

INFORMATION OBLIGATION CLAUSE FOR CUSTOMERS, EMPLOYEES OR ASSOCIATES OF CUSTOMERS AND CONTRACTORS – CONTACT PERSONS

1. Please be informed that the Controller of your personal data (hereinafter referred to as "**Personal Data**") is **Sika Automotive Złotoryja sp. z o.o.** with its registered office in Złotoryja, Przemysłowa 12, 59-500 Złotoryja, PL VAT NO 8971710369 (hereinafter referred to as "**Controller**").
2. The Controller has appointed a Data Protection Officer (hereinafter referred to as "**DPO**"), who can be contacted via the e-mail address: iod@pl.sika.com.
3. Categories of persons whose data we process:
We will process your personal data because you are a contact person for us as:
 - a) Sika Business Partner, i.e. an individual (e.g. sole trader); or
 - b) An employee, partner, member of a body or other person representing a Business Partner that does business with Sika.
4. The purposes of processing your personal data and the legal basis for the processing.
We will process your data in order to:
 - a) provide answers to your questions, including contacting you for this purpose. The legal basis for processing your data is our legitimate interest in being able to provide you with an answer to a question about our business.
 - b) contact you on an ongoing basis, including the execution of contracts between us and your employer/entity you represent, providing offers, receiving orders, answering questions. The legal basis for processing your data is our legitimate interest in being able to contact our contractors (i.e. their employees/co-workers) on an ongoing basis.
 - c) invite you to participate in our conferences, trainings and provide other information about our activities and possible forms of cooperation. The legal basis for processing your data is our legitimate interest in maintaining relationships with our contractors' employees and colleagues.
 - d) defend ourselves against possible claims or assert possible claims relating to a contract with the entity where you work or which you represent, i.e. our contractor – if a contractual dispute arises. The legal basis for the processing is our legitimate interest in being able to defend against or assert claims.
5. Data source
We received your data directly from you or from your employer/entity you represent.

From your employer/entity you represent, we receive data such as your name, business telephone number and email address, place of work, position or information about what type of matters you deal with.
6. Retention period of your personal data
We will process your personal data for the duration of our ongoing relationship (e.g. answering questions, providing offers, exchanging correspondence) and after the relationship has ended for a period of one year. After this period, we may contact you to enquire about the possibility of further processing of your data.
We will process your personal data for the period of performance of the contract that your employer/entity you represent has entered into with us, as well as for the period of the statute of limitations for claims under the contract.

7. Recipients of your personal data

We will transfer your personal data to our suppliers to whom we outsource personal data processing services, such as IT services. Such providers will process your data on the basis of a contract with us and only in accordance with our instructions.

8. Your rights in relation to the processing of your personal data

You have the following rights in relation to the processing of your personal data:

- a) The right to object to the processing of your data on the grounds of your particular situation – As we process your data on the basis of our legitimate interest – you have the right to object to the processing on the grounds of your particular situation,
- b) The right of access to your personal data,
- c) The right to request the rectification of your personal data,
- d) The right to request the deletion of your personal data,
- e) The right to request the restriction of the processing of your personal data.
- f) The right to lodge a complaint with an authority – you also have the right to lodge a complaint with the supervisory authority dealing with the protection of personal data, i.e. the President of the Office for Personal Data Protection.

To exercise the above rights, please contact us (contact details in points 1 and 2 above).

9. Customer matching services:

Sika may only use personal data for this purpose if your express consent has been obtained for the use of the data as part of customer matching services provided by third parties. In the customer matching process, the encrypted personal data is sent to a third-party service provider operating in relation to the respective online platform (e.g. LinkedIn). The third-party provider compares the personal data using an algorithm with the user profiles on the respective online platform to determine the total number of users (Business Partners or associated persons) using the respective online platform. Customer matching services help Sika to develop and adapt Sika's marketing activities on the online platforms to the needs of Business Partners, for example by displaying online advertisements only to current Business Partners. Customer matching services enable Sika to analyse the presence of Business Partners on online platforms only at an aggregated data level.