

 MICROBIO 中天生物科技股份有限公司	Privacy Policy	編 號	ZA0060
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Article 1 Purpose

To safeguard the personal data of employees, customers, suppliers, and other stakeholders, and to ensure that the collection, processing, and use of all personal data comply with the principles of lawfulness, fairness, and transparency. Microbio Co., Ltd has established this Privacy Policy in accordance with the Personal Data Protection Act and its Enforcement Rules of the Republic of China (Taiwan), and with reference to the international privacy protection principles under the European Union General Data Protection Regulation (GDPR), for the purpose of compliance and accountability.

Article 2 Scope

This policy applies to the Company, customers, visitors to our website (URL: <https://www.twmicrobio.com/> referred to as "this website" or "our website"), users of our products or services, our suppliers and contractors, job applicants, and visitors to our company (hereinafter referred to as "you").

Our website may provide links to third-party websites. If you choose to access such links, you will be leaving this Website. Any personal data you subsequently provide to such third-party websites, as well as the collection, processing, and use of your personal data by those websites, are not governed by this Policy. Microbio assumes no responsibility or liability for the privacy practices or content of any third-party websites.

Article 3 Roles and Responsibilities

1. The Company designates the Human Resources Department as the primary authority responsible for the overall management of personal data protection. This includes the planning of the Privacy Policy, conducting internal training programs, and consolidating the implementation status across departments.
2. Each department, within the scope of its duties, shall be responsible for the day-to-day management and protection of the personal data it collects and processes. Departments are required to comply with the relevant policies and procedures established by the Company.

Article 4 Operation Procedure

Microbio Co., Ltd. and its affiliates (hereinafter referred to as "Microbio" "we," or "the Company") place great importance on your privacy and are committed to ensuring the proper

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protection of your personal data. This Privacy Policy (hereinafter referred to as the “Policy”) is established in accordance with applicable laws and regulations in Taiwan concerning personal data protection and information security. It sets forth the types of personal data we collect, and how such data is obtained, processed, used, transferred, and protected.

We may revise this Policy from time to time in response to changes in applicable laws or our practices regarding the use of personal data. Any updates will be published on our official website. Before browsing or using any services provided on this Website, or before submitting any personal data to us, you are advised to carefully review this Privacy Policy. If you have any questions or suggestions regarding this Policy, you are welcome to contact us at any time.

Section 1

In accordance with the Personal Data Protection Act of Taiwan, we are required to inform data subjects of the following matters when collecting personal data:

(1) Name of the Non-Governmental Institution: Microbio Co., Ltd.

(2) Purpose of Collection:

We collect, use, disclose, transfer, and process your personal data for the following purposes, in compliance with applicable laws. The purposes include but are not limited to:

1. Provision of Website, Products, and Services

- To provide our website, products, or services.
- To contact you regarding matters related to the website, products, and services.

2. Business Operations

- To operate and manage our website, products, and services.
- To deliver website content.
- To display advertisements and other content.
- To communicate and interact with you via our website, products, or services.
- To notify you of updates to our website, products, or services.

3. Communication and Marketing

- To communicate with you via any means (including email, SMS, social media, public announcements, or in-person).
- To provide updates and other information that may be of interest to you.
- To maintain and update your contact information.

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- To contact you to obtain your consent when required by law.

4. Information Systems Management

- To manage and operate our communication, information, and security systems.
- To conduct audits (including security audits) and monitor such systems.

5. Supplier Management

- To manage relationships and cooperation with our suppliers.

6. Surveys and Feedback

- To gather your feedback regarding our website, products, or services.

7. Corporate Security

- To manage the physical security of our offices and facilities, including visitor records, surveillance recordings, and electronic security (e.g., access logs and entry/exit records).

8. Investigations

- To conduct investigations, inquiries, and criminal law compliance as required by applicable laws.

9. Legal Compliance

- To fulfill legal and regulatory obligations.

10. Improvement of Services

- To receive or respond to your questions or requests regarding the website, products, or services.
- To develop or enhance our website, products, and services.

11. Fraud Prevention

- To assist in detecting, preventing, and investigating fraud-related matters.

12. Assertion, Exercise, or Defense of Legal Rights

- To manage legal claims and rights.
- To collect, review, and submit evidence and documentation; gather facts, evidence, and witness testimony.
- To assert or defend rights in legal proceedings.

13. Recruitment and Interview

- For recruitment activities, job postings, and interviews.
- For assessing suitability, employment documentation, and related records.
- For issuance and acceptance of offer letters.

