

## PERSONAL DATA INFORMATION NOTICE TO EMPLOYEES

### 1. Purpose of this notice

Please read this notice carefully. It provides general information on why we collect personal data about you, how we protect it and for how long we retain it, in strict compliance with the provisions of the European General Data Protection Regulation 2016/679 of 27 April 2016 (commonly referred to as the "GDPR") and applicable national data protection laws.

This information is presented in a Q&A format for clarification purposes.

### 2. Who will process my personal data?

Your personal data is collected, used and processed by Eviosys [indicate name of employing entity and registered address], your employer, but also by other Eviosys group entities for purposes linked to the management of personnel (hereinafter collectively referred to as "Eviosys").

### 3. Why do we process your data? For what legal basis?

Eviosys processes personal data in order to manage its personnel. Eviosys has several HR databases containing personnel data relating to employees, which will be used for the following purposes. These purposes may vary depending on the country, the employee category, and the sites concerned (where applicable). They include, but are not limited to:

- compliance with all legal, regulatory and administrative labor and tax obligations;
- management/supervision of remuneration, payroll, benefits, including pension, health and medical benefits, disability, leave and entitlements;
- management of professional elections, management of personnel representative meetings and consultations, management of statutory works council social and cultural activities;
- control of working time;
- implementing, enforcing and monitoring compliance with company policies and procedures (such as Code of Business Conduct and Ethics, Mobile Device, IT policies), including conducting ethics and disciplinary investigations;
- administering and maintaining mandatory training;
- managing compliance matters;
- managing employee headcount;
- monitoring and preventing harassment, discrimination and/or criminal offences.

i. Where the processing is necessary for the performance of your employment agreement:

- planning, management and reimbursement of expense reports and travel;
- management/supervision of bonuses;
- managing employee evaluation, learning and career planning tools;
- control of access to premises, cafeteria, work place presence;
- management of mobile phones, company cars, professional email and access to IT tools and to company computer network;
- administering and maintaining electronic employee files;
- personnel administration (lateral transfers, employee relocations, temporary assignments and international assignments);
- recording and managing evaluation and performance management data;
- workflow management, including assigning, planning, drafting and managing projects;

- managing employee communications and relations;
- managing employee grievances and claims, employee termination procedures; providing information regarding personnel in the context of envisaged M&A transactions (in particular, when carrying out due diligence);
- management of professional agenda and events.

ii. where the processing is necessary for Eviosys's legitimate interests (*i.e.*, providing reliable and secure HR management, personnel administration and company IT networks)

- organization and management of staff and statistics;
- managing employee lists;
- managing organizational charts and internal directory;
- managing access to company network and apps;
- managing the company intranet;
- managing professional skills and employment;
- organization of company training and post-training evaluation;
- management of social and cultural activities;
- defending any claim and/or lawsuit before courts or administrative authorities, arbitration or mediation panel.

#### **4. Legal basis for processing**

As indicated above, your personal data are processed (i) for the performance of your employment agreement, (ii) to comply with applicable legal obligations, and (iii) to pursue Eviosys's legitimate interests. In certain very limited cases, we will seek your consent to process data (for example, to collect and use your picture and day of birth for our internal directory or Who's Who). Such consent will be sought separately and you will have a right to withdraw your consent at any time.

#### **5. What categories of personal data are processed?**

Personal data is any information relating to you or pursuant to which you may be identified. This excludes anonymous information which would not enable to identify you. Your processed personal data will include:

- data related to your identity and contact information (surname, name(s), address, date and place of birth, civil status, language, nationality, gender, bank account number, phone number, e-mail address, emergency contacts, picture for Who's who on company intranet, ...);
- personal data (family situation, ...);
- professional data (related to the management of your career: resume, education, training, competency profile, professional experience, career path within the group; function, title, department, work place, employment regime, absences, performance evaluations, training, disciplinary procedures, administrative data related to occupational health medical visits, work accidents and professional sickness; related to work organization: organizational charts, who's who, professional agendas, access to IT tool, ...);
- financial data (wages, bonuses, benefits, tax situation...);
- data related to use of access badges, travel and expense reports, use of professional phones, company cars, fuel cards and fines;
- data required for the management of the pension, medical or other benefit scheme(s), including data regarding the identity of your family members and/or potential beneficiaries of entitlements under such schemes. We expressly ask that you inform, where applicable, your family members and potential beneficiaries of the processing of their personal data;

- Connection data (records of use of IT and phone systems, passwords, log data, electronic identification data, ...). Note that pursuant to our IT policy, we may control use of internet and emails. For more details, please refer to our IT policy.
- Data related to professional elections, management of personnel representative meetings, management of social and cultural activities.
- Eviosys also uses your picture for its photobook on the intranet and indicates your birthday within Eviosys if you agree thereto. You can ask for this data to be removed if you wish.

This data will have been directly collected from you upon your hiring or in the course of your employment. If you do not provide us with certain legally or contractually required information, you may lose certain benefits or we could be led not to employ you or to end your contract. In the course of your employment contract we may also receive personal data concerning you from others: internally (managers, colleagues, IT systems) or externally (for instance, suppliers or those with whom you communicate by email or other systems).

