

BUSINESS PARTNER DATA PROTECTION NOTICE

Sika UAE LLC, a company incorporated in the United Arab Emirates, with its registered address at P.O. Box 126212, Saih Shuaib 4 (533), Dubai Industrial City (DIC), Plot 61 (533-279), Dubai, United Arab Emirates, website: <http://gcc.sika.com> ("**Sika**") provides this Business Partner Data Protection Notice ("**Notice**") to explain our practices as the Controller regarding the processing of personal data relating to our current, former or potential vendors, customers, suppliers, and any other business partners (collectively, "**Business Partners**") and our Business Partners' employees, in accordance with Federal Decree-Law No. 45 of 2021 on the Protection of Personal Data together with any executive regulations, when issued and in force, or any guidance issued thereunder from time to time, as and when applicable ("**UAE PDPL**").

Data Protection Officer (DPO)

Sika has appointed a Data Protection Officer to oversee compliance with applicable data protection laws.

Name: Janice Gonsalves
Email: privacy@ae.sika.com
Phone: +971 4 809 0800

1. Scope:

This Notice applies to you if you are

- a Business Partner of Sika as an individual (e.g., a consultant or sole entrepreneur) or
- an employee of a Business Partner who interacts with Sika on such Business Partner's behalf.

2. Categories of Personal Data and Source:

Sika processes the following categories of personal data about you, Sika has obtained from you directly or from indirectly authorized third parties (e.g., your supervisor, public authorities or public resources):

● Personal data relating to Business Partners (individuals or employees):

- Name,
- Employer name
- Business contact details (email, address, telephone and mobile),
- Content of communication and interaction (such as email or business letters),
- Job title / position,
- Payment and/or invoice information, and
- Marketing/newsletter preferences and your interaction behaviors with Sika's marketing activities (including by the use of e-mail trackers to measure click and opening rates), where Sika has obtained your explicit consent for sending marketing information.

Sika does not collect any non-business-related data nor any sensitive personal data from its Business Partners.

3. Processing Purposes, Legal Basis, and Consequences:

Your personal data is processed for purposes of

- performing the contractual relationship with the Business Partner (including fulfilling contractual obligations, invoice processing, communication, and legal and compliance activities),
- (direct) marketing activities, marketing communications where explicit consent has been obtained
- enhancements to our Business Partner management and administration,
- improvements to our product and service offerings such as new training activities and events or adjusted product information where any related promotional or marketing communications are carried out solely on the basis of explicit consent, and/or
- compliance, security and fraud prevention activities.

Sika UAE LLC

Address: Plot No. 61-0 DM No. 533-279 Saih Shuaib 4, Dubai Industrial City (DIC), P.O. Box 126212 Dubai, UAE

Telephone No.: +971 4 439 8200 · **Fax:** +971 4 439 3606

Email: info@ae.sika.com · **Website:** www.sika.ae

Sika relies on the following legal bases for such processing activities:

- executing the contractual relationship with the Business Partner;
- compliance with legal obligations;
- Processing for purposes such as marketing or other optional activities occurs only where you have provided explicit consent.

The provision of personal data is necessary for the purposes described above. If you do not provide the personal data, the affected Business Partner management and administration processes might be delayed or impossible.

4. Categories of Recipients:

Access to your personal data is strictly limited to employees, officers, or representatives of Sika who require such access to perform their job duties, as well as to authorized third-party service providers acting as data processors under Sika's documented instructions. To the extent necessary, Sika may share your personal data within the Sika Group of Companies for administrative and operational purposes.

Marketing communications or business development activities are conducted solely on the basis of your explicit consent which may be withdrawn at any time.

Sika may engage third-party service providers to provide IT, marketing, or other administrative support (including, for example, accounts payable, IT hosting, and maintenance services). Such service providers act exclusively as data processors on behalf of Sika and process your personal data solely under Sika's documented instructions. These service providers may have access to your personal data only to the extent necessary to perform such services and are contractually obligated to process your personal data in full compliance with the UAE PDPL.

Sika may also disclose personal data to governmental authorities, courts, auditors, or other entities where required or permitted under applicable law.

