

INFORMATION SHEET DATA PROTECTION FOR BUSINESS PARTNERS, CUSTOMERS AND SUPPLIERS (AS WELL AS THEIR EMPLOYEES) (ACCORDING TO ART 13 and 14 GDPR)

The protection of personal data is of particular concern to us. For this reason, we process personal data exclusively on the basis of the applicable data protection regulations. In this data protection declaration, we inform you about data processing at the Greiner Packaging Group.

1. Who is responsible for data processing and who can you contact if you have any questions?

Responsible for the processing of your personal data is the respective company of the Greiner Packaging Group with which you have a business relationship or to which you have provided your personal data. The contact addresses of all Greiner Packaging companies can be found in [this location list](#) and also on our homepage greiner-gpi.com/Standorte.

For any inquiries regarding data protection, you can also contact:

Greiner Packaging International GmbH

Greinerstraße 70, 4550 Kremsmünster, Austria

Phone: +43 50541 84212

E-mail: dataprotection@greiner-gpi.com

2. Processing Framework

From which source does personal data originate and which categories of personal data are processed?

We process personal data that we collect from you or in the context of the business relationship. Your employees and bodies (trade fairs, business cards, factory visits, etc.) , from credit agencies, from third parties who have a right to transmit data to us (e.g. other group companies, service providers such as for instance freight forwarders, lawyers, ...) and from publicly accessible sources (e.g. commercial register, trade register, register of associations, land register, media).

Personal data include e.g. your identity data (name, infrequently: date of birth), contact details (address, e mail address, telephone number, contact language...), function information (organizational allocation in the business, representation authorization, ...), credit rating data, in exceptional cases: identification data (ID data), authentication data (signature sample ...).

In addition, we also store your personal data for processing results that we ourselves or that you generate for us (e.g. Reports, presentations, invoices, minutes, etc.) . We also process information that accrues when using our technical aids and IT applications (e.g. cookies, logs...).

For which purposes and on what legal foundation are the data processed?

Below we inform you of the different legal processing purposes and the respective legal foundation of your personal data. It is our objective to provide you with general and extensive information and you are advised that your individual personal information will naturally not be handled in all processes.

a.) Processing for the fulfilment of pre-contractual and contractual obligations (Art. 6 (1) (b) GDPR) and for the fulfilment of legal obligations (Art. 6 (1) (c) GDPR)

We process personal data that are necessary for the initiation, recording, execution or termination of the business relationship and for the processing of contractual claims arising from our contractual relationship (with your employees), including automatically created and archived text documents (e.g. correspondence) as well as recordings of meetings, trainings or courses (e.g. webinars, online meetings). This includes, for example, delivery data, sales data, billing data, as well as contract management and the processing and forwarding of information to courts, authorities or legal representation for the assertion of claims.

In particular, for the logistical processing and coordination of deliveries and services, it may be necessary to pass on personal data to our contractual partners.

As we process your personal data to comply with our legal duties. These include corporate, fiscal and tax related retention, documentation, and notification duties, including accounting and bookkeeping. To fulfill these purposes, the disclosure of your personal information to the auditor may be necessary.

b.) Processing on the basis of our legitimate interests or legitimate interests of third parties (Art. 6 (1) (f) GDPR), namely in the implementation of entrepreneurial freedom and for the protection of property

The following reasons should be cited in particular:

- for the purpose of internal administration and simplification of a smooth course of business;
- to respond to your requests. For this purpose, it may be necessary to forward your personal data to other companies in the Greiner Packaging Group;
- for credit checks;
- for the purpose of quality management;
- for event planning, invitation and coordination;
- for the purpose of conducting marketing surveys and activities;
- for the purpose of direct marketing regarding our products and services and to maintain the business partner relationship;

- to ensure network and information security. To ensure this protection against and security for our (personal) data and information, the personal data of the users must also be stored and processed within the framework of our IT Policies. If you are using the Internet via our visitors' access, when using means of communication, such as telephone, e-mail, instant messaging or video conferences, the use is recorded, as is also the case with means for collaboration (e.g. Intranet, web-based project platforms) as a safety precaution.
- for the purpose of preventing cases of abuse (whistleblower system!).
- To ensure general security at the company and company premises, your personal information will be recorded as part of visitor management and it may happen that your image is stored by the video surveillance system.

You may **object to** the processing at any time.

c.) Processing of voluntary information or based on your (explicit) consent (Art. 6 (1) (a) and Art. 9 (2) (a) GDPR).

The following data will be processed or passed on exclusively voluntarily, i.e. based on your consent:

- In exceptional cases: The publication of your photo on the company website or, if necessary, for advertising purposes in print or online media is voluntary.
- The recording of a video conference/sound recording takes place with the consent of the participants.
- In the course of events (in particular further education and training events): You agree to the photo, video and sound documentation of the events as well as their occasional publication for reporting, application and training purposes in the course of registration and booking or at the event. In the case of bookings by the employer, the employer ensures the consent of its employees.
- The group-wide processing of your company contact data (name, company, position, e-mail, telephone number, title, etc.) with the help of customer relations management software.