(3) Categories of Personal Data:

Includes: identifiers of personal or financial identity; government-issued identification

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information; personal characteristics such as physical description, habits, and personality; family-related information including marital history, family members' details, and other social relationships; social information such as residence, facilities, hobbies, interests, occupation, licenses, or permits; educational, examination, technical, or other professional qualifications; employment-related information including current employment status, employment history, resignation records, work experience, health and safety records, salary and withholdings, and training records; and financial information such as credit ratings, goods or services provided by the data subject, financial transactions, and compensation.

(4) Duration of Use of Personal Data:

The Company collects, processes, and uses your personal data during the following periods: 1. The duration for which the specific purpose of data collection continues to exist. 2. The retention period as required by applicable laws or as agreed under contracts. 3. The period necessary for the performance of the Company's business operations. Upon the expiration of all the above periods, the Company will delete, de-identify, or cease the processing and use of your personal data in accordance with internal procedures.

(5) Recipients of Personal Data:

Microbio Co., Ltd., its subsidiaries and sub-subsidiaries, affiliated enterprises as defined under the Company Act, entities or consultants that have a contractual relationship or business dealings with the above-mentioned companies for business purposes, authorities with investigative powers in accordance with the law, or financial supervisory authorities.

(6) Method of Use of Personal Data:

By automated or non-automated means (including but not limited to written, electronic, or cross-border transmission methods).

(7) Location of Use of Personal Data:

Regions where the Company and other recipients carry out business activities and regions necessary for achieving the purposes of use (including the Republic of China and overseas).

(8) Rights and Methods You May Exercise Under Article 3 of the Personal Data Protection Act:

You may request to inquire, review, obtain a copy, supplement, correct, suspend the collection/processing/use of, or delete your personal data. To exercise the aforementioned rights, please submit your request using the contact information provided in Section 5 of this Policy.

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(9) Consequences of Not Providing Personal Data:

You may freely choose whether to provide your personal data. However, Microbio may request participants to voluntarily provide personal data during registration, marketing, after-sales service, customer inquiries, prize draws, games, competitions, order processing, or employment opportunities. If you are unwilling to provide your personal data, Microbio will be unable to continue providing the related services, employment opportunities, or activities as listed above, which may affect your rights and interests.

Section 2 Methods of Personal Data Collection

Microbio may collect your personal data through the following means:

1. Information Provided Voluntarily: Information you or others voluntarily provide to us via email, telephone, business cards, job applications, or other means of contact.
2. Information Obtained Through Direct Interaction: Personal data collected during your participation in meetings, exhibitions, business visits, or other events where we interact with you directly.
3. Information Acquired Through Collaboration: Personal data obtained as a result of research and development collaboration with you or in connection with your role as a consultant to the Company.
4. Information Obtained Through Legal Relationships: Personal data acquired in the course of legal or contractual relationships with you, such as during the provision of services.
5. Publicly Disclosed Information: Personal data collected from content you publicly disclose, including on social media platforms.
6. Website Information: Personal data collected when you visit our website or use any of its features, tools, or resources.
7. Registration Information: Personal data collected when you register on our website, or when you purchase our products or services.

Section 3

Microbio will use your personal data only to the extent necessary to achieve the purposes for which it was collected. However, under the following circumstances, your personal data may be used for purposes other than the original purposes:

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1. With Your Consent

We have obtained your explicit consent.

2. Microbio Co., Ltd. may disclose or use your personal data pursuant to an order issued by a court of competent jurisdiction or a governmental authority, or as otherwise explicitly required by applicable laws.

3. Necessity for the Benefit of the Data Subject or Public Interest

Where necessary to protect your interests or to promote the public interest, such as:

- Delivering publications, letters, emails, updates, or notifications to you
- Providing you with services in any other form

Section 4

We do not disclose any personally identifiable information to any third parties, **except** where such third parties are agents or subcontractors engaged by the Company to assist in providing products or services to you for the purposes specified above. We will only provide such agents or subcontractors with the information necessary to fulfill the designated purpose of the engagement. We also require them to maintain the confidentiality of your personal data and prohibit them from using your data for any purposes other than the services they are commissioned to perform.

Section 5

In accordance with the Personal Data Protection Act, you have the right to:

- Inquire about or request access to your personal data
- Request a copy of your personal data
- Supplement or correct your personal data
- Request the cessation of the collection, processing, or use of your personal data
- Request the deletion of your personal data

If you wish to exercise any of the above rights, or if you have any questions, comments, or suggestions regarding this Privacy Policy, please contact us through the following means:

Address:

18F-1, No. 3, Yuanqu St., Nangang Dist., Taipei City 115, Taiwan (R.O.C.)

