



Information leaflet regarding data protection for suppliers and customers

Hello and thank you for your interest in a contractual commitment with our company. Besides other matters we take your right to privacy, data protection and informational self-determination very seriously. Therefore, we would like to inform you as follows:

Who are we?

We are your employer and are responsible for your employee data. You can contact us as follows:

CIECH Soda Deutschland GmbH & Co. KG

CIECH Energy Deutschland GmbH

CIECH S.A. Branch Office Staßfurt

An der Löderburger Bahn 4a

39418 Staßfurt, Germany

Tel. (+49 3925) 26 33 01

Fax (+49 3925) 62 30 39

www.ciechgroup.com

Who is responsible for data protection in our company (data protection officer)?

Everyone is responsible for the topic of data protection in our company. In addition, we have decided to appoint a data protection officer. In order to guarantee his independence we have commissioned an external consultant. This is the lawyer Dr. Stephan Gärtner. You are welcome to contact him at all times. You can reach him as follows:

Lawyer Dr. Stephan Gärtner,

StanhopeONE,

Voßstraße 20, 10117 Berlin

gaertner@stanhope.de,

Tel. +49 30 89614237

Fax. +49 3012053097 9





We collect data from you. Which? Where from? How long? And are we permitted to do this at all?

You can refer to our table for a transparent answer to these questions:

| Data categories | Sources | Purposes | Storage duration | Legal basis |
|--|---|---|---|--|
| Name, availability, project and/or order-related documentation | Your details and our joint project and/or order-related documentation | Execution and, if applicable, termination of a contractual relationship | Expiry of the storage deadline, as a rule 10 years after the end of the employment relationship | Article 6 Para. 1 Sentence 1 lit. b GDPR |

Are we obliged to collect these data? What happens if we do not collect these data?

There is no obligation to collect all data. The obligation to store those data, which we actually collect and otherwise process, is derived from tax and commercial law regulations.

To whom do we transmit the data? And: Do the data leave the European Union or the European Economic Area?

Ciech S.A. Branch of Germany has been commissioned by us to store personal data for us. It was selected carefully and commissioned for this purpose and is monitored permanently. It has, on its part, commissioned the Polish Ciech S.A. herewith. Otherwise, the data are not transmitted to other third parties, in particular not to such bodies outside of the European Union or the European Economic Area.

Which rights do you have?

You have several rights. You have the right to information about the personal data processed in relation to your person as well as to rectification or erasure, to limitation to the processing, to object to the processing as well as to data portability. Furthermore, you have the possibility to lodge a complaint about us at the supervisory authority that is responsible for us. We politely point out that this right is, if applicable, linked to prerequisites, the existence of which we will insist upon.

