

## Public Directory of Procedures of B. Braun Melsungen AG

The German Federal Data Protection Act (BDSG) stipulates in § 4g that the Data Protection Officer must make the following information available in accordance with § 4e to all interested parties:

- 1. Name of Responsible Entity:** B. Braun Melsungen AG
- 2. Management Board:** Dr. rer. pol. Heinz-Walter Große  
(Chairman)  
Dr. rer. nat. Wolfgang Feller  
Prof. Dr. med. Hanns-Peter Knaebel  
Dr. rer. nat. Meinrad Lugan  
Caroll H. Neubauer, LL.M.  
Dr. rer. pol. Annette Beller  
(Deputy Member of the Board)  
Otto Philipp Braun  
(Deputy Member of the Board)
- Chief Information Officer:** Karl-Heinz Löw (CIO)
- Data Protection Officer:** Peter Berg
- 3. Address of Responsible Entity:** Carl-Braun-Straße 1  
34212 Melsungen  
datenschutz@bbraun.com

## 4. Purpose of data collection, processing and/or usage:

Purpose of the Corporation is the production and sale of medical, chemical and pharmaceutical products, health-professional implements, biotechnical and medicaltechnical machinery, surgical devices and suture material, bandaging material as well as [pharmacy and laboratory implements, hospital products, disinfection and personal hygiene products, surgical catgut for various purposes, the purchase and sale of plastic materials and other merchandise manufactured out of plastic as well as the development, production and sale of facilities to produce pharmaceutical and medical products. Additionally, the purpose of the Corporation includes the operation of dialysis stations, the provisions of various medical services as well as advising third parties in all areas and fields in which the Corporation is active.

(Excerpt from § 2 of the Articles of Association of B. Braun Melsungen AG)

The main purpose of the data collection, processing and usage is the IT support of the

various operational work processes, particularly in handling business with customers.

In addition, data processing is used for activities associated with the human resources department in handling employment contracts and the obligations of the employer resulting from such contracts. Furthermore, the finance and accounting departments as well as the general administrative activities of the company are IT-supported.

The “Information Technology” department also assumes the function of a service data

center for company subsidiaries in the sense of § 11 BDSG.

## **5. Description of affected groups of persons and the corresponding data or data categories:**

Data pertaining to the following groups (natural persons) are collected, processed and used insofar as this is necessary to the operation of the company’s business:

- Customers, interested parties and other business partners:  
Contact partners, address data, contact data (including telephone, fax and e-mail data), billing and contract data, payment and management data.
- Employee data, applicant data and data concerning company retirees:  
Planning, contractual and accounting data, data from employee performance reviews and personnel development, data from employee time control, business trip accounting and communication data.

## **6. Recipients or categories of recipients to whom data might be transmitted:**

- Internal departments involved with or responsible for the processing of such data, e.g. human resources, accounting, purchasing, marketing, sales, etc.
- Companies which
  - are responsible for IT maintenance.
  - are responsible for the disposal of data files and data storage media.
- Public authorities which receive data on the basis of legal stipulations, e.g. tax authorities, social insurance providers, etc.

## **7. Prescribed terms for the deletion of data:**

As a result of a wide range of legal stipulations, we must retain data for various fixed periods. If the data are relevant for tax purposes, then they must be retained for up to 10 years. After expiration of the relevant retention period, the said data is deleted. If there is

no legally prescribed retention period for data, then the data are deleted when the purpose for which they were stored has ceased to be relevant.

## **8. Planned transmission of data to other countries (Non-EU countries and non-EEA countries):**

There is no transmission of data to other countries. No such transmission is planned for the future.

## **9. Security of data processing:**

Employees who work with data processing have signed a written agreement to protect data confidentiality (§5 BDSG).

All data are protected against unauthorized access (access control in accordance with §4e Clause 1 No. 9 Federal Data Protection Act). The measures necessary for such protection are adjusted on an ongoing basis to the current technical standard.

## **Contact with Data Protection Officer of B. Braun Melsungen AG**

If you have question regarding the collection, processing or usage of your personal data, you can contact our Data Protection Officer directly. He will be happy to be of assistance to you in case of requests for information, complaints or suggestions.

Peter Berg  
Data Protection Officer

[datenschutz@bbraun.com](mailto:datenschutz@bbraun.com)

Author: Peter Berg, Data Protection Officer