Email:

privacy@microbio.com.tw

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Section 6 Cookies Policy

- **Cookies** are small text files that are sent from a website to your browser and stored on your computer's hard drive. In order to provide you with the best possible service, this Website may set and access cookies on your device when you use our services.
- When you browse our Website, we use cookies to store information about your interactions with our webpages (this information does **not** directly identify you). This allows us to better understand how you and other visitors use our Website so we can continuously improve and optimize our content and services.
- If you are concerned about the use of cookies, most browsers offer tools that allow you to delete cookies stored on your device, reject cookies, or receive a notification when a cookie is being set.
- You can manage your cookie preferences by adjusting your browser settings. For example: In Internet Explorer: *Tools* → *Internet Options* → *Privacy*; In Firefox: *Tools* → *Options* → *Privacy & Security*; In Chrome: *Settings* → *Privacy and security*
- You may choose whether to allow the use of cookies through your computer or internet device settings. However, please note that rejecting all cookies may result in limited functionality or inconvenience when using this Website or accessing certain features.

Section 7 Children's Privacy

To protect the privacy rights of children, we do not knowingly collect, process, or use personal data from individuals under the age of eighteen (18), or under the age defined as a child by applicable local laws or regulations, without the prior consent of their parents or legal guardians. We recommend that parents or legal guardians supervise their children when using our products and services. Parents or legal guardians may revoke or withdraw any previously given consent at any time, and may exercise any of the data subject rights—including the right to inquire, review, obtain a copy, supplement, correct, suspend collection/processing/use, or request deletion of all or part of the child's personal data—by contacting us using the contact information provided in Section 5 of this Policy.

Section 8 Privacy and Data Security Measures

- We implement strict privacy and data security measures—such as firewalls, antivirus systems, and Endpoint Detection and Response (EDR) technologies—and follow the

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management standards of ISO 27001 to prevent unauthorized access, alteration, disclosure, destruction, or loss of your personal data.

Throughout the collection, storage, transmission, and use of your personal data, we conduct rigorous security checks. Access to your personal data is strictly limited to authorized personnel only. In addition, we conduct regular system maintenance to prevent intrusions from external hackers or malicious software, ensuring your personal data is protected both online and offline.

- If any data or accounts you use on this Website are protected by passwords, you are responsible for safeguarding your passwords to maintain your privacy and data security.
- Only personnel with proper authorization may access your personal data, and all such personnel are required to comply with relevant data protection laws and regulations.
- The Company regularly conducts personal data protection and information security training for all employees to enhance their awareness of confidentiality and their ability to respond to data protection issues. Each department shall appoint personnel responsible for personal data maintenance, and the department head shall be responsible for supervision and periodic evaluation of the effectiveness of data management.
- The Company's Internal Audit Office conducts irregular internal audits on personal data protection operations to ensure the implementation of this Policy and related privacy and security protection measures.
- Personal data protection activities are incorporated into the Company's overall risk assessment and management framework. In accordance with the Company's "Risk Management Policy and Procedures," the Risk Management Task Force evaluates the implementation status annually and reports the results to the Audit Committee and the Board of Directors.

Section 9 Principles for Handling Violations

- The Company adopts a zero-tolerance policy toward any violation of this Privacy Policy. Violations will be handled in accordance with the Company's "Employee Rewards and Disciplinary Policy" or other relevant internal regulations. In cases of serious violations, the matter may be reported to the competent authorities or pursued through legal proceedings.

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- In the event of a personal data breach, such as theft, unauthorized disclosure, alteration, or other infringement, the responsible unit must immediately take remedial and corrective actions and notify the affected data subjects in an appropriate manner.

Section 10 Amendments and Revisions

- We may revise this Privacy Policy from time to time in response to changes in circumstances or operational needs, in order to continue safeguarding your privacy rights. All amendments shall be approved by the Chairman of the Board and announced accordingly. Once revised, the updated Privacy Policy will be published on our website. We do not provide individual notice of such changes but will mark the update prominently and encourage you to review this Policy regularly. If you continue to browse or use the services provided on this Website after the revised Policy is announced, you will be deemed to have accepted the changes.
- If you do not agree with any terms of the revised Privacy Policy regarding the collection, processing, or use of your personal data, you have the right to contact us as specified in Section 5 to request suspension or deletion of your personal data and exercise your data subject rights.