

Privacy Policy for CENTOGENE AG's Web-based Order Entry Portal

Last amended: [day] September 18, 2015

This Privacy Policy applies to the Web-based Order Entry Portal and the respective internet presence of CENTOGENE AG, Schillingallee 68, 18057 Rostock, Germany ("**CENTOGENE**") located at <http://www.centoportal.com> (the "**CentoPortal**"). This Privacy Policy informs you about personal data CENTOGENE collects about you and about third persons whose data you may enter when you use CentoPortal and how they are processed and used.

CENTOGENE is aware of the sensitivity of your and third person's personal data and is dedicated to protecting your and third person's privacy when collecting, processing and using personal data. Personal Data will be collected, processed and used in compliance with applicable laws.

1. Information about CentoPortal visits

- a) You can visit CentoPortal without revealing any information about yourself. In this case, CENTOGENE collects only access data which do not allow any conclusions as to your identity (for more details about the use of Cookies for web analysis purposes see below clause 8 of this Privacy Policy). These non-personally identifiable data are analysed by CENTOGENE to improve its offering and services.
- b) CENTOGENE collects your personal data only in case you voluntarily decide to disclose such data while using CentoPortal. For instance, it will be necessary that you submit personal data (e.g., your name and email address) to CENTOGENE in order to be able to use certain functions and services (using CentoPortal and its functions, receiving the newsletter, receiving feedback on your enquiries using the contact form at the "Contact Us" or the "Sign Up" webpages, etc.).
- c) CENTOGENE collects third person's personal data only in case you voluntarily decide to disclose and enter such data while using CentoPortal. By entering a third person's personal data, you confirm and guarantee to CENTOGENE to have obtained the respective third person's written informed consent in this regard and you will indemnify and hold harmless CENTOGENE from any and all claims of the respective third person or any public authority with regard to claims, damages or fines resulting from the allegedly unauthorized use of CENTOGENE of the respective third person's personal data and any legal costs and disbursements incurred by CENTOGENE in this regard.
- d) Personal data CENTOGENE receives from you, be it your own personal data or such by a third person (together "**Your Data**"), will be used by CENTOGENE only to provide you with the desired functions or services available on CentoPortal, e.g., to allow the tracking of samples, follow up with samples, send you the respective invoices and or allow you to download the final reports, send you the information, test results or other products you have requested, or to contact you to respond to your enquiry. Unless expressly permitted or required by applicable law, or as indicated otherwise in this Privacy Policy, CENTOGENE will neither disclose your data to third parties without your consent or your confirmation of the respective third party's consent nor process Your Data beyond the scope of this Privacy Policy.

- e) CENTOGENE is monitoring access to and the use of CentoPortal by certain registered users with regard (and with the only purpose) to verify the compliance by these registered users with CENTOGENE's Terms and Conditions for the use of the CentoPortal. Such monitoring may, in particular, include the evaluation of server logs by CENTOGENE for this purpose.

2. CENTOGENE contact form and sign-in

- a) You can use the contact form on the CentoPortal to request more information on CentoPortal from CENTOGENE, and to subscribe to the CentoPortal Newsletter. To be able to use these services, the following information may be required, depending on the method by which you wish to be contacted:
- your email address;
 - your full name;
 - your gender;
 - your academic title;
 - your telephone number;
 - your postal address; and
 - your clinic/institution name and address;
- b) If you have been invited to CentoPortal as an industrial partner ("**Partner**") or as a sender of samples ("**Sender**") a standardized user account is established by our administration team or by you directly on CentoPortal, and in addition to the information above you will also be asked to provide the following additional information, either by email or in writing:
- your company's name and your department name (voluntary) and address; and
 - your fax number.
- c) If you are a Sender and you enter the required data of a third party for the processing of samples, you will need to enter the following personal data of third parties:
- third party's full name;
 - third party's date of birth;
 - third party's gender; and
 - third party's family information (in certain cases).
- d) No other personal data need to be provided. CENTOGENE needs the information to provide you with the desired services, specifically to provide the information you requested, or to contact you for the purposes you requested. Your data will not be used for any other purposes and, except as indicated otherwise in this Privacy Policy, not be disclosed to any third parties without your consent, unless expressly permitted or required by applicable law.

The Partner may disclose to CENTOGENE the email address of some of its employees or of Senders cooperating with him for the only purpose of their invitation by email to be registered as users of the CentoPortal.

3. CENTOGENE Newsletter

CENTOGENE will send you any CENTOGENE Newsletter only if you expressly give your consent. The CENTOGENE Newsletter informs you regularly per email about current developments and Marketing Information.

The wording of the consent given when subscribing to the CENTOGENE Newsletter can be viewed at the end of this Privacy Policy.

It is also possible to subscribe to the CENTOGENE Newsletter anonymously. In this case, you only need to enter your email address in the contact details form, without having to complete any other fields. If your email address contains your name as in a format `firstname.lastname@serviceprovider.com`, this would not be anonymous, but personal data.

