

## Information for business partners on the processing of personal data and information on the rights to personal data protection.

Lenzing Biocel Paskov a.s, ID: 26420317, registered office Místecká 762, 739 21 Paskov, incorporated in the Commercial Register at the Regional Court in Ostrava, Section B, file No 2488 (hereinafter referred to as the “data administrator”), communicates to its business partners in accordance with the GDPR (EU General Data Protection Regulation, 2016/679, hereinafter referred to as the “Regulation”) the following:

1. Data on natural persons as contractual partners, or on natural persons as contact persons of contractual partners are processed in the following scope:
  - Academic title
  - Name and surname
  - Name of the business company
  - ID; tax identification number
  - Address of registered office or place of business
  - Invoicing address and mailing address
  - E-Mail address and phone number
  - Bank connection
  - Or legal relationship / position / employment with a legal entity, if the subject of personal data is the contact person of a legal entity.
2. The scope of the personal data described above is determined mainly by what data result from publicly available registers (e.g. from the Trade Register) or what data are communicated to the data administrator by the personal data subject, or by the legal person for whom the personal data subject acts in relation to the data administrator.
3. Personal data shall be processed in accordance with Article 6 (1) b) Regulation for the performance of the contract or for the implementation of measures taken before the conclusion of the contract at the written request of the data subject, and further processed in accordance with Article 6 (1) c), d) and f) of the Regulation primarily for the purpose of fulfilling obligations arising from tax regulations and regulations on occupational safety and fire protection, as well as the legitimate interests of the data administrator, in particular in relation to the protection of his property.
4. Personal data will be kept in the electronic database of contracts and in the paper archive of contracts, as well as in the SAP system for the purpose of invoicing. Only employees of the personal data administrator who are bound by confidentiality have access to the personal data. The personal data are transferred within the Lenzing Group, and only in the Member States of the European Union.
5. Personal data will not be used to send advertising offers or other marketing purposes.
6. Personal data shall be stored with the data administrator for the time strictly necessary for the purpose of asserting all claims arising in connection with the performance of the contract, as well as for fulfilling the obligations arising from legal regulations.
7. In accordance with the Regulation, the data subject has the following rights:
  - To be forgotten: the personal data will be deleted, with the exception of data necessary for the fulfillment of a legal obligation, and/or of data necessary for the defense of legal claims and/or of data necessary for the protection of the public interest.

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- To be acquainted with the data recorded about the data subject by the data administrator: The data subject will be provided with a copy of all personal data held about him by the data administrator, with the exception of the data administrator's intellectual property or trade secrets and except in cases where the personal data of other persons could be transferred.
  - To raise an objection to the processing of the personal data on the basis of the legitimate interest of the data administrator pursuant to Art. 6 1) (f) of the Regulation: An objection may be raised at any time and to be dealt in an appropriate manner so as not to harm the interests of the data subject..
  - To be able to transfer your personal data to a third party: If the personal data has been provided on the basis of a contract or consent, the personal data will be exported to the data subject in a structured commonly used electronic format so that the personal data could be transferred to a third party.
  - To request a human review in the case of automated decision-making: If the data subject has doubts about the correctness of the automated decision-making based on the personal data provided by him, the data administrator will ensure that the decision is implemented in a legitimate way.
  - To update your personal data so that the out-of-date version does not cause harm to the data subject: The data administrator will ensure that the personal data is updated at the initiative of the data subject.
8. Access to the personal data of the data administrator's contractual partners has a limited number of employees bound by confidentiality, whose access is regulated by both technical and administrative measures. The personal data are not and will not be passed on to a third party (except for legal reasons) and are protected in the internal systems of the data administrator and his processes as confidential data, i.e. other technical and administrative measures are implemented to secure them.
9. The exercise of rights of the personal data subjects shall be ensured by the person responsible for personal data protection, to whom the data subject may address in the event of a request for the exercise of rights or for submission of information concerning the personal data. The eligibility of the request will be assessed within one month of receiving the request. The request can be submitted in paper or electronic form, or personally. To process the request, it is absolutely necessary to verify the identity. In the request, it is recommended to always state the contact for the person of the data subject in order to check that the contact data in the data administrator's records are up-to-date.

The person responsible for the protection of personal data with the personal data administrator is:  
Mrs. Dagmar Lušovská,  
phone 558 461 405, e-mail: [d.lusovska@lenzing.com](mailto:d.lusovska@lenzing.com)  
postal address: Místecká 762, 739 21 Paskov, office A1 9,

10. Contact data of the personal data administrator tel. 558 461 111, e-mail: [office.biocel@lenzing.com](mailto:office.biocel@lenzing.com)