

## **BUSINESS PARTNER DATA PROTECTION NOTICE**

Polypag AG, Rütistrasse 14, CH-9050 Appenzell ("Polypag") provides this Business Partner Data Protection Notice ("**Notice**") to explain our practices as the Controller regarding the processing of personal data relating to our current, former or potential vendors, customers, suppliers, and any other business partners (collectively, "**Business Partners**") and our Business Partners' employees.

### **1. Scope:**

This Notice applies to you if you are

- a Business Partner of Polypag as an individual (e.g., a consultant or sole entrepreneur) or
- an employee of a Business Partner who interacts with Polypag on such Business Partner's behalf.

### **2. Categories of Personal Data and Source:**

Polypag processes the following categories of personal data about you, Polypag has obtained from you or from authorized third parties (e.g., your supervisor, public authorities or public resources):

#### **• Personal data relating to Business Partners (individuals or employees):**

- Name,
- Employer name
- Business contact details (email, address, telephone and mobile),
- Content of communication and interaction (such as email or business letters),
- Job title / position,
- Payment and/or invoice information, and
- Marketing/newsletter preferences and your interaction behaviors with Polypag's marketing activities (including by the use of e-mail trackers to measure click and opening rates) in case you consented to receiving marketing information from Polypag.

Polypag does not collect any non-business-related data nor any sensitive personal data from its Business Partners.

### **3. Processing Purposes, Legal Basis, and Consequences:**

Your personal data is processed for purposes of

- performing the contractual relationship with the Business Partner (including fulfilling contractual obligations, invoice processing, communication, and legal and compliance activities),
- (direct) marketing activities,
- enhancements to our Business Partner management and administration,
- improvements to our product and service offerings such as new training activities and events or adjusted product information, and/or
- compliance, security and fraud prevention activities.

Polypag relies on the following legal bases for such processing activities:

- executing the contractual relationship with the Business Partner;
- legitimate interest of Polypag, Polypag's affiliates or other third parties (such as governmental bodies or courts). The legitimate interest could be in particular group-wide information sharing, (direct) marketing activities, prevention of fraud or misuse of IT systems, physical security, IT and network security, internal investigations, enhancement of Polypag's Business Partner management and administration, improvement of our product and service offerings or potential merger and acquisition activities;
- compliance with legal obligations;
- consent, when the above legal bases do not apply.

The provision of personal data is necessary for the purposes described above. If you do not provide the personal data, the affected Business Partner management and administration processes might be delayed or impossible.

### **4. Categories of Recipients:**

Any access to your personal data is restricted to those individuals that have a need to know in order to fulfill their job responsibilities and data processors, as below identified.

To the extent necessary, Polypag may share your Personal Data within the Sika Group companies, for internal administrative and for marketing purposes.

Polypag may engage third party service providers, acting as processors, in order to provide IT, marketing and other administrative support (e.g., service providers who provide account payable support or IT hosting and maintenance support). Those service providers act as data processors of Polypag and under the instructions of the same; they may have access to your personal data to the extent necessary to provide such services and in compliance with applicable data protection regulation.

Polypag may also disclose your personal data as required or permitted by applicable law to governmental authorities, courts, external advisors, and similar third parties.

The updated list of data processors and third parties that we share data with is available upon request to Polypag and the DPO/DPC at the contact details below specified.

**5. Retention Period:**

Your personal data is stored by Polypag and/or our service providers, to the extent necessary for the performance of our obligations and for the time necessary to achieve the purposes for which the information is collected, in accordance with applicable data protection laws. When Polypag no longer needs to use your personal data to comply with contractual or statutory obligations, we will remove it from our systems and records and/or take steps to properly pseudonymize/anonymize it, so that you can no longer be identified, unless we need to keep your personal data to comply with legal or regulatory obligations to which Polypag is subject, e.g. statutory retention periods.

**6. Automated Decision-Making**

Polypag does not engage in automated decision-making in the context of its Business Partners relationship.

**7. Customer Matching Services**

Only if you have given explicit consent, Polypag may use your personal data for customer matching services provided by third parties. In the process of customer matching, encrypted personal data is transferred to a third party provider operating an online platform (e.g., LinkedIn). The third party provider compares the personal data by algorithm with its user profiles to provide an aggregate number of how many Polypag Business Partner are present on the online platform. Customer matching services help Polypag to improve and personalize Polypag's marketing activities on online platforms, for instance by displaying online advertisement to existing Business Partner only. Customer matching services allow Polypag to analyze the Business Partner's presence on online platforms on an aggregated level only.

**8. Your Rights:**

You may request access to the information Polypag has about you. You may also request the correction, amendment, or deletion of any information about you that is inaccurate, and you may also request to object to the processing of personal data concerning you or to request that Polypag transfers the data that it has collected to another organization, or directly to you. The request can be addressed to Polypag by using the specific web-form "Exercise your rights" available on Polypag's website or using the contact details below.

You have the rights at any time to stop Polypag from contacting you for marketing purpose and opt-out of receiving marketing information and newsletters by adjusting your preferences in the Newsletter Preference Center (if available), by using the unsubscribe option or contacting Polypag using the contact details below.

Polypag will treat requests for access, correction, amendment, restriction, objection, portability or deletion of information in accordance with its internal policies and applicable legal requirements. If you feel that we have not complied with your requests, you have the right to lodge a complaint with the appropriate supervisory authority in your country.

If you have declared your consent for any personal data processing activities, you can withdraw this consent at any time with future effect. Such a withdrawal will not affect the lawfulness of the processing prior to the consent withdrawal.

**9. Information Security**

Polypag maintains suitable safeguards, including reasonable physical, organizational and technical security measures to protect its databases from unauthorized access, disclosure, alteration or destruction.

**10. Changes to This Privacy Notice**

Polypag reserves the right to change this privacy notice and will provide a revised privacy notice that reflects such

changes as required by law.

**11. Questions:**

If you have any questions about this Notice or your rights, please contact:

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c/o RAIN Carolin Alvermann Chemin Neuf 24  
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