protection officer

The designated data protection officer is

DataCo GmbH
Sandstr. 33
80335 Munich
Tel.: +49 89 7400 45840
Email: datenschutz@dataguard.de
Website: www.dataguard.de

3. Processing of your personal data

a. Your personal data that we process

Within the scope of the existing customer relationship and the contract initiation, we process the following data relating to you:

- Customer number
- Last
- First
- Job title
- Email
- Phone
- Weekly working hours according to employment contract*

- Vacation entitlement according to employment contract*
- Salary details (gross tax + employer contributions (social security, health insurance, pension insurance))*
- Days of absence*
- Qualification group*
- R&D designation

* This data will only be processed within the framework of an existing customer relationship.

b. Purposes of data processing

Within the scope of the existing customer relationship and the initiation of a contract, your personal data will be processed for the following purposes:

- For the purpose of sending newsletters, if you have subscribed to our newsletter
- Preparation of the commercial framework for the funding application
- Arranging follow-up meetings

c. Legal basis for data processing

The legal basis for processing data within the scope of the existing customer relationship is Art. 6 para. 1 sentence 1 lit. a - f GDPR.

Processing of your personal data based on consent

Insofar as we obtain your consent for the processing of your personal data, the processing of your personal data is carried out on the basis of Art. 6 para. 1 sentence 1 lit. a GDPR in conjunction with Art. 5, 7 GDPR.

4. Recipients or categories of recipients of personal data

In the course of processing your personal data, we may pass on the personal data concerning you to the following recipients:

- Sales Management
- After Sales
- Technical Project Management*
- Case Management*
- Process and Quality Management*
- Customer Success Management*
- Data Unit*
- Marketing
- Legal & Finance*

* These recipients only become active within the scope of an existing customer relationship.

We will only transfer your personal data to external recipients if you have given your consent or if this is permitted by law. External recipients of your personal data include, in particular:

- external employees / freelancers
- affiliated companies
- Processors

5. Transfer of personal data to a third country

In the case of processors and service providers outside the EU/EEA, your personal data mentioned above will only be processed if this is covered by our standard data protection clauses pursuant to Art. 46 (2) lit. c GDPR with these recipients. In order to ensure the continued level of protection required when transferring data to a third country, contractual measures are agreed for this purpose. In order to ensure appropriate safeguards for the protection of personal data transferred outside the EU, data transfer to and processing by our service providers is based on appropriate safeguards in accordance with Art. 46 et seq. GDPR, in particular through the conclusion of so-called standard data protection clauses in accordance with Art. 46 (2) lit. c GDPR.

6. Duration of storage of personal data

We do not store your personal data for longer than is necessary for the purpose for which it was collected. This means that data in our systems is destroyed or deleted as soon as it is no longer needed. We take appropriate measures to ensure that your personal data is only processed under the following conditions:

- a. For the duration that the data is used to provide you with a service
- b. As required by applicable law, contract, or in relation to our legal obligations
- c. Only for as long as necessary for the purpose for which the data was collected, or longer if required by contract or applicable law, using appropriate safeguards.

A requirement may exist in particular if the data is still needed to fulfill contractual services, to check and grant warranty and, if applicable, guarantee claims, or to defend against such claims. If the data is no longer required for the fulfillment of contractual or legal obligations, it will be deleted regularly, unless its temporary storage is still necessary, in particular to comply with statutory retention periods of up to ten years (including those under the German Commercial Code, the German Fiscal Code, and the Money Laundering Act). In the case of statutory retention obligations, deletion will only be considered after the respective retention obligation has expired.

7. Rights of data subjects

According to the General Data Protection Regulation, you have the following rights:

- If your personal data is processed, you have the right to obtain **information** from the controller about the data stored about you (Art. 15 GDPR).
- If incorrect personal data is processed, you have the right to **have it corrected** (Art. 16 GDPR).
- If the legal requirements are met, you can request the **deletion or restriction** of processing (Articles 17 and 18 GDPR).
- If you have consented to data processing or if there is a contract for data processing and the data processing is carried out using automated procedures, you may have a right to **data portability** (Art. 20 GDPR).
- If the personal data concerning you is processed for direct marketing purposes, you have the right to object at any time to the processing of personal data concerning you for such marketing purposes; this also applies to profiling to the extent that it is related to such direct marketing. If you object to processing for direct marketing purposes, the personal data concerning you will no longer be processed for these purposes. (Art. 21 GDPR)

- You also have the **right to lodge a complaint** with a supervisory authority (Art. 77 GDPR). The supervisory authority responsible for us is:

The Bavarian State Office for Data Protection Supervision (BayLDA)

Promenade 18, 91522 Ansbach

Postal address: P.O. Box 1349, 91504 Ansbach

Phone: 0981/ 180093-0

Fax: 0981/ 180093-800

Email: poststelle@lda.bayern.de

Website: www.lda.bayern.de

If the legal requirements are met, you may, for reasons arising from your particular situation, object at any time to the processing of personal data concerning you that is carried out on the basis of Art. 6 (1) (e) or (f) GDPR (Art. 21 GDPR).

8. Right of withdrawal of consent

If you have consented to processing by the controller by means of a corresponding declaration, you may revoke your consent at any time with future effect. The lawfulness of the data processing carried out on the basis of the consent until revocation remains unaffected by this.

This data information has been compiled with the support of DataGuard.