To the extent necessary, and subject to the applicable law and regulations in respect of cross border personal data transfer, Sika may share your Personal Data within the Sika Group companies, for internal administrative and for marketing purposes. Any such cross-border transfers are carried out in accordance with the UAE PDPL and are subject to appropriate safeguards to ensure an adequate level of protection for personal data. These safeguards include, as applicable:

- **Contractual data protection obligations** requiring recipients to process personal data only for specified purposes and in accordance with Sika's documented instructions;
- **Confidentiality undertakings** binding personnel and third-party recipients to strict obligations of secrecy and data protection;
- **Technical and organizational security measures** including access controls, role-based authorization, encryption in transit and at rest where appropriate, secure authentication mechanisms, logging and monitoring of system access, and incident response procedures;
- **Vendor and recipient due diligence** including assessments of data protection practices and information security controls prior to engagement and on a periodic basis thereafter;
- **Data minimization and purpose limitation measures** ensuring that only personal data necessary for the relevant processing purpose is transferred;

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A summary of applicable third-country transfer destinations and safeguards, as well as an updated list of data processors and third parties, is available upon request. Requests may be directed to the Data Protection Officer (DPO) using the contact details provided above.

5. Retention Period:

Your personal data is stored by Sika and/or our service providers, to the extent necessary for the performance of our obligations and for the time necessary to achieve the purposes for which the information is collected, in accordance with the UAE PDPL. When Sika no longer needs to use your personal data to comply with contractual or statutory obligations, we will remove it from our systems and records and/or take steps to properly pseudonymize/anonymize it, so that you can no longer be identified, unless we need to keep your personal data to comply with legal or regulatory obligations to which Sika is subject, e.g. statutory retention periods.

6. Automated Decision-Making

Sika does not engage in automated decision-making in the context of its Business Partners relationship.

7. Customer Matching Services

Only if you have given explicit consent, Sika may use your personal data for customer matching services provided by third parties. In the process of customer matching, encrypted personal data may be transferred to a third party provider operating an online platform (e.g., LinkedIn). The third party provider compares the personal data by algorithm with its user profiles to provide an aggregate number of how many Sika Business Partner are present on the online platform. Customer matching services help Sika to improve and personalize Sika's marketing activities on online platforms, (e.g. by displaying online advertisement to existing Business Partner only, which Sika performs on the basis of your explicit consent only). Customer matching services allow Sika to analyze the Business Partner's presence on online platforms on an aggregated level only.

8. Your Rights:

You may request access to the information Sika has about you. You may also request the correction, amendment, of any information about you that is inaccurate, and, where applicable, request the deletion of your personal data in accordance with the UAE PDPL.

You may also request to object to the processing of personal data concerning you, or request that Sika transfers the personal data that it has collected to another organization, or directly to you, where technically feasible and subject to applicable legal requirements.

The request can be addressed to Sika by using the specific web-form "Exercise your rights" available on Sika's website <http://gcc.sika.com> or using the contact details below.

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Email: privacy@ae.sika.com
Phone: +971 4809 0800

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Sika will respond to rights requests within 30 days, unless a longer period is permitted under applicable law.

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You have the right to withdraw your consent for marketing communication at any time and to opt-out of receiving marketing information and newsletters. You may do this by adjusting your preferences in the Newsletter Preference Center (if available), by using the unsubscribe option or contacting Sika using the contact details below.

Sika will handle requests to obtain information about your personal data processed by Sika, request correction or amendment of your personal data, request restriction of processing of your personal data, request to stop processing your personal data where applicable, and request deletion of personal data, and, where technically feasible, request to transfer personal data to another Controller, in accordance with its internal policies and applicable legal requirements. If you feel that we have not complied with your requests, you have the right to lodge a complaint with the UAE Data Office designated under the UAE PDPL once such authority and complaint procedures are formally established and operational.

If you have declared your consent for any personal data processing activities, you can withdraw this consent at any time with future effect. Such a withdrawal will not affect the lawfulness of the processing prior to the consent withdrawal.

9. Information Security

Sika maintains suitable safeguards, including reasonable physical, organizational and technical security measures to protect its databases from unauthorized access, disclosure, alteration or destruction.

10. Changes to This Privacy Notice

Sika reserves the right to change this privacy notice and will provide a revised privacy notice that reflects such changes as required by law.

11. Questions:

If you have any questions about this Notice or your rights, please contact Sika UAE LLC at privacy@ae.sika.com or by phone at +971 4 809 0800

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