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## VISITOR'S PRIVACY POLICY

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During your visit to our premises we may process your personal data. This Visitor's Privacy Policy is written to inform you of which personal data we will collect during your visit and how we use it. We will only process your personal data as described below and will never sell, license, rent, or make public your personal data.

Data privacy is very important, please take the time to read this policy carefully.

### *Use of the personal data*

Processing of your personal data based on the need to meet legal obligations and the Controller's legitimate interest to ensure a safe and secure work environment.

Your personal data is processed for reasons of security and safety on our premises. In addition to our terminal-rules which everyone needs to abide by, we need to know who is and/or has been on our premises for your own personal safety in case of an alarm and to ensure the security of our operations and our property as well as the property entrusted to us by our clients. This is done, amongst others methods, by way of using entry control such as visitor log's, badging, as well as camera recordings (whether or not including sound).

The storage duration might vary: 1 month for camera recordings and 6 months for sign-in and badging records.

Notwithstanding the foregoing, any personal data that may give rise to legal effects, can be archived for evidentiary purposes for a period equal to the statute of limitation (most often 10 years).

### *Recipients and transfers*

Your personal data may be transferred to servers located outside the country in which you live or to affiliated companies or any agents or consultants so that they may process personal data on our behalf. We will use best efforts to guarantee that these recipients shall process your personal data in compliance with the applicable legislation. Such recipients may be located outside the European Economic Area, such as Moldova and Macedonia. In the case of any such transfers, we use best efforts to ensure that your personal data is adequately safeguarded through the implementation of standard data protection clauses adopted by the Commission.

### *Information we will collect*

We may request the following information: name, contact details such as professional phone number, address, the company you work for, e-mail address and your contact person within our company. On some occasions you will receive a badge to use for entering our premises. A log is kept for every use of such badge. In addition, from the moment you enter our premises until your leaving, you might enter zones with camera surveillance, which are indicated in accordance with the applicable laws.



In all forms you have to fill out the optional information will be marked with an asterisk (\*). It is your choice to provide such marked information, but you are in no way obliged fill those out.

### *Managing your personal data (rights)*

As data subject you have the following rights as they are defined by the applicable laws:

Subject to the conditions in the applicable law, you have the right to request:

- Access to your personal data;
- A copy of the personal data we hold about you in a commonly used format and transfer of your personal data to a third party of your choosing;
- Restriction of processing and/or the right to object to the processing of your personal data;
- Correction or update of your personal data;
- Erasure of all or part of your personal data;
- To the extent that any processing is based on your consent, you can withdraw it any time, without this affecting the lawfulness of past processing.

In addition, you can lodge a complaint and/or report any misuse of your personal data to the national data protection supervisory authority.

Please note that most of the personal data collected is required for the safety and security of our business and/or required by law. If you refuse to provide such information or ask to have such information deleted in accordance with this policy, it is impossible for us to grant you access to our premises.

### *Security*

We protect your information as our own and have implemented several safety and security measurements for our IT-network such as firewalling, use of access rights and multifactor authentication, advanced threat protection (by using threat intelligence feeds), patch and vulnerability management. In case your personal data is processed by third parties we use best efforts to ensure the same or similar protection measurements.

### *Changes*

This Privacy Policy will be subject to future changes in order to guarantee you the best protection of your personal data. Small changes will be published on our intranet and website, significant changes will be communicated more extensively. We invite you to regularly check this policy and stay informed on how we use your personal data.

### *Contact information*

If you have any questions or wish to exercise your rights please contact us via [infosec@katoennatie.com](mailto:infosec@katoennatie.com).

To assist us in swiftly dealing with your request, please provide your full contact details in such request. We might demand further proof of identity to handle such a request.