

INFORMATION MEMORANDUM ON PROCESSING OF THIRD PARTIES PERSONAL DATA OF NISSIN EUROPE S.R.O.

In this information memorandum you will find information about how we process your personal data, in particular about their categories, the scope, purpose for which the personal data are processed, the resources from which your personal data are collected and the persons to whom your personal data are transferred. In this information memorandum, you will also find information about your rights in the area of personal data processing.

We, **Nissin Europe s.r.o.**, Id. No.: 271 91 176, with our registered office at Na Hřebenech II 1718/10, Nusle, 140 00 Praha 4, the Czech Republic, registered in the Commercial Register kept by the Municipal Court in Prague under file No. C 103240, process your personal data in accordance with the legal regulations on the protection of personal data, in particular, with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter the “**GDPR**”), Czech legal regulations on the protection of personal data as well as in accordance with our internal regulations and principles.

We are fully aware of the importance of protection of your personal data and privacy. Therefore, when processing personal data, we always proceed in order to:

- a) process up-to-date and accurate data only to the extent necessary for the fulfilment of the purpose of processing;
- b) only process personal data for the period necessary for the fulfilment of the purpose of processing;
- c) secure your personal data to the maximum extent possible, in particular by taking appropriate measures that will protect your personal data against any unauthorised access;
- d) preserve your privacy to the highest extent possible, and therefore we always properly consider whether any particular processing is necessary and whether it does not unreasonably interfere with your rights and freedoms.

For more information on processing of personal data between you and our company, please contact General Manager or General Affairs. You can also contact us by:

E-mail: info-ncz@nissin.cz

Telephone: +420 226 209 035

Regular mail: Nissin Europe s.r.o., Na Hřebenech II 1718/10, Nusle, 140 00 Praha 4, Czech Republic

I. CATEGORIES OF PERSONAL DATA

We process the following categories of your personal data:

- **Identification and address data:** name, surname, date of birth, identity documents, delivery or other contact address, business address, registration number;
- **Electronic contact details:** telephone number, mobile phone, fax, e-mail address, data box ID;
- **Other electronic data:** IP address, cookies (short text files that are stored on your computer when you load our website), etc;
- **Other personal data required for the performance of the contract:** bank account number, contract number, payment amounts and payment history, or other similar data;
- **Other personal data provided by the third party** in the contract or an addendum or in other documents, in negotiations, in electronic communications, including any subsequent updates.

II. HOW DO WE COLLECT YOUR PERSONAL DATA?

We collect your personal data directly from you, from third parties, from publicly available sources or from our own activities. If we collect your personal data from you, we always inform you whether providing certain personal data is a legal or contractual requirement, whether you are obliged to provide the personal data or whether you provide them on a voluntary basis, as well as about possible consequences of your failure to provide the personal data.

We collect your personal data mainly **from you**, e.g. data:

- provided when you visit our website;
- provided during telephone communication;
- provided when communicating with you in person or in writing, including by email; or

- provided for the purpose of preparation of a contract, at the time of signing the prepared contract, during the term of the contractual relationship.

Exceptionally, we may collect your personal data from a third party, e.g. court, enforcement office, insolvency trustee, or any other governmental body.

On certain occasions, we also collect personal data from other **publicly accessible and non-public registers and records**, in particular from:

- the Commercial Register;
- the Trade Register;
- the Register of (unreliable) VAT payers;
- the Insolvency Register;
- the Central register of executions; or
- the internet.

III. FOR WHICH PURPOSES DO WE PROCESS YOUR PERSONAL DATA?

As we have informed you above, we only process your personal data to the extent necessary for the given purpose and for the period necessary for the fulfilment of the given purpose. After having fulfilled a particular purpose, we can process your personal data in certain cases for purposes other than those for which the data were originally collected. We also inform you of these other purposes below in this section. We archive your personal data for the period stipulated by law or we continue to store the same so that we could address your potential requests or claims or defend our rights and legitimate interests (in particular during the course of limitation periods).

We process your personal data:

- a) for the purposes of entering into contracts and for the performance of the contract we have entered into with you;
- b) for the purposes of fulfilment of our statutory obligations;
- c) for the purposes of our legitimate interests;
- d) based on consent.

Ad a) Conclusion and performance of the contract

We process your personal data especially to validly conclude, performance, amendment and termination of contracts, and related invoicing, claims and communication. The specified personal data are therefore provided based on a contractual requirement.