You have the right to revoke each of these consents independently of each other at any time, without affecting the lawfulness of the processing carried out based on the consent until the revocation (see Section 4).

Is the provision of the data required by law or contract or necessary for the conclusion of a contract?

For the smooth processing of our contractual relationship, the processing of certain personal data is necessary. The provision and processing of personal data may, for example, be part of the order or be necessary for the initiation, coordination and execution of deliveries or services.

3. Transfer and Foreign Element

Who receives your data?

In order to achieve the intended purposes, it may be necessary on a case-by-case basis for us to transfer and disclose your data to recipients (e.g. authorities/public bodies, courts, banks, higher-level group companies, ...) or to grant cooperation partners access to your data (e.g. to carry out data management on our behalf, to use software and IT infrastructure, for support and maintenance purposes). The transfer of personal data is based on the statutory provisions or contractual agreement or partly on your (express) consent.

We only work with cooperation partners who offer sufficient guarantees that your data is protected.

Access to your personal data is available to all employees of our company who are responsible for the support of our business partners, customers and suppliers. In addition, personal data can be viewed by the IT departments of Greiner Packaging International GmbH (A-4550 Kremsmünster) and Greiner Holding AG (A-4550 Kremsmünster).

Our software systems are partly maintained by external service providers with whom we have concluded the legally required data processing agreements.

If you have given your consent or if we are otherwise legally authorized to do so, we will also make your personal data available to authorized employees of affiliated companies of the Greiner Packaging Group (see also on our homepage [Greiner Packaging Group Locations](#)).

Some of the above-mentioned recipients are located outside your country or process your personal data there. The level of data protection in other countries may not correspond to that of your country. However, we only transfer your personal data to countries for which the EU Commission has decided that they have an adequate level of data protection, or we take measures to ensure that all recipients have an adequate level of data protection.

If necessary, for the fulfilment of contractual obligations, your data may also be transferred to third parties, such as the transfer of your name and address to commissioned transport or shipping companies for the delivery of ordered goods. These companies are obliged to comply with data protection regulations.

Is data transferred to a third country or an international organization?

A transfer of your personal data to countries outside the EEA may take place for the implementation of pre-contractual measures or in fulfilment of our contractual relationship (with your employer), but only to the extent that cooperation, contact or exchange with contractual partners outside the EEA is necessary. As a forward-thinking company, we use cloud solutions for our internal and external communication and collaboration, for video conferencing, for maintaining information and data security, and for customer care. The services we use are provided by Microsoft Corp, Proofpoint Inc., [Open Systems AG](#), [Sales Force](#), [Hubspot](#) and [Cloudflare](#)

In the course of media work, a publication of your photo on our press channels (website, social media channels, ...) and thereby a transfer of the data to a third country takes place, this exclusively on the basis of your express consent.

How long will your data be stored?

We store your data for different periods of time depending on the required processing purpose. As a rule, we process your information for the duration of the entire business relationship (from the initiation, processing to the termination of a contract, as well as to the termination of any information interest on your part). In addition, we store your data in compliance with and within the framework of the statutory storage and documentation obligations, the applicable warranty, warranty and limitation periods, in the event of legal disputes in which the data is required as proof, until completion.

4. Rights of data subjects

What data protection rights do you have?

We would also like to inform you that you have the right at any time:

- to request information about which of your personal data is processed by us (see in detail Art. 15 GDPR),
- To have your personal data corrected or deleted unless our legitimate interests for processing prevail. (see in detail Art. 16 GDPR),
- restrict the processing of your personal data (see in detail Art. 18 GDPR),
- to object to personal data processing (see in detail Art. 21 GDPR),
- to assert the portability of your personal data (see in detail Art. 20 GDPR).

Is there a right to withdraw your consent?

You have the right to revoke your express consent to the use of data at any time (see point 2 – model form “consent”) without affecting the legality of the processing carried out on the basis of the consent until the revocation. If you want to revoke your consent, please contact your point of contact listed in Section 1 directly.

Is there a right of appeal to a supervisory authority?

Should there unexpectedly be a violation of your data protection rights, you have the right to file a complaint with the Data Protection Office of your country, in particular at your place of abode or work or with another data protection supervisory authority in the EU. For Austria, this is the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, e-mail: dsb@dsb.gv.at. For an European overview follow the [Link to all Representatives of the EU National Data Protection Authorities](#).

Is there an automatic decision-making including profiling / creation of a person profile?

We do not use your personal data for automatic decision-making or for profiling / to create a personal profile.

We hope that with this information sheet, we have clarified in which form and for which purposes we process your data. Should you still have questions regarding the processing of your data, please contact your point of contact in Section 1.

Valid from September 2021