

# DATA PRIVACY RULES ON THIRD PARTY PERSONAL DATA

This privacy policy explains how Novozymes processes your personal information whether you are working for or with one of our current or prospective suppliers, customers, distributors, investors or other business partners.

We are committed to high standards for integrity and compliance. Such standards include a commitment to protect personal data being processed in the course of our business in accordance with applicable law on privacy & data protection, including the EU General Data Protection Regulation ("GDPR").

For internal rules applicable to the processing of personal data regarding employees within the Novozymes Group, reference is made to the Employee Handbook. For rules applicable to processing personal data regarding job applicants, reference is made to Novozymes' recruitment system.

If you have any questions concerning the processing of personal data within the Novozymes group of companies, please contact us [here](#).

## PURPOSE

In Novozymes, we generally process personal data about you for the purposes listed below, depending on the circumstances and your relation to Novozymes:

- Communication with business partners about products and services offered by Novozymes or by the business partner you represent
- Administering and performing marketing analysis, campaigns and other marketing activities or events
- Improving our products, services and technologies
- Agreement negotiation, conclusion and execution
- Supply or purchase and delivery of products
- Administering and maintaining customer, supplier and other business partner relationship and account management
- Investor relations management
- Media relations management
- Maintaining and protecting the security of our services and websites, preventing and detecting security threats, fraud and other criminal or malicious activities
- Compliance with our legal obligations, e.g. relevant trade sanctions laws, anti-money laundering laws and anti-corruption laws, finance, accounting and reporting laws.

We do so in the context of our business relationship with you or the company you represent in pursuit of our legitimate business interest as a company<sup>1</sup>, to fulfil the contracts we may enter into with you or the company you represent<sup>2</sup>, or if required by law<sup>3</sup>. We will generally not process sensitive personal data.

## BASIC PRINCIPLES

The personal data we collect and use about you varies, depending on the circumstances and your relation to Novozymes.

Your personal data may be collected and stored for example in connection with your visiting our websites, when you order our products or materials, when you send us a question or feed-back per e-mail, when you set up a profile on our online customer site, when you use our services or otherwise provide us with information about you, for example through social media or in connection with the dialogue you have with Novozymes, where you

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<sup>1</sup> Legal basis for processing your personal data under GDPR is Article 6, 1 (f) or Article 6, 1 (a) if you have provided your consent.

<sup>2</sup> Legal basis for processing your personal data under GDPR is Article 6, 1 (b)

<sup>3</sup> Legal basis for processing your personal data under GDPR is Article 6, 1 (c)

represent Novozymes supplier, customer or other third party, with whom Novozymes interacts. Data collected through the various channels and platforms may be combined.

Your data will always be processed in a fair and transparent manner in compliance with the law. It will be retained for as long as your personal data is deemed relevant for the purpose for which they were collected, unless legal obligations, e.g. under tax, financial, corporate or commercial law, dictate a longer retention period.

## WHAT TYPES OF PERSONAL DATA IS PROCESSED?

Novozymes generally processes the following categories of personal data about third parties

- Contact and identification information, such as name, work address, telephone and e-mail address
- Professional details such as job titles, job function, name of legal entity represented by third party, e.g. employer company/group of companies,
- Information about current and past relations between third party and Novozymes
- Information about attendance on Novozymes conferences, training seminars and the likes
- Visits to Novozymes websites (see also our [Cookie Policy](#) in this regard)
- If legally required for compliance screenings, information about relevant litigation or other legal proceedings or sanctions against third parties
- Other non-sensitive, non-confidential personal information provided by you to Novozymes and relevant for business relations management

## RECIPIENTS OF DATA – DATA SHARING

For the purposes listed in this document, we may share your personal information with the below entities, if required for the purposes mentioned above:

- Affiliates within the Novozymes Group
- Suppliers and vendors that we work with to assist our company, such as IT service providers, data processors and consultants working under our instructions;
- Distributors

## TRANSFERS TO COUNTRIES OUTSIDE THE EU/EEA

In some cases, we will be transferring personal data to the countries outside the EU/EEA, in which Novozymes operates. Please be referred to the list of Novozymes' affiliates [here](#). Such transfers will only take place for the specific purposes mentioned above under "Purpose", and we will always ensure that appropriate safeguards are in place for such transfer, depending on the specific country.

If the country/countries has/have not been deemed by the Commission of the European Union to have an adequate level of protection of personal data, then we will provide appropriate safeguards for the transfer through the use of "Model Contracts for the Transfer of Personal Data to Third Countries", as published by the Commission of the European Union, or any other contractual agreement approved by the competent authorities. You may obtain a copy of the contract/agreement template by contacting us at [legal@novozymes.com](mailto:legal@novozymes.com).

Novozymes will not sell or otherwise market your personal data to third parties outside the Novozymes group of companies.

## YOUR RIGHTS

If we process personal data about you, you have certain data protection rights.

- You have the right to request access to and rectification or deletion of your personal data.
- You also have the right to object to the processing of your personal data and to have the processing of your personal data restricted.

- In particular, you have an unconditional right to object to the processing of your personal data for direct marketing purposes.
- If processing of your personal information is based on your consent, you have the right to withdraw your consent at any time. Your withdrawal will not affect the lawfulness of the processing carried out before you withdrew your consent. You may withdraw your consent by contacting us at [legal@novozymes.com](mailto:legal@novozymes.com).
- You may always lodge a complaint with a data protection supervisory authority, e.g. The Danish Data Protection Agency ("Datatilsynet").

There may be conditions or limitations on these right; it depends on the specific circumstances of the processing activity.

You can take steps to exercise your rights by contacting us at [legal@novozymes.com](mailto:legal@novozymes.com).

Last updated on 20<sup>th</sup> May 2018