You can unsubscribe from the CENTOGENE Newsletter at any time, e.g., by clicking the “unsubscribe” link in the email you received, or by sending an email or letter to the contact details provided in clause 9 of this Privacy Policy.

4. Emails to CENTOGENE

If you have any questions or concerns, please do not hesitate to contact CENTOGENE at any time using the contact details provided on CentoPortal. If you contact CENTOGENE by email, CENTOGENE will collect and store the information you supply, including your email. CENTOGENE will use your personal data in identifiable form only to respond to your enquiry. Apart from that, CENTOGENE may use your data in anonymised form (which does not allow any conclusions as to your identity) for statistical purposes only.

5. Cookies

Like most websites, CENTOGENE uses cookies. Cookies are small text files which are sent from a webserver to your browser and stored on your device. Except for Google Analytics tracking cookies (for more details see below clause 6 of this Privacy Policy), all cookies CENTOGENE uses will be deleted as soon as your browser session is ended (“**Session Cookies**”). CENTOGENE uses Session Cookies only to enable you to use the features of CentoPortal.

Any information CENTOGENE gathers from cookies is collected for the sole purpose of improving CENTOGENE's offering and developing its services to best suit your needs. Most browsers are set to accept cookies automatically. However, you can change your browser settings so as to be notified when cookies are being sent, decide on a case-by-case basis whether to accept or decline cookies or exclude them altogether. However, in this case, you may not be able to make full use of some areas or features of CentoPortal.

6. Use of Google analytics

CentoPortal uses Google Analytics, a web analytics service provided by Google, Inc. (“**Google**”). Google Analytics uses “cookies”, which are small text files which are sent from

a webserver to your browser and stored on your device, to help CentoPortal analyze how users use CentoPortal. The information generated by the cookie about your use of CentoPortal will be transmitted to and stored by Google on servers in the United States. Your IP-address will be truncated within the area of Member States of the European Union or other parties to the Agreement on the European Economic Area. Only in exceptional cases the whole IP-address will be first transferred to a Google server in the USA and truncated there. Google will use this information on behalf of CENTOGENE for the purpose of evaluating your use of CentoPortal, compiling reports on website activity for website operators and providing them other services relating to website activity and internet usage. The IP-address your Browser conveys within the scope of Google Analytics will not be associated with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of CentoPortal. You can also opt-out from being tracked by Google Analytics with effect for the future by downloading and installing the Google Analytics Opt-out Browser Add-on for your current web browser:

<http://tools.google.com/dlpage/gaoptout?hl=en>

7. Transfer of your data to third parties

CENTOGENE may employ third-party service providers to store, host and process your data on behalf of CENTOGENE. CENTOGENE shall ensure by contractual agreements that your data are stored and processed by the service provider strictly in accordance with the instructions of CENTOGENE and only for the purpose of providing this Website and the services and features offered on this Website.

Apart from that, CENTOGENE will not disclose or otherwise reveal your or the third party's personal data to any third parties, including CENTOGENE group companies, without your consent, unless expressly permitted or required by law.

8. Security of your data

CENTOGENE has appropriate technical and organisational security measures in place to protect your and third party's personal data against unauthorized access, use, destruction, alteration or loss.

CENTOGENE will disclose personal data only to those employees of CENTOGENE and only to those CENTOGENE group companies who need to know such information in order to make available CentoPortal and to provide the services and features offered on CentoPortal, including, without limitation, to respond to your enquiries.

9. Your rights/How to contact us

As per the provisions of applicable law, you have the right to request access to personal data CENTOGENE has collected and retains about you and, as applicable, the right to have those data updated, rectified, blocked or erased or to object to its processing.

If you have any questions or concerns regarding the collection, processing and use of your personal data or if you wish to exercise your above rights, please contact us by email ([support\(at\)centoportal\(dot\)com](mailto:support(at)centoportal(dot)com)) or post (CENTOGENE AG, CentoPortal Support, Schillingallee 68, 18057 Rostock, Germany). This also applies if you wish to revoke any consent you may have given with regard to the processing of your personal data.

10. Amendments to Privacy Policy

CENTOGENE reserves the right to amend this Privacy Policy at any time with effect for the future. The then current version of this Privacy Policy will be made available on CentoPortal.

You should check regularly whether CENTOGENE has made amendments to this Privacy Policy to ensure you are fully informed at all times about the collection, processing and use of your personal data in the context of your visits to CentoPortal.

Annex: Declarations of consent

CENTOGENE is required by law to document and keep records of consent given and to keep the content of declarations of consent available on the Internet. In the context of your use of the CENTOGENE Website, you may have expressly given the following consent declarations:

- *CENTOGENE Newsletter*

☐ *I agree to receive newsletter emails from CENTOGENE.*

You may at any time, with effect for the future, withdraw any consent you have given. For this purpose, please send your withdrawal by email or post to the address specified at clause 9 of this Privacy Policy.