For these purposes, the following categories of personal data are processed: identification and address data, electronic contact data, other personal data necessary for the performance of the contract, and possibly other personal data provided by the supplier.

We process these personal data for the term of the relevant contract, or for the duration of any subsequent complaint periods or related communications.

Ad b) Fulfilment of statutory obligations

As our activities are subject to a number of legal regulations, we are required by law to process your personal data in certain cases. The obligations for which it is necessary for us to process your personal data are imposed on us by the legal regulations of the Czech Republic (e.g. the Act on Accounting, tax regulations, regulations governing health and safety at work, etc.) and the European Union impose obligations on our company that require processing of your personal data. We also process your personal data in order to satisfy the requirements of the State authorities, courts and other supervisory and regulatory authorities of the Czech Republic, European Union and other Member States (if applicable).

For these purposes, the following categories of personal data are processed: identification and address data, electronic contact data, other personal data necessary for the performance of the contract, and, where applicable, other personal data provided by the supplier.

We retain this personal data for the time necessary to comply with the legal obligations, as a rule for no longer than 10 years.

Ad c) Our legitimate interests

Using your personal data is often not necessary for the performance of a contract or a legal obligation. Nevertheless, we process such personal data e.g. for safety, operational, administrative or other reasons related to our business activity. These are our legitimate interests. On the basis of these legitimate interests, we only process

your personal data under the assumption that your interests and fundamental rights do not override our legitimate interests. Before we start processing, we always thoroughly assess and compare your interests with our interests. If you do not agree with the processing, you are entitled to object, and we will perform a new assessment or we cease to process your personal data (if applicable).

For these purposes, the following categories of personal data are processed: identification and address data, electronic contact data, other electronic data, other personal data necessary for the performance of the contract, other personal data provided by the supplier.

Our legitimate interests are the following:

- **Protection of property, lives and health of employees and third parties entering our premises.** We process your personal data in order to enable you to access our premises and monitor your arrival and departures; for this purpose, your identification details may be verified upon arrival.
- **Administrative purposes.** For these purposes, we process personal data in connection with the administrative management of contractual relationships, checking whether the contractual partner is an unreliable VAT payer, insuring claims, evaluating suppliers, and managing our IT applications. For administrative reasons, we also have to process the contact details of our contractual partners' representatives and contact persons. We store this personal data for a maximum period of one year.
- **Collection of receivables and defense of our legal claims.** To enforce and defend our legal claims, for example, when we incur damage or other harm, we may be entitled to either enforce and/or defend such legal claims in accordance with the legal regulations ourselves or transfer your personal data to third parties, specifically attorneys-at-law, law firms and/or other companies specializing in collection of receivables.

We store said personal data no longer than for the duration of the respective limitation periods and then for a maximum period of one year so that we have time to become aware of any possible initiation of a dispute by the supplier or contractual partner, if applicable. If any judicial, arbitral, enforcement or other similar proceedings are initiated, we process personal data for the duration of the proceedings and then for the duration of the time limits for the filing of extraordinary remedies. If any extraordinary remedy is filed, we also store said personal data during the proceedings on that particular extraordinary remedy.

IV. COOKIES

When you visit our website, a piece of code called a cookie is downloaded to your computer, which allows us to tailor, speed up and simplify your navigation on our website.

On our website, a notification banner will appear allowing you to manage your consent to collect cookies (cookie banner). This banner will give you choice to either accept all cookies, reject optional cookies, or manage your own choices. Cookies, other than those strictly necessary for the operation of the website, will not be collected without your consent. If you disable cookies on your computer, you may not be able to access all parts of our website.

We use Google Analytics and other means of analysing how visitors use our website to measure visitor statistics. These analytical tools use cookies to track the visitor's movement on the website and to adapt it to the visitor's needs, making it faster and easier. This data (cookies) is completely anonymous. Cookies cannot retrieve data from the visitor's computer hard drive, the visitor's email address or other personal information.

The information generated by the cookies regarding the use of the website, including the IP address, is transmitted to Google Analytics. This information is then used to evaluate traffic and other statistics relating to the website. We or through third parties will never use any statistical tools to collect personal data of visitors of this website. Google will not associate the visitor's IP address with any other data collected. Neither we nor Google will use the IP address to directly identify the website visitor or the computer from which the website was accessed. At the same time, it will not associate any other collected data with the visitor's personal data from other sources, unless the visitor submits it of his or her own free will.

Visitors can set their browser to notify them when cookies are downloaded or not to accept cookies at all. However, disabling the acceptance of cookies may limit the correct functionality of our website.

