

## Personal Data Protection Policy

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### 1. INTRODUCTION / CONTROLLER

The purpose of this data protection policy (**the Data Protection Policy**) is to inform you, in your capacity as a collaborator (employee, trainee, temporary worker and business associate hereinafter referred to as "you"), of the processing (e.g. collection, processing, transfer, recording, organisation, structuring, storage, adaptation or modification) of Personal Data (as defined below) in the course of the relationship between you and the employing entity of the Socfin group in accordance with the Data Protection Legislation.

The legal entity of Socfin that acts as controller of the Personal Data covered by this Data Protection Policy is the legal entity of Socfin located in the country where the employee concerned is based, as indicated in Appendix 1.

If you have any questions or comments or wish to exercise your rights as detailed in clause 9 below, you may contact the Socfin entity in the country in which you

are based using the information listed in Appendix 1.

## **2. DEFINITIONS**

**Personal Data:** Any information relating to an identified or identifiable natural person that enables that person to be identified directly or indirectly.

**Data Protection Legislation:** The General Data Protection Regulation (EU) 2016/679 (the **GDPR**) and the Swiss Federal Data Protection Act of 25 September 2020, systematic compendium 235.1 (the **DPA**) as well as any other applicable laws, regulations, national laws and industry recommendations containing rules relating to the protection of Personal Data which may be amended, replaced or repealed from time to time.

## **3. CATEGORIES OF PERSONAL DATA PROCESSED**

When Socfin carries out its activities, the following Personal Data may be processed:

- Identification data (e.g. surname, first name, e-mail address, postal address, telephone number, country of residence, identity card, passport, copies of documents, etc.);
- Personal characteristics ( e.g. . gender, date of birth, marital status, etc.);
- Banking and financial data (e.g. bank account, country of residence, etc.) ;
- Education and employment data (e.g. education, employment, name of previous employer, salary, etc.) ;
- Information available through communication and correspondence (e.g. e-mails, etc.) ;
- Sensitive data (e.g. medical data, etc.); and
- Criminal records.

## **4. COLLECTION OF PERSONAL DATA**

Socfin collects your Personal Data directly from you through exchanges with you or through interviews, meetings or other assessments or application forms based on your identity documents.

Your Personal Data may also be collected through third parties for legal verification purposes from the following sources:

- Publications/databases made available by the official authorities ;

- Websites/social network pages containing information you have made public;
- Databases made public by third parties; and
- Other legitimate public or private sources.

#### **5. FOR WHAT PURPOSES SOCFIN USES PERSONAL DATA**

Socfin may process your Personal Data in accordance with the Data Protection Legislation for the following purposes and, if required under the Data Protection Legislation, on a lawful basis authorising Socfin to do so, such as:

- Performance of a contract: where the processing of your Personal Data is necessary for the performance of Socfin's obligations under the contract (e.g. to enable the performance of Socfin's contractual obligations to you or to take pre-contractual measures at your request and/or with your consent, etc.);
- Legal obligation: where Socfin is required to process your Personal Data to comply with legal obligations (e.g. keeping records for tax purposes or providing information to a public body or law enforcement agency, ensuring compliance and reporting obligations, such as complying with (local) legal and policy requirements, withholding taxes and compulsory deductions, managing cases of suspected misconduct or fraud, carrying out audits and any other purpose imposed by law or the authorities, etc.);
- Legitimate Interest: Socfin will process your Personal Data where justified by the legitimate interest of Socfin or a third party, provided that such interest does not override your interests and freedoms (e.g., to manage Socfin's suppliers and subcontractors, Socfin's IT resources, including infrastructure management and business continuity and archiving and record keeping, to monitor activities in Socfin's facilities, including compliance with applicable policies and HSE rules, safeguarding Socfin's economic interests, defending disputes and billing) ;
- Vital interests: if the processing of Personal Data is necessary to protect your vital interests or those of another natural person; or

- Your consent: in certain cases, in addition to contractual reasons, Socfin will request specific authorisation to process certain personal information and will only do so if you have agreed to Socfin doing so.

## **6. WHO HAS ACCESS TO PERSONAL DATA?**

Socfin does not share Personal Data with third parties except as necessary to meet their legitimate professional and business needs to fulfil your requests, and/or as required by law or generally accepted professional standards. For example:

- Professional advisors working with Socfin (e.g. lawyers, auditors, etc.);
- Other Socfin Group entities;
- Any competent public authority, regulatory authority or other party as required by law; or
- Current or potential suppliers and other professional contacts in the normal course of Socfin's business.

Socfin ensures that external service providers who have access to Personal Data are bound by contractual obligations and the third party data processing agreement to maintain the confidentiality and security of the information provided to them. In addition, Socfin may include a confidentiality clause in the general terms and conditions of sale, and confidentiality or non-disclosure agreements may be signed from time to time with third parties (i.e. external service providers who have access to personal or confidential data).

