

## Privacy Notice: Mix Design App

### Purpose of Mix Design App

The Mix Design App is used to create a concrete mix design according to customer requirements and standards. The obtained results include information about the ingredients like cement, sand and aggregate sieve curve, additives, admixtures, and water. In long term the data will be used to compare mix designs in different countries and regions to improve services and for concrete mix designs and to identify global trends.

### Data Capture

According to the implemented scope, the following personal data of Sika employees and external users can or will be stored and processed on the Mix Design App:

- E-Mail address, user name, password, customer (if natural person), location of customer (optional) and any personal data voluntarily provided in user`s comments.

Email address, password and user name are required in order to log-in in the App. Other data is required to improve our technical support.

The analyzed data are linked to a user (Mail-ID) to enable following functions:

- Make sure that users can access and restore their data (Access control)
- Store the consent of the users (user acceptance)
- Understand how the App is used by users to improve the App
- Troubleshooting in case the user needs support
- Provide you with products and services we may offer from time to time
- Contact our customers in relation to the products or services we supply when necessary
- Comply with our legal obligations

For example, Sika collect personal information from you in order to provide you with services or when you deal with us over the telephone. Without these details we may not be able to carry on our business and provide our services to you.

Sika may collect your personal information from you in a number of places, including when you visit our Sika website, when you call, email or otherwise contact us. Calls to Sika may be recorded and, if so, you will be informed before the commencement of the call and given the opportunity to opt-out of the call being recorded.

Sika may collect information directly from you. In certain circumstances Sika may collect personal information from third parties. Your personal information will ordinarily only be collected from third parties if it unreasonable or impractical to collect that personal information from you directly.

From time to time you may be able to deal with us anonymously or by pseudonym. However, please be aware that if you do not provide us with certain personal information, Sika may not be able to provide you with the services and products you seek or respond to your enquiry.

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### **Consent**

The legal basis for processing your personal data is your consent.

You acknowledge and agree to the following terms, conditions and Privacy Notice. You consent to Sika collecting and otherwise dealing with your personal information in accordance with this Privacy Notice and agree that Sika may collect and otherwise deal with that information to the extent that it is reasonably necessary for one or more of Sika's functions or activities. If you do not agree with the terms of this Privacy Notice, please do not use the App or otherwise provide us with your personal information.

### **Overseas Disclosure**

Personal information may be sent offshore to related bodies corporate and stored in third party data centers which are located in Australia, Singapore and Switzerland. In addition, it is possible that we, or our contractors, will utilise cloud and other technologies in connection with the storage of personal information, and it is possible that this may result in offshore storage.

### **Security**

Sika will take reasonable steps to protect the personal information which Sika hold from misuse or loss and from unauthorised access, modification or disclosure. Sika do this by having physical and electronic security systems, limiting who can access your personal information and training our staff to keep your information safe and secure. Sika also have online and network security systems in place for our App, so that the information you provide us online is protected and secure.

When using the App, you should be aware that no data transmission over the Internet can be guaranteed as totally secure. Although Sika strives to protect such information, Sika do not warrant the security of any information that you transmit to us over the Internet and you do so at your own risk.

### **Data Access**

Access to the system is granted based on the need-to-know principle.

External: access to own and shared analyses (without personal data).

Internal normal user: access to own and shared analyses (without personal data).

Internal super user and support team: access to all user analyses and personal data lake in Power BI, access to analytical webpage for user support. .

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Super users and support team are users who have access to your data for the following purposes: Supporting App users if they have questions, reviewing quality of performed analysis to give users feedback, analyzing how the App is used to further improve the App, operational support of the App, review the analysis to further improve the backend processes.

We do not disclose your personal data to third parties unless you have explicitly consented to such disclosure or we are legally obliged or entitled to disclose data due to local legal requirements and/or official governmental court orders or we have legitimate interest to do so, such in case of maintenance and support. In those case, technical security measures are in place to ensure that the data is transferred in a secure manner (e.g. encryption).

### **Retention period**

In case you stop using the App and become inactive for one year, you will receive a notification asking you to log-in in the App. If you do not log-in in App within 30 days as of receipt of this notification, your data will be deleted.

You can be an active user of the App and still request deletion of your personal data via the below mentioned email address.

### **Privacy Impact Assessment**

Where necessary, Sika will conduct a privacy impact assessment for new projects or systems that may impact personal privacy.

### **Complaints and Questions**

If you have any questions about this privacy notice or if you have a complaint about the way in which we have handled any privacy issue, including your request for access or correction of your personal information, please contact your Data Protection Responsible [privacy@nz.sika.com](mailto:privacy@nz.sika.com)

### **YOUR RIGHTS:**

#### **(a) Right of access:**

You may have the right to obtain from us confirmation as to whether or not personal data concerning you is processed, and, where that is the case, to request access to your personal data. This access information includes – inter alia – provision of the information about the purposes of the processing, the categories of personal data concerned, and the recipients or categories of recipients to whom the personal data have been or will be disclosed.

However, this is not an absolute right, and the interests of other individuals may restrict your right of access.

You may have the right to obtain a copy of the personal data undergoing processing.

Your requests are generally free of charge. We may charge a reasonable fee based on administrative costs in case your request is manifestly unfounded or excessive, in particular because of its repetitive character.

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### **(b) Right to rectification:**

You have the right to obtain from us the rectification of inaccurate personal data concerning you. Depending on the purposes of the processing, you have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

### **(c) Right to erasure ("right to be forgotten"):**

Under certain circumstances, you may have the right to obtain from us the erasure of personal data concerning you and we may be obliged to erase such personal data.

### **(d) Right to restriction of processing:**

Under certain circumstances, you may have the right to obtain from us restriction of processing your personal data. In this case, the respective data will be marked and may only be processed by us for certain purposes.

### **(e) Right to data portability:**

Under certain circumstances, you may have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and you may have the right to transmit those data to another entity without hindrance from us.

### **(f) Right to object:**

Under certain circumstances, you may have the right to object, on grounds relating to your particular situation, to the processing of your personal data by us and we can be required to no longer process your personal data.

Moreover, if your personal data is processed for direct marketing purposes, you have the right to object at any time to the processing of personal data concerning you for such marketing, which includes profiling to the extent that it is related to such direct marketing. In this case your personal data will no longer be processed for such purposes by us.