## **6. Who has access to your personal data? Is data transferred outside the EEA?**

### ***Internal use***

Certain of your personal data may be disclosed to your managers, the HR department, the IT department and administrators for employment, administrative and management purposes as mentioned above. When necessary, we may also disclose certain data to another Eviosys entity, inside or outside the EEA, for personnel management purposes according to group requests, to manage compensation or professional alerts on potential violations of the Code of Business Conduct and Ethics.

We may also transfer certain limited data to KPS in the United States. We have identified three cases whereby we transfer data to KPS in the United States: first, to obtain approval for (i) appointment of officers and directors; and (ii) salary amounts outside of the authority of the CEO's, in accordance with relevant PFCO's/KPS corporate approval process. This would only concern certain limited data of officers, directors or high executives (name, address, e-mail address, job title, salary, bonus or other incentive plan details (SIP, LTIP, MIP, etc.), bonus payment, employee number) and would be required for your contract performance. Second, we also transfer certain limited data (name, address, e-mail address, job title, date of birth and potentially, occupational health records if the claim pertains to workers' compensation or EL) to KPS to obtain approval in connection with the establishment, exercise and defense of legal claims. Thirdly, we may transfer certain data (name, address, e-mail address, job title, salary, employment contracts, signatures in commercial contracts) if KPS envisages a transaction. Such data would be transferred during the due diligence, negotiation, signing and completion phases to enable the entering into of the agreement between KPS and a possible purchaser.

We also transfer data to our European headquarters in Switzerland and to the UK. Switzerland and the UK have been recognized by the EU Commission as adequate countries offering sufficient protection, thus not requiring additional protective measures.

### ***External use***

For the above mentioned purposes, your personal data may be disclosed to and possibly even processed by third parties such as:

- the social security administration,
- the tax administration,
- the payroll provider,
- external services for prevention and protection at work,
- the leasing company for company cars,
- various service providers which can access the time registration data for support purposes,

- the insurance companies with whom Eviosys has contracted insurance policies (and/or reinsurance) (including insurance companies for work accidents, medical insurance and group insurance) and insurance broker,
- the service providers used for business travel,
- Eviosys's customers in order to share the experience and professional qualifications of employees for business purposes,
- IT companies or service providers for HR software programs,
- cloud processor for data archived in the cloud,
- specialised service providers appointed by Eviosys,
- outside counsel for specific advice or management of disputes;
- outside counsel and other professional advisors in the framework of M&A transactions (in particular, when carrying out due diligence).

For data transfers to third parties outside the EEA, Eviosys provides appropriate safeguards. In particular, Eviosys relies on the Standard Contractual Clauses approved by the EU Commission in its relations with service providers outside the EEA which guarantee an appropriate level of protection.

## **7. How long are your personal data retained?**

Your personal data will be retained no longer than is necessary for the purposes for which the data are collected and further processed. As a rule, your personal data are stored during your employment and for a period of up to five years after the end of your employment agreement. Data related to pension schemes will be retained until five (5) years after the age on which you can retire (*e.g.*, payslips).

## **8. Will Eviosys make use of automated decision-making?**

Automated decisions are defined as decisions about individuals that are based solely on automated processing of data and that produce legal effects that significantly affect the individuals involved, such as profiling.

Eviosys does not make use of automated decision-making in its decisions affecting its employees.

## **9. What are your rights as a data subject?**

You have a right of access to and rectification of your personal data in accordance with the GDPR and applicable legislation. It is your responsibility to provide Eviosys with accurate personal data, and to inform the HR department of any changes (*e.g.*, new home address, change in marital status).

Under certain circumstances, you may ask us to erase or restrict access to your personal data, for example if the data are no longer necessary for the purposes for which they are collected or processed or if you object to the processing for legitimate reasons. In certain cases, Eviosys may however refuse to erase or restrict access to your data, for instance for the introduction, execution or defence of legal claims.

You may also object to the processing of your data, but only as regards data processed based on Eviosys's legitimate purposes. Note that we may refuse this objection insofar as our compelling legitimate purposes would override your interests, rights and freedoms or if the data are necessary to defend a legal claim.

If necessary and insofar as applicable, you can ask to receive certain personal data that you have provided to Eviosys, and to transfer these data to another data controller (so-called data portability) at the end of your contract (for example, as regards company savings or pension benefits). You can also ask that Eviosys directly transfer the data to another data controller, if technically possible and if it does not violate the rights and freedoms of others.

If you are aware of a violation of the GDPR provisions, we invite you to discuss this with your HR manager or the Legal Department. You also have the right to file a complaint in this respect with your local data protection authority.

#### **10. Who can I contact?**

To consult your personal data or for any other information regarding this notice, you can contact

Fabrice Ouedraogo

Eviosys Packaging Services S.A.S

[fabrice.oudraogo@eviosys.com](mailto:fabrice.oudraogo@eviosys.com) or [privacy@eviosys.com](mailto:privacy@eviosys.com).

#### **11. Status of this Notice**

We may amend this Notice from time to time within the limitation of the applicable data protection legislation.