Information about data protection for shareholders of Evotec SE and their proxies in the context of data processing for the purposes of the virtual Annual General Meeting

Evotec SE attaches great importance to the protection of your data and your privacy. In this data protection statement we inform you about the personal data relating to you or a statutory or appointed proxy that we process in connection with the preparation, implementation and follow-up of our virtual Annual General Meeting, and about your rights concerning the processing of your data under Regulation (EU) 2016/679 (General Data Protection Regulation - GDPR) and the German Federal Data Protection Act (BDSG).

In 2020 we are organising the Annual General Meeting as a non-physical meeting using telecommunications tools (virtual Annual General Meeting) that make it possible to attend by joining the meeting electronically. Shareholders and their proxies can therefore not physically attend the Annual General Meeting. However, they can follow the entire Annual General Meeting by video and audio transmission via a password-protected online service (online service) which also enables them to join electronically. The online service is operated by our service provider Better Orange IR & HV AG, Haidelweg 48, 81241 Munich, exclusively on our behalf and according to our instructions. It can be accessed at the internet address https://evotec.better-orange.de.

I. Controller

The controller for the processing of your personal data is:

Evotec SE
Manfred Eigen Campus
Essener Bogen 7
22419 Hamburg
Telefax: +49-(0)40560 81 333
Hauptversammlung@evotec.com

If you have any questions about this data protection statement, the data protection officer of Evotec SE can be reached by post or email at the following addresses:

Peter Suhren
FIRST PRIVACY GmbH
Web: www.datenschutz-nord-guppe.de
Email: office@first-privacy.com
Telephone: +49 (0)421 6966 3280
II. Categories of data processed

In connection with the implementation of our virtual Annual General Meeting we process the following personal data of our shareholders:

- Name and surname, form of address
- Address and other contact details
- Information about your shareholding (number of shares, type of share, name of depositary bank)
- Access data for the online service
- Other data provided when registering for the Annual General Meeting (e.g. email address, or phone number)

We also process the name and address of any proxy appointed by the shareholder.

If shareholders or their proxies make contact with us, we also process those personal data which are required to respond to their enquiry, e.g. their email address or phone number.

If you use our online service on the internet we also collect data about access to our online service. The following data and device information are recorded in the log files of our webserver:

- data retrieved and/or requested;
- date and time of access;
- report whether retrieval was successful;
- type of web browser and operating system used;
- referrer URL (page previously visited);
- IP address;
- individual access data and session ID; and
- log-in and account service functions.

Your browser sends us these data when you visit our online service.

In addition, we process information about motions, questions, proxy appointments, proposals for election and other requests from shareholders or their proxies submitted in connection with the Annual General Meeting, as well as information on your voting.

III. Data sources

We or service providers engaged by us receive the shareholders’ personal data either from the shareholders themselves or from the depositary bank that they have engaged to keep their shares.
If you are acting as a shareholder proxy we receive your personal information from the shareholder who appointed you as a proxy and directly from you, as far as your activities during the virtual Annual General Meeting or your use of the online service are concerned.

IV. Purposes and legal basis for processing

We process your personal data in accordance with the provisions of the GDPR, BDSG, German Stock Corporation Act (AktG) and all other applicable legal regulations.

The online service enables you to exercise your voting rights, appoint proxies, ask questions or have your objections recorded in the minutes. In order to use the online service you must log in with your individual access data, which will be sent to you once you have registered in due form for the Annual General Meeting and provided evidence in due form of your shareholding. The various options for exercising your rights then appear in the form of buttons and menus on the user interface of the online service.

1. Operation of the online service

Processing the aforementioned access data and device information in webserver log files is necessary for the technical provision of the online service and to identify any misuse, remedy any malfunction and ensure the smooth implementation of the virtual Annual General Meeting. We therefore have a legitimate interest in providing you the online service as a service for shareholders and their proxies in order for you to exercise your shareholder rights in a user-friendly way and attend the virtual Annual General Meeting by joining it electronically. The legal basis for this data processing is Art. 6(1)(f) (GDPR).

2. Verification of identity

When you log in to the online service we process your log-in information and access data in order to verify your right to join the virtual Annual General Meeting as a shareholder or proxy or to carry out preparatory activities.

The processing is necessary for the performance of our obligations under Art. 53 SE Regulation in conjunction with Sections 118 ff AktG. The legal basis for this data processing is Art. 6(1)(c) (GDPR).

3. Preparation, implementation and follow-up of the virtual Annual General Meeting

We process your personal data in order to register and enable shareholders and their proxies to join the virtual Annual General Meeting (e.g. check right to attend, draw up a list of attendees, send access data) and to enable shareholders and their proxies to exercise their rights at the virtual Annual General Meeting (including the appointment and revocation of proxies and the communication of voting instructions).

In particular, and to the extent that you or your proxy exercise your voting right before or during the virtual Annual General Meeting by postal vote or by appointing
a company proxy and giving instructions by means of the online service, we process your voting activities in order to guarantee that resolutions are passed in due form and your votes are duly counted at the virtual Annual General Meeting. We also process information about your objection to resolutions of the Annual General Meeting, to the extent that you make such an objection during the virtual Annual General meeting using the corresponding function of the online service.

The legal basis for this processing is Art. 6(1)(c) GDPR in conjunction with our share-related obligations under Art. 53 SE Regulation and Sections 118ff. AktG and if applicable in conjunction with Section 1 para. 2 sentence 1 nos. 2 and 4 of the German Act on legal measures to combat the effects of the COVID-19 pandemic in legislation concerning companies, cooperatives, associations, foundation and housing ownership (GesRuаCOVBekG).