V. TO WHOM DO WE DISCLOSE YOUR PERSONAL DATA?

We process your personal data as a personal data controller. This means that we determine the purposes for which we collect your personal data (see Article III of this Information Memorandum) and select means for the processing of the same. In order to fulfil our statutory obligations, we are obliged in certain cases to provide your personal data to third parties who are also in the position of personal data controllers. These cases include, in particular, the

provision of personal data, especially to the law enforcement authorities or authorities involved in administrative proceedings. We are also obliged to provide certain data to auditors who perform audits within our company.

We also use the **external processors' services** for the processing of your personal data. We use the following categories of processors: e.g. accounting consultants, external auditors in the case of internal audits (other than those required by law), lawyers and law firms or other external advisors, debt collection companies, operators of IT systems, cloud services, websites, etc. We have executed contracts regulating the processing of personal data with all processors in order to guarantee protection of your personal data to the maximum extent possible. In some cases, however, these may be separate data controllers.

Nevertheless, we only disclose your personal data to the necessary extent and in the form necessary for the achievement of the purposes specified in this information memorandum.

VI. HOW DO WE PROCESS YOUR PERSONAL DATA?

We are fully aware of the importance of protection of our contractual partners' personal data and privacy. When processing personal data, we always proceed so that your personal data are safeguarded to the maximum possible extent and so that your personal data cannot be misused.

Your personal data may be processed both manually and automatically. Automated processing is performed in our information systems or in the information systems of our processors. Your personal data are processed especially by our authorized employees and by the processors specified in the previous section. We have adopted measures ensuring that only the employees and the processors who are involved in the processing of your personal data have access to your personal data, and that those employees and processors maintain confidentiality about any facts, information and (personal or any other) data of which they have learned during the performance of their work.

We execute written contracts regulating the processing of personal data, which contain the same guarantees in respect of the processing of personal data that are applied within our company, with all our processors of your personal data.

We would also like to inform you that we do not make any decisions based solely on the automated processing, including profiling.

We process your personal data in the Czech Republic and, where applicable, in other countries of the European Union where the same level of personal data protection is ensured as in the Czech Republic. We do not transfer your personal data to other countries.

VII. WHICH RIGHTS DO YOU HAVE IN THE AREA OF PERSONAL DATA PROTECTION?

We process your personal data in an entirely transparent manner. At all times during the processing of your personal data, you may take advantage of the following rights:

- a) **Right to access** your personal data and right to make a copy of your personal data processed by us.
- b) **Right to rectification and completion** of your personal data if you find out that we process any incorrect or inaccurate personal data about you.
- c) **Right to erasure** of your personal data ("right to be forgotten"). Upon your request, we can erase your personal data under certain conditions stipulated by legal regulations. However, please note that your personal data cannot be erased if the processing of your personal data is necessary.
- d) **Right to restriction of processing** of your personal data. Upon your request, we can restrict our processing of your personal data under certain conditions set out by legal regulations. If you exercise your right to the restriction of processing and if any such condition is met, we will make a record in our systems that the particular data are subject to restriction and we will usually not continue to actively process such data. If the reasons for the restriction of processing cease to exist, we will cancel the restriction of processing of your personal data. Nevertheless, we will inform you of this in advance.
- e) **Right to portability**. If we process your personal data on the basis of your consent or for the purposes of the performance of a contract and if, at the same time, the processing is automated, you have a right to obtain such personal data of yours in a structured, commonly used and machine-readable format and to transfer the data to another controller.
- f) If you believe that any of the obligations stipulated by the legal regulations governing the protection of personal data, in particular by the GDPR, have been breached, you have the **right to lodge a complaint** with the Office for Personal Data Protection or with any other authority of a Member State of the European Union that is authorized to supervise the compliance with the obligations laid down by the GDPR.

*You also have the **right to object** to the processing of your personal data, if your personal data are processed for the purpose of the legitimate interests pursued by the controller or by a third party. If you object, we will not process your personal data until we prove serious grounds for the processing of the same that will prevail over your interests or your rights and freedoms, or for the determination, filing or defense of legal claims.*

If you exercise any of the rights specified above, we will inform you about the manner of settlement of your request in writing without undue delay.

VIII. UPDATES

We regularly check this information memorandum and may modify it from time to time (in particular, in order to comply with the legal regulations and procedures regarding the personal data protection). Updated versions will always be available on our website under <https://nissin-cz.cz/>.

This information memorandum was last updated on 18. 10. 2024.
