

Information requirements according to Art. 13 GDPR

With the following information, we provide you with an overview of the processing of your personal data (hereinafter "data") in the context of your participation in the international Focus and Reference Groups for the Initiative Leading at Arvato.

1. Who is responsible for processing my data?

The
Arvato Supply Chain Solutions SE
Reinhard-Mohn-Str. 22
33333 Gütersloh

is responsible for the processing of your data mentioned below. Whenever "we" or "us" are referred to below, this always refers to Arvato Supply Chain Solutions SE. We process personal data in accordance with the provisions of the European General Data Protection Regulation (hereinafter "GDPR").

You can reach our data protection officer at the above postal address, with the addition "To the data protection officer" or at the e-mail address:

data-privacy@arvato-supply-chain.com.

2. What is my data processed for (purpose of processing) and on what legal basis?

We process your personal data based on your consent pursuant to Art. 6 (1) a GDPR. This consent is voluntary, and you have the right not to agree to this declaration of consent. As a result, you will not experience any disadvantages within the scope of your current employment.

If you contact our Group Privacy employees as data protection officers within the scope of Article 38 (4) GDPR, they will process your data in accordance with Article 6 (1) c GDPR for the purpose of fulfilling their task as data protection officers. In this regard, the employees of Group Privacy are bound to maintain secrecy or confidentiality pursuant to Article 38 (5) GDPR.

In addition, we may process personal data pursuant to Article 6 (1) c GDPR in order to fulfill our tasks pursuant to Article 39 GDPR.

3. Is there an obligation for me to provide the data?

The provision and further processing of your data is neither legally nor contractually required. The participation in Focus and Reference Groups for the Initiative Leading at Arvato is voluntary.

4. Who will receive my data?

Your data will be processed within the central Leading at Arvato team and the working group of Arvato Supply Chain Solutions SE. In addition, we use the Neuroleadership Institute as a service provider to carry out the Focus and Reference Groups.

As part of the processing of your data, we use order processors bound by instructions. All order processors are only given access to your data to the extent and for the period of time that is required in each case for the provision of the services. In maintenance cases, for example, this may result in your data being transferred to a country that does not guarantee the same data protection standard as the European Union. In this case, we will ensure that the service providers guarantee an equivalent level of data protection by contract or otherwise. You have the right to be informed about the appropriate guarantees pursuant to Art. 46 GDPR. You are also welcomed to request a copy of these guarantees via the contact details mentioned in section 1.

5. How long will my data be stored?

We process and store your personal data as long as it is necessary and permissible within the scope of the Initiative Leading at Arvato or until you revoke your consent with effect for the future (whichever comes first). Your personal data will be deleted no later than two years after completion of the Focus and Reference Groups. Thereafter, your personal data must generally be deleted and may only be stored further if the storage is necessary for the fulfillment of legal obligations or for the assertion, exercise or defense of legal claims, in particular for the purpose of

- Compliance with retention periods under commercial and tax law (e.g. German Commercial Code, German Fiscal Code currently 6 to 10 years);
- Preservation of evidence within the framework of the statutory limitation periods (e.g. §§ 195 et seq. of the German Civil Code currently 3 to 30 years).

If a processing operation may have business-relevant effects (e.g., order of a supervisory authority), we will retain them if it is relevant to our task under Article 39 of the GDPR.

6. What rights do I have regarding my data?

You have the right to obtain information about the personal data we have stored about you at any time. If data about your person is incorrect or no longer up to date, you have the right to request its correction. You also have the right to request the deletion or restriction of the processing of your data in accordance with Article 17 or 18 GDPR. If you have provided us with data and the processing by means of automated procedures is based on your consent or on a contract with you, you have the right to receive this data provided by you in a structured, common and machine-readable format (right to data portability).

In addition, you may exercise your right to object at any time without giving reasons and amend or completely revoke the declaration of consent given with effect for the future.

You may object to the processing of your data in accordance with Art. 21 GDPR. In this case, we will no longer process your data unless we can demonstrate compelling legitimate grounds for the processing that overrides your interests, rights, and freedoms.

If you wish to exercise your rights or if you have general questions about data protection, you can contact us at any time at the contact mentioned in section 1.

In addition, you have the option of contacting a data protection authority and filing a complaint there. The authority responsible for us is the State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia, Post Box 20 04 44, 40102 Düsseldorf. However, you may also contact the data protection authority responsible for your place of residence, which will then forward your concern to the competent authority.

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