

PERSONAL DATA PROCESSING NOTICE

The controller of your personal data is FERRERO POLSKA MANAGEMENT SERVICES sp. z o.o. with its registered seat in Warsaw (02-952) at ul. Wiertnicza 126 ("**Ferrero**").

If you have any questions or issues regarding the processing and protection of your personal data, as well as to exercise your rights in this respect, please contact the data protection officer at the following email address: iod.polska@ferrero.com.

1. Purposes and legal basis for processing the personal data of entities wishing to conclude a contract with Ferrero

If you intend to conclude a contract with Ferrero, we will process your personal data such as: identification data and data relating to your business activity (e.g. your first and last name, business name, TIN, REGON), correspondence data and financial data (e.g. the name of your bank and your bank account number).

We will process the above information, which is personal data:

- a. to take steps necessary to conclude a contract (e.g. for contract management purposes), based on Article 6(1)(b) of the GDPR;
- b. to comply with legal obligations (including procurement, tax and accounting obligations), based on Article 6(1)(c) of the GDPR; and
- c. to pursue Ferrero's legitimate interests, such as:
 - i) establishing, investigating and defence of claims (including litigation),
 - ii) for purposes of internal reporting and control (in the areas of security, efficiency, quality of service, maintenance of financial integrity),
 - iii) for purposes of verification of compliance by business partners with the legal and ethical standards set by Ferrero.

2. Purposes and legal basis for processing the personal data of entities with which Ferrero has concluded a contract

If you are a party to a contract with Ferrero, we will process your personal data such as: identification data and data relating to your business activity (e.g. your first and last name, business name, TIN, REGON), correspondence data and financial data (e.g. the name of your bank and your bank account number), and other data related to the contract performance.

We will process the above information, which is personal data:

- a. for purposes of contract performance (including for purposes of contract management, payment and invoice processing, receipt of goods and/or services), based on Article 6(1)(b) of the GDPR;
- b. to comply with legal obligations (including tax and accounting obligations or obligations relating to health and safety at the workplace), based on Article 6(1)(c) of the GDPR; and
- c. to pursue Ferrero's legitimate interests such as:
 - i) establishing, investigating and defence of claims (including litigation),
 - ii) for purposes of internal reporting and control (in the areas of security, efficiency, quality of service, maintenance of financial integrity),
 - iii) for purposes of verification of compliance by business partners with the legal and ethical standards set by Ferrero.

3. Purposes and legal basis for processing of personal data of persons acting on behalf of the entities referred to in points 1 and 2

If you are a staff member, agent, representative or contact person of an entity referred to in point 1 or 2 above, we will process your personal data provided to us by that entity, such as: identification data (e.g. your first and last name, position or function held) and contact data (e.g. your phone number, email address).

We will process the above information, which is personal data:

- a. to comply with legal obligations (including tax and accounting obligations), based on Article 6(1)(c) of the GDPR; and
- b. to pursue Ferrero's legitimate interests such as:
 - i) establishing, investigating and defence of claims (including litigation),
 - ii) to perform or conclude a contract with the entity you represent,
 - iii) for purposes of internal reporting and control (in the areas of security, efficiency, quality of service, maintenance of financial integrity),
 - iv) for purposes of verification of compliance by business partners with the legal and ethical standards set by Ferrero.

4. Period for which we will retain your data

As a general rule, the personal data collected by Ferrero in connection with the evaluation of a business partner and/or the conclusion of a contract are stored for a period of 5 years.

In addition, where a contractual relationship has been established, Ferrero will store the personal data necessary for its performance and documentation for the period of performance of the contract and the statute of limitations for claims or the completion of related proceedings.

In any case, your personal data may be stored by Ferrero for longer if such an obligation arises from the provisions of applicable law (in particular tax law).

5. Recipients of personal data

Your personal data may be shared with entities in our group of companies, our subcontractors (such as: accounting, legal, IT companies) and entities entitled to receive your personal data based on law.

As a general rule, your personal data will not be transferred outside the European Economic Area. However, should the need arise to transfer data to countries outside the EEA, including countries that do not offer adequate data protection, Ferrero undertakes to provide a level of protection that is adequate to the requirements of the applicable law, including through the conclusion of standard contractual clauses and the implementation of appropriate safeguards.

A copy of such arrangements, as well as a list of countries outside the EEA to which your personal data has been transferred, will be made available to you when you send a request to our data protection officer at iod.polska@ferrero.com.

6. Your rights and further information

In relation to our processing of your personal data, you have the following rights:

- a. the right to access personal data, to obtain confirmation that they are being processed and to receive a copy of them;
- b. the right to rectification (correction) of personal data;
- c. the right to deletion of data;
- d. the right to limit processing of personal data;
- e. the right to portability of personal data;

- f. the right to object to the processing of personal data;

In addition, you have the right to lodge a complaint against Ferrero's processing of your personal data with a supervisory authority (the President of the Personal Data Protection Office, <https://uodo.gov.pl/en>).

Your data will not be used to make automated decisions concerning you.

The processing of your personal data is necessary for the conclusion and proper performance of commercial contracts. Failure to provide the aforementioned data will prevent the signing of a commercial contract, the proper fulfilment of relevant pre-contractual and contractual obligations or, in the case of existing contracts, the fulfilment of obligations and commitments arising from such contracts.

7. Amendments

This notice came into effect on 15 June 2022.

This notice can be found at www.ferrero.pl. This notice may be updated, and any such update will be communicated via the above mentioned website. We therefore ask you to check periodically for updated notice regarding the processing of your personal data.

We kindly ask you to inform all persons whose data may be processed (persons representing the organisation, staff, agents, employees responsible for contacts with Ferrero) of the content of this notice.