

**Data Processing Policies of InfraLeuna GmbH and its Subsidiaries
Information for Business Partners Concerning the Collection of Data Pursuant
to GDPR Articles 13 and 14**

We are committed to protecting our business partners' personal data. As required by General Data Protection Regulation (GDPR) Article 12 et seq., we have provided our information on data privacy below:

Who is in control of data processing, and whom can you contact?

The controller for purposes of data protection law is

InfraLeuna GmbH
Am Haupttor, Bau 4310
06237 Leuna
Germany

E-mail: datenschutz@infraleuna.de

Website: <https://www.infraleuna.de>

You can reach our data protection officer using the following contact details: By e-mail at datenschutz@infraleuna.de or by regular mail at the above address, adding "Datenschutzbeauftragte" (data protection officer).

What data do we process from you?

We process the following personal data that we obtain from you in the course of our business relationship:

- Company name including legal structure and address, VAT registration number, commercial register number as appropriate
- Contact details such as first and last name, title, department, position, work phone numbers, mobile phone numbers, fax numbers and e-mail addresses
- Payment data (details required for payment processing or fraud prevention)
- Other information that must be processed for a project or to fulfill a contractual relationship with InfraLeuna or that has been shared voluntarily by our contacts

We process data lawfully received from third parties as needed to provide our services or in the context of our business relationships. We also process data lawfully obtained or extracted from public sources that we are legally authorized to process.

What are the purposes and legal bases for processing your data?

We process your data in order to fulfill our contractual obligations pursuant to GDPR Article 6(1) point (b):

- To perform our contract (planning, performance and management) and ancillary services (communication with business partners regarding products, services and projects, e.g. in order to respond to the business partner's inquiries)
- To take steps prior to entering into a contract (e.g.: storing data from business cards in order to possibly initiate a future business relationship)

We also process your data on the basis of legal requirements pursuant to GDPR Article 6(1) point (c). We have multiple legal obligations that require data processing. They include, without limitation:

- Tax and accounting laws
- Responding to inquiries and requests from regulators or law enforcement agencies
- Satisfying tax monitoring and reporting obligations

Personal data may also have to be disclosed in connection with court or administrative proceedings for the purposes of collecting evidence, prosecuting crimes or enforcing civil claims.

Where necessary, we will process your data beyond the actual performance of the contract for the purposes of balancing the interests that we or a third party may have pursuant to GDPR Article 6(1) point (f). This includes situations such as:

- Enforcing legal claims and presenting a defense in a legal dispute
- Processing in the CRM system

How long is the data stored?

We process and store your personal data for as long as this is required to meet our legal and contractual obligations. The data is regularly deleted once we no longer require it to meet our legal or contractual duties.

Exceptions are made in order to:

- Meet statutory retention obligations under the Commercial Commercial Code (HGB), German Tax Code (AO) or similar laws. These laws generally stipulate retention and/or documentation periods of six to ten years.
- Preserve evidence for the duration of statutory limitation periods. According to German Civil Code (BGB) § 195 et seq., limitation periods can run up to 30 years although three years is the standard duration.

Personal data processed in our or a third party's legitimate interest will be deleted as soon as this interest no longer applies. The specified exceptions apply.

With whom do you share data?

At our company, your data is made available to units that need it to fulfill our legal and contractual obligations (including steps prior to entering into a contract).

Where applicable, we transfer your data to service providers who work for us as processors (e.g. IT services). All service providers are bound by contract and specifically obligated to treat your data confidentially.

Any other data transfers to recipients outside our company comply with applicable data protection requirements at all times. Recipients of personal data may include, without limitation:

- Public bodies and institutions (e.g. tax authorities and law enforcement agencies) where required by law or an administrative order
- Credit and financial service providers (payments processing)
- Tax advisors, tax examiners, payroll tax auditors and certified public accountants (statutory audit mandate)

Does data get transferred to third countries?

Your data is only processed in the European Union and in European Economic Area (EEA) member states.

Your rights as the data subject

The law gives you, the data subject, the following rights, which you can assert against us: Please understand that we may ask you to prove your identify whenever you submit an inquiry or claim.

You have the right to obtain information about any personal data concerning you that we are processing (GDPR Article 15). You also have a right to rectification, erasure, restriction of

processing and data portability to the extent set out by law (GDPR Articles 16-20). You additionally have the right to object to processing as specified by law (GDPR Article 21).

Furthermore, if we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. Please note that the withdrawal will only be effective for the future. All processing performed up to the withdrawal date remains lawful. You will not suffer any detriments if you withdraw your consent at a future date.

Do I have a right to complain?

You have the right to lodge a complaint with a data protection supervisory authority about our processing of personal data (GDPR Article 77 in conjunction with BDSG § 19).

Does automated individual decision-making, including profiling, take place?

No. There is no automated individual decision-making or profiling.

Is there a duty to provide data?

In a contractual relationship, you will have to provide the personal data required to initiate, perform and terminate the contract and to fulfill all associated contractual obligations or the personal data we are required by law to collect. Without this data, we will generally not be able to enter into or perform a contract with you.