

CUSTOMERS PRIVACY NOTICE

This Privacy Notice applies to our business customers or the contact persons of our business customers.

Who Are We?

This Privacy Notice tells you how the Landbell Group ("we", "our", or "us") processes the personal data of our customers.

It also tells you how you can exercise your rights (including the right to object to some of the data handling we carry out). More information about your rights and how you can exercise them is set out in the "Your Rights" section below. We also may provide you with additional information when we collect personal data, where we feel it would be helpful to provide relevant and timely information.

What Personal Data We Collect

We process the following types of personal data in connection with the work we do for you or your company to the extent and as required/allowed and under applicable (local) laws:

- **Contact & identification information:** such as your name, preferred language, address, phone, email, work contact details (phone, email, and physical address).
- **Information concerning your use of IT tools (if any):** computer and connection information, including statistics on how you engage with our platforms, referral URL, IP address, unique device ID and web log information. When you visit our website a separate privacy policy applies which you can check directly on our website.
- **Any other information you submit to us (including during the course of any correspondence you may have with us):** such as signatures, photographs, opinions and any other information you provide.

Why We Collect, Use and Store this Personal Data

We collect, use and store your personal data for the reasons set out below.

- **Where this is necessary for us to administer the service contract or in connection with services which we deliver to you or your company**
- **Where necessary to comply with a legal obligation** (the registration with the authorities or public or private registration body when mandatory by law or disclosures to law enforcement agencies or in connection with legal claims, regulatory, investigative purposes (including disclosure of such information in connection with legal process or litigation)
- **Where necessary for our legitimate interests, and where our interests are not overridden by your data protection rights.**
 - Protecting our legitimate business interests and legal rights. This includes, but is not limited to, use in connection with legal claims, compliance, regulatory, auditing, investigative and other ethics and compliance reporting requirements.
 - Maintaining the security and integrity of our facilities, equipment and electronic platforms. This includes **administering access rights, monitoring compliance with IT security protocols**, and where permitted by local law and in accordance with relevant policies, for investigations actions.
 - Sending you newsletters to your email address we have collected from you in the context of the sale of services or products for similar products or services you have purchased from us (you can opt-out at any time, we provide an opt-out link in any newsletter).

We will **retain** your personal data only for as long as we need it for our legitimate interest in accordance with applicable law, to fulfil the contract or perform a service at your request or your employer's request, or to meet a legal requirement, after which we will take steps to delete your personal data or hold it in a form that no longer identifies you. More precisely, we keep your data as long as you or your company is an active customer of ours and thereafter laws may require that we hold certain information for specific periods after we stop working together. If your contact details appear on invoices, we will keep these as long as required under the applicable national regulations.

How We Share Your Personal Data

We share some of your personal data with **other affiliates of the Landbell Group** when needed to offer you services in other business areas or other countries depending on your interests.

Your personal data will also be shared with **companies providing services** to us, such as subcontractors, auditors or advisors on a need to know basis only as well as with help desk providers and IT hosting and/or IT maintenance providers or companies monitoring or involved in maintain or developing our IT tools.

Your Rights

You have the right to **access** your personal data (Art. 15 GDPR); to **update/correct, delete or restrict (stop any active) processing** of your personal data (Art. 16- 18 GDPR); and to obtain the personal data you provide to us for a contract or with your consent in a structured, **machine readable format, and to ask us to share (port) this data to another controller** (Art. 20 GDPR).

In addition, you can **object to the processing of your personal data** in some circumstances (where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing - Art. 21 GDPR). Where personal data are processed for direct marketing purposes, you have the right to object at any time to processing of personal data concerning you.

Where we have asked for **your consent**, you may **withdraw consent at any time**. If you ask to withdraw your consent to processing your data, this will not affect any processing which has already taken place at that time.

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

To exercise any of the above-mentioned rights, you can get in touch with using the details set out below. When addressing us, please always provide your name, address and/or email address as well as detailed information about the change you require.

Contact Us and Your Rights of Complaint

If you have questions about this Notice or wish to contact us for any reason in relation to our personal data processing, please contact our Data Protection Coordinator as dataprivacy@landbellgroup.com. If you have a concern about the way we handle your personal data you have the **right to complain** to the Data Protection Authority of your habitual residence, place of work or place of the alleged infringement.