

# Data protection information for visitors and employees of contractors

Dear Sir/Madam,

Data protection is of high priority for Basell. This also includes a high level of transparency. We would therefore like to take this opportunity to inform you about the general guidelines that apply to visitors to our Site.

We would also like to provide you with the following information:

- Your rights regarding the processing of your personal data.
- The Controller within the meaning of the data protection laws, and the contact details of our Data Protection Officer (where applicable).

## 1. Data processing

When you visit the site of Basell or buildings operated by Basell, chemical production plants or other physical facilities of Basell ("Site"), Basell collects and processes the following personal data:

- a. Basell processes in particular your name, your date of birth, the people you visit, the length of your visit in days and, depending on the location, your photo and your telephone number. You may be required to answer questions in a safety test about safe behaviour on the Site; the results of this test will be stored. For access to the Site, Basell will issue an ID card that is to be worn visibly on the Site (e.g. ID card for contractors, goods traffic pass, visitor ID). For drivers, Basell will also process the licence number of the vehicle used. When you transport hazardous goods, they will be checked and the check documented.
- b. In the case of persons who visit the Site in fulfilment of a contract, Basell will also process information regarding the company they are working for and the requisite data to satisfy the respective contract.

## 2. Purpose and scope of data processing

- a. The purpose of the data processing under section 1a is the verification of your compliance with the scope of the access authorisation as well as the protection and security of our Site and the people working there.  
The personal data mentioned in section 1a will be stored to the extent necessary for the aforementioned purposes but no longer than one year. The personal data may be stored beyond this period if and to the extent this is required by law.
- b. Basell may process the data under section 1b for as long as this is necessary to fulfil the respective contract. Furthermore, Basell may store such data beyond this period if and to the extent this is required by law (retention requirements).

## 3. Legal basis

The legal basis for the processing is Article 6 (1), Point f of the General Data Protection Regulation. Basell's legitimate interest in these processing activities is determined by the purposes set out in section 2.

You are free to disclose such personal data. However, we can refuse access to the Site if you do not provide personal data.

#### 4. To whom do we transfer your personal data?

In some cases, we transfer the personal data mentioned in section 1 to data processors for the purposes set out in section 2. These data processors process personal data on our behalf and in accordance with our instructions. Your data may be transferred to companies of the LyondellBasell Group and in some cases also to countries outside of the European Union and the European Economic Area, where a lower level of data protection may generally exist than in Europe. In these cases, we ensure through contractual agreements that an adequate level of data protection is guaranteed. For further information or a copy of the respective agreement please contact: [personaldataprivacy@lyondellbasell.com](mailto:personaldataprivacy@lyondellbasell.com).

#### 5. How do we protect your personal data?

Basell has implemented appropriate technical and organisational security measures to protect your personal data from accidental or unlawful alteration, loss, destruction or unauthorised access. We continuously revise and improve our security measures in accordance with technological developments.

#### 6. Which rights do you have?

**Right to access:** The right to obtain access to your personal data processed by us and to certain other information (such as the information provided in this privacy policy);

**Right to rectification:** If your personal data is incorrect or incomplete you have a right to rectification;

**Right to erasure:** On the basis of the so-called "right to be forgotten", you can request erasure of your personal data, unless there is a legal obligation to retain such data. The right to erasure is not an absolute right. For example, we are entitled to continue to process your personal data if such processing is necessary to meet our statutory obligations or to assert, exercise or defend legal claims;

**Right to restriction of processing:** This right comprises the restriction of use or the manner of use. This right is restricted to certain cases and exists in particular if: (a) the data is inaccurate; (b) the processing is unlawful and you oppose the erasure of the personal data; (c) we no longer require the data but you require the data to assert, exercise or defend legal claims. Where processing has been restricted, we may continue to store data but not use it. We keep a list of those people who have asked for restriction of the use of their personal data to make sure that the restriction is respected;

**Right to data portability:** The right to request us to transfer your personal data, where technically possible, in a structured, commonly used and machine-readable form for your own purposes;

**Right to object:** You may object to the use of your personal data if it is processed on the basis of legitimate interests, particularly in the case of direct advertising;

**Right to be informed:** You have the right that information on the use of your personal data is provided in a clear and easy-to-understand language; and

**Right to withdraw your consent:** If you have given us your consent to processing your personal data, you have the right to withdraw your consent at any time. Any such withdrawal does not affect the lawfulness of the processing based on this consent before the withdrawal.

Exercising these rights is free of charge for you. However, you are required to prove your identity by using two-factor authentication. We will make reasonable effort in compliance with our statutory duties to transfer, rectify or erase your personal data in our file systems.

To exercise your rights, lodge a complaint or send any other inquiries, please contact us by email or write to us. We will endeavour to reply to you within 30 days.

In the event of a complaint we will contact the person who has lodged the complaint in order to follow it up. If we are unable to remedy a complaint directly, we will cooperate with the competent authorities, in particular the data protection authorities, if necessary.

Furthermore, you are entitled to lodge a complaint with the relevant data protection supervisory authority if you believe that the processing of your personal data is unlawful.

## **7. Competent supervisory authority**

The following supervisory authority is responsible for Basell:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen  
Postfach 200444  
40102 Düsseldorf  
[poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

You may also address a complaint to a different supervisory authority, in particular in the EU member state of your habitual residence, place of work or place of the alleged infringement or to the respective State Commissioner for Data Protection and Freedom of Information of the federal state in which the respective Basell Site is located.

## **8. Controller and Data Protection Officer**

Unless otherwise specified, the Controller within the meaning of the General Data Protection Regulation shall be Basell Polyolefine GmbH ("Basell"). If you have any questions regarding data protection please contact: [personaldataprivacy@lyondellbasell.com](mailto:personaldataprivacy@lyondellbasell.com)