The processing of your personal data is necessary for the implementation in due form of the virtual Annual General Meeting. If you do not provide us with the necessary personal data, we may not be able to let you join the virtual Annual General Meeting electronically.

4. **Exercising your right to ask questions**

If as a shareholder you make use of the opportunity to submit questions before the virtual Annual General Meeting via our online service, and your questions are dealt with at the virtual Annual General Meeting, this may entail the mention of your name. Your name may come to the attention of the other people attending the virtual Annual General Meeting. This data processing is necessary to further our legitimate interest in making the virtual Annual General Meeting as similar as possible to a physical Annual General Meeting and the legitimate interest of the other people attending the Annual General Meeting in knowing the name of the person asking a question. The legal basis for this data processing is Art. 6(1)(f) General Data Protection Regulation (GDPR).

5. **Processing in the context of voting instructions**

In addition, we process data transferred to us by you or others in connection with the mandatory notification of voting rights pursuant to the German Securities Trading Act (WpHG). In these cases the legal basis for processing is also the respective legislation and Art. 6(1)(c) GDPR.

6. **Processing for the performance of statutory retention obligations**

In addition, your personal data may also processed for the performance of further statutory obligations, such as regulatory requirements or retention obligations under securities, commercial or tax law. So we are obliged, for example, to record the appointment of the proxy nominated by us for the Annual General Meeting in verifiable form and to retain this record securely for three years. In these cases too, the relevant legal basis is Art. 6(1)(c) GDPR.

7. **Cookies**

We use technically essential cookies for our online service. Cookies are small files stored on your desktop, notebook or mobile device by a website you visit. They
enable us to see whether a connection has already taken place between your device and our online service, for instance, or which language or other settings you prefer. Cookies may also contain personal data. You can set your browser so that you are notified when cookies are placed and only allow cookies in specific cases, prevent cookies generally or in certain cases, and activate the automatic deletion of cookies when the browser is closed. If you decide against the use of cookies, it may be that you cannot use all the functions of our online service or that some functions are restricted.

The essential session cookies that we place are only used for the purpose of providing the online service and for the registration and identification of shareholders or their proxies.

Placing the cookies and access to the data stored in the essential cookies, as well as the processing of personal data associated with these cookies is necessary to further our legitimate interest in enabling our shareholders and their proxies to use our online service. The legal basis for this data processing is Art. 6(1)(f) General Data Protection Regulation (GDPR).

To the extent that we wish to use cookies that are not essential to provide our online service, such as functional or performance cookies, we only do so with your consent. In this case we will inform you beforehand about our cookies and the data processing associated with them in a pop-up window when you visit our online service, and ask for your voluntary consent.

V. Recipients of personal data

We use external service providers to implement the virtual Annual General Meeting, e.g. service providers to organise the Annual General Meeting, to print and send the invitations and shareholder notifications, and to carry out the Annual General Meeting (primarily to provide the online service that enables access to the virtual Annual General Meeting). However, the service providers engaged by us only receive those personal data that are necessary to carry out the contracted service, and they process the data exclusively on our behalf and on our instructions. All our staff and the staff of external service providers who have access to personal data and/or process them, are obliged to treat these data confidentially.

Pursuant to Section 129 AktG, other shareholders and attendees of the Annual General Meeting may inspect your data in the list of attendees during the Annual General Meeting and for up to two years thereafter.

If a shareholder asks for items to be put on the agenda, we announce these items, giving the name of the shareholder, if the conditions defined in securities law are met. Insofar as the conditions are met, we also make opposing motions and proposals for election from shareholders, including the name of the shareholder, available on the company homepage in accordance with securities law.

If as a shareholder you make use of the opportunity to submit questions and your questions are dealt with at the virtual Annual General Meeting, this may entail the mention of your name. Your name may come to the attention of the other people attending the Annual General Meeting.
Finally, we may be obliged to send your personal data to other recipients, as for the publication of notification of voting rights according to the Securities Trading Act (WpHG), or to public authorities to meet statutory notification obligations (e.g. tax authorities or law enforcement agencies).

VI. Duration of storage and erasure of data

We erase or anonymise your personal data once they are no longer required for the purposes mentioned above and insofar as we are not obliged to store them for longer by statutory provisions on the retention of evidence, (e.g. Stock Corporation Act, German Commercial Code, Tax Code or other regulations). Furthermore, we keep data if necessary in connection with legal claims made by or against our company or to protect our aforementioned legitimate interests. Please ask our data protection officer if you have specific questions about the duration of storage.

VII. Rights of data subjects

If the statutory conditions are met, shareholders and their proxies as data subjects have the right

- to information about the data processing and to a copy of the processed data (right of access, Art. 15 GDPR),
- to the rectification of incorrect data and the completion of incomplete data (right to rectification, Art. 16 GDPR),
- to the erasure of personal data without delay (right to erasure, Art. 17 GDPR),
- to restrict the data processing (restriction of processing, Art. 18 GDPR),
- and the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format, as well as the right to transmit those data to another controller without hindrance from us (right to data portability, Art. 20 GDPR).

You may assert the rights mentioned above by writing to our data protection officer at the address provided in I above. Please note that statutory exemptions (e.g. ongoing retention obligations) may prevent the exercise of your rights.

Regardless of whether this is the case, as a data subject you have the right defined in Art. 77 GDPR to object to a competent data protection supervisory authority.

The information in this document is correct as of: April 2020