## **7. TRANSFER OF PERSONAL DATA OUTSIDE THE EUROPEAN UNION AND SWITZERLAND**

When necessary for the purposes listed above, Socfin may transfer your Personal Data to recipients located inside and outside the European Economic Area (EEA) and Switzerland.

Personal Data may be transferred to the following recipients outside the EEA and Switzerland:

- Liberia ;
- Sierra Leone ;
- Nigeria ;
- Côte d'Ivoire ;
- Ghana ;
- Cameroon;
- Democratic Republic of Congo ;
- Sao Tomé & Príncipe ;

- Cambodia; and
- Indonesia .

Some countries in which recipients and processors may be located and to which Personal Data may be transferred may not have the same level of protection of Personal Data as that afforded in the EEA and Switzerland. Personal Data transferred to countries outside the EEA and Switzerland will be protected by appropriate safeguards such as standard contractual clauses approved by the European Commission with the necessary adaptations to the Swiss situation, where applicable and necessary.

## **8. PERSONAL DATA RETENTION PERIOD**

Socfin retains your Personal Data for as long as you are employed by us.

In addition, we are subject to various retention and documentation obligations arising from applicable law, including, in Belgium and Luxembourg, the Commercial Code, the Civil Code and the Labour Code, and in Switzerland in particular the Law of Obligations. For further information on the retention of your Personal Data, please contact us at the following e-mail address: [compliance@socfin.com](mailto:compliance@socfin.com).

## **9. PRIVACY RIGHTS**

Your rights include, where permitted by Data Protection Legislation:

- The right to information, you can obtain free of charge the communication of your Personal Data processed as well as any information on their origins;
- The right to access your Personal Data free of charge;
- The right to rectify inaccurate Personal Data held about you;
- The right to erasure, you may request the deletion of your Personal Data, as soon as possible, where the use or processing of such Personal Data is no longer necessary for the purposes described in clause 5, and in particular where consent relating to specific processing has been withdrawn or where processing is not or is no longer lawful for other reasons;
- Limiting the processing of Personal Data;
- The right to object to the processing of Personal Data justified by our legitimate interest or that of a third party;
- The portability of Personal Data; and
- The right to withdraw consent at any time (where processing is based on

consent) by contacting Socfin via Human Resources or Compliance (compliance@socfin.com).

We reserve the right to refuse, restrict or postpone the exercise of the above rights for legal reasons in a particular case.

You have the right to contact us in the first instance on the following telephone numbers: +41 26 425 59 36 or +41 79 876 87 41 and the e-mail address indicated above and lodge a complaint with the competent authorities if Socfin does not respect your privacy rights.

#### **10. OBLIGATION TO PROVIDE YOUR PERSONAL DATA**

Personal Data necessary for the formation and/or performance of the employment contract and necessary for Socfin to comply with its legal obligations, are mandatory (e.g. identification data, banking information, etc.).

Without the provision of this Personal Data, we are unable to conclude or continue the performance of the employment contract.

#### **11. TO WHAT EXTENT DO WE USE AUTOMATIC DECISIONS AND PROFILING?**

In general, we do not use automated decision-making or individual profiling as part of our relationship with you.

If we need to carry out such processing in a particular situation, we will inform you separately, insofar as we are legally obliged to do so.

#### **12. CHANGES TO THIS DATA PROTECTION POLICY**

We reserve the right to amend this Data Protection Policy from time to time to ensure that you are fully informed of all processing activities and our compliance with Data Protection Legislation. You will be notified of changes to this Data Protection Policy by any appropriate means.

### **APPENDIX 1: LIST OF DATA PROCESSORS**

The legal entities of the Socfin Group acting as processors of the Personal Data described in this Employee Data Protection Policy is the legal entity of the Socfin Group located in the country where the employee concerned is based, as indicated below:

<b>Country</b>	<b>Legal entity of the Socfin group in its capacity as data controller</b>	<b>Address</b>	<b>Contact</b>
Luxembourg	Société Financière des Caoutchoucs	4, Avenue Guillaume L-1650 Luxembourg	<a href="mailto:compliance@socfin.com">compliance@socfin.com</a> +41 26 425 59 36 or +41 79 876 87 41
Belgium	Centrages SA	Place du Champ de Mars 2 B-1050 Ixelles	<a href="mailto:compliance@socfin.com">compliance@socfin.com</a> +41 26 425 59 36 or +41 79 876 87 41
Switzerland	Socfinco FR SA	Square des Places 3 CH-1700 Fribourg	<a href="mailto:compliance@socfin.com">compliance@socfin.com</a> +41 26 425 59 36 or +41 79 876 87 41