

## Data Protection Notice for meetings via "Microsoft Teams"

In this Data Protection Notice ("**Notice**"), we would like to inform you about the processing of Personal Data during online meetings, telephone or video conferences, and webinars (collectively "**Meeting(s)**"), in connection with the use of "Microsoft Teams" or any other similar or compatible technology for online communication and collaboration (hereinafter "**MS Teams**").

This Notice applies to all Meetings, including those that are going to be attended by Sun Chemical employees and/or externals. Please note that if you are a Sun Chemical employee, all Personal Data shall be processed in accordance with the Sun Chemical Privacy Policy for employees and HR Privacy Notices (if applicable).

Please further note that when we refer to "we" in this Data Protection Notice, we are referring to Sun Chemical Group Coöperatief U.A., and any and all of its affiliates, that organizes, hosts, and/or records Meetings.

### Definitions

- **Attendees:** every person, including Sun Chemical employees and non-employees, who attends a Meeting, other than the Meeting Host(s).
- **Data Controller:** Sun Chemical will act as the Data Controller, and will determine the purposes and means of processing the Personal Data.
- **Data Processor:** MS Teams will act as the Data Processor, and will process Personal Data on behalf of the Data Controller.
- **Data Subject:** an identified or identifiable natural person.
- **Meeting Host(s):** Sun Chemical employee(s), who organizes and controls the MS Teams Meeting.
- **Microsoft Teams:** a service of Microsoft Corporation, as part of the Microsoft 365 family of products or any other similar or compatible platform for online communication and collaboration.
- **Personal Data:** any information that relates to an identified or identifiable living individual ("Data Subject"). Depending on the content being recorded, it could also include special categories of personal data if things like political opinions, religious beliefs, data concerning health, or a person's sexual orientation are revealed.

### Types of Processed Data

In general, when using MS Teams, various types of Personal Data are processed. The scope of the data also depends on the data you provide before or during a Meeting. The following Personal Data may become subject to processing:

- **User/attendee details:** e.g., display name, e-mail address, profile picture, department, preferred language, phone.
- **Meeting metadata:** e.g., date, time, meeting ID, phone numbers, location.
- **Text, audio, and video data:** You may have the opportunity to use the chat function in a MS Teams Meeting. In this respect, the text entries you make are processed in order to display them in the MS Teams Meeting. In order to enable the display of video and the playback of audio, the data from the microphone of your terminal device as well as from any video camera of the terminal device will be processed accordingly for the duration of the meeting. You can turn off and/or mute the camera and/or microphone yourself at any time via the Microsoft Teams Meetings.

- **Screen sharing:** the contents that are visible when sharing your desktop screen, e.g., calendar meetings, contacts, files, etc.), and presentations (e.g., slides) used during the MS Teams Meeting.

If you are registered as a user at MS Teams or attend a conference as a guest, reports on Meetings (meeting metadata, phone dial-in data, questions and answers in webinars, survey function in webinars) may be stored in MS Teams beyond the end of the Meeting.

Further information on how MS Teams deals with such data can be found at <https://privacy.microsoft.com/en-us/privacystatement> and <https://docs.microsoft.com/en-us/microsoftteams/teams-privacy>.

### Recording Meetings

The Meetings may only be recorded by pre-approved Meeting Hosts in limited circumstances in accordance with Sun Chemical Recording Guidelines, which can be accessed on the internal Legal Point site [here](#)). The Meeting Host(s) must comply with the internal recording instructions before, during, and after recording the Meeting.

### Legal Basis for Data Processing

Our data processing is based on the following legal provisions:

- As far as external Attendees (non-employees) are concerned, the legal basis will be Article 6(1)(b) GDPR in those cases where the Meeting is held as part of a contractual relationship.
- As far as personal data of employees of Sun Chemical are processed, the legal basis will be Art 6 (1)(b) provided that the processing is necessary for the fulfilment of the employment relationship.
- If personal data is not required for the contract performance with external Attendees or the fulfilment of the employment relationship, Art. 6 (1) (f) GDPR (our legitimate interests) may justify the data processing. We have a legitimate interest in using modern means of communication that include the transmission of audio-visual content.

Automated decision-making in the sense of Art. 22 GDPR is not used.

### Recipients / Disclosure of Personal Data

Personal Data processed in connection with attendance in MS Teams Meetings will not be disclosed to externals as a matter of principle unless it is specifically intended for disclosure. Please note that the content of Meetings, as well as face-to-face meetings, is often used to communicate information with customers, prospects, or externals and is therefore intended for disclosure.

The provider of MS Teams necessarily receives knowledge of the above-mentioned data, insofar as this is provided for in the context of our order processing agreement with MS Teams.

### Data Processing Outside the European Union

Personal Data may be transferred to countries outside the European Economic Area whose laws may not afford the same level of protection of personal information. Where necessary, Sun Chemical will ensure that adequate safeguards are in place to comply with the requirements for the international transfer of Personal Data under applicable privacy laws. For transfers of Personal Data outside the Eu-

European Economic Area, Sun Chemical will use EU Commission-approved Standard Contractual Clauses as safeguards in accordance with the "Commission Implementing Decision (EU) 2021/914 on standard new contractual clauses" of 4 June 2021. If you wish to receive a copy of these safeguards, please contact us through the contact details provided below. The European Commission has determined that certain countries outside the European Union offer an adequate level of data protection (see Article 45 GDPR). You can find an overview of these countries [here](#).

### **Data Subject Rights**

You have the right to information about the Personal Data concerning you. In the case of a request for information that is not made in writing, we ask for your understanding that we may require proof from you that you are the person you claim to be. Furthermore, you have a right to rectification or deletion or to restriction of processing, insofar as you are entitled to this by law. Finally, you have a right to object to processing within the limits of the law. A right to data portability also exists within the framework of the data protection regulations.

### **Deletion of Personal Data**

Personal Data and recorded Meetings will be stored until there is no need for further storage in accordance with the purpose of its collection. In the case of statutory retention obligations, deletion will only be considered after expiration of the applicable retention obligation.

### **Data Protection Officer**

We have appointed a Data Protection Officer who can be reached as follows for any information or questions relating to your Personal Data as a Data Subject: [sc-data-privacy@sunchemical.com](mailto:sc-data-privacy@sunchemical.com)

### **Right of Appeal to a Supervisory Authority**

You have the right to complain to a data protection Supervisory Authority about how we process your Personal Data and comply with data protection regulations. You should write to the Supervisory Authority and clearly outline your case, so that he/she can investigate according to the complaint procedure.

### **Amendment of this Data Protection Notice**

We reserve the right to revise this Data Protection Notice in the event of changes to data processing requirements and/or applicable laws, or as may otherwise be necessary.

Dated: 04.04.2022