

PRIVACY STATEMENT



Kingspan Light + Air International collects and processes personal information relating to you in connection with its business dealing with you. We do this in compliance with our obligations under applicable data protection law. This notice explains what personal data relating to you is collected, the purposes for which it is used, the third parties to whom it may be disclosed and how you can exercise your rights in relation to your personal data.

Kingspan Light + Air International considers it very important that personal data is handled with care. We observe due care when processing and securing personal data therefore.

Our processing of personal data is in compliance with the requirements stipulated in GDPR (General Data Protection Regulation). This means, among other things, that we:

- clearly state for what purpose we process personal data. We do so by means of this privacy statement;
- strive to limit our collection of personal data to only those personal data that are needed for legitimate purposes;
- first request your express approval for processing your personal data in cases in which your approval is required;
- implement appropriate security measures to protect your personal data and also demand this of parties that process personal data on our instructions;
- respect your right to demand inspection, correction or removal of your personal data at your request.

Personal Data Collected

The types of personal data relating to you that we collect and process may include:

- your first- and surname and contact details, including your (email) address, telephone number and gender;
- information which you enter in any of our application forms which you complete for the purpose of entering into a contract with us. Please note that some of the information required by our application forms is necessary in order for us to provide services to you and, if you do not provide us with these required details, then we may decide not to enter into a contract with you];
- personal data relating to you in connection with our ongoing relationship with you, such as via correspondence and calls with you and based on the goods or services which we provide to you;
- any other personal information you have provided directly to us.

Purposes of Processing and Legal Bases

Your personal data may be used for the purposes of:

- Exchange of information
- Quotations and contracts
- Website
 - providing the website www.klainternational.com;
 - creating an account and using the services on the website;
 - analysing statistics and optimising services.
- Newsletter/marketing
We can contact you by (e-)mail for commercial purposes if you have consented thereto. Communication via this channel includes an option to unsubscribe.

- **Cookies**

When you visit our website, your IP address is stored automatically in the log files of our webserver. This is necessary to enable us to manage and secure the webserver properly. We do not use your IP address to track your online actions, unless you consent thereto. We are normally not able to link your IP address to your name, address or other identifying information, unless you have actively provided such information to us and you continue to use the same IP address. Our standard term of retention of log files is 6 months.

If you visit our website for the first time you will be shown a pop-up that asks you to accept our use of certain cookies and plugins. By clicking on 'accept', you grant us your approval to use all cookies and plugins described in the pop-up and this privacy statement. By clicking on 'settings' you may choose to consent to (1) only place those cookies that are strictly necessary for the operation of the website (2) or all cookies, including those of Google Analytics. You can always adjust the settings by clicking on the link to 'cookie settings' in the footer.

- **Google Analytics**

If you grant us your approval via the cookie settings, we will use Google Analytics to generate general statistics and to see how our website is used by the public. The analytics programmes and the cookies used by us do not track what specific visitors to our website are doing. These statistics allow us to optimise our services. Please refer to the Google Analytics privacy overview for further information concerning Google Analytics.

The legal bases on which we collect and process your personal data in the manner described above are:

- your consent;
- that it is necessary for the performance of our contract with you;
- that it is necessary for the purposes of our legitimate interests or the legitimate interests of a third party to whom we provide your personal data. We will not process your personal data for these purposes if our or the third party's legitimate interests should be overridden by your own interests, rights and freedoms.
- to comply with our legal and regulatory obligations.

Recipients of Data

We may disclose your personal data to third party recipients in connection with the above purposes, including:

- to credit reference agencies in order to carry out money laundering and identity checks and to comply with legal obligations;
- to third parties who we engage to provide services to us, such as IT service providers, professional advisers, auditors and outsourced service providers;
- to other members of our corporate group;
- to competent regulatory authorities and bodies as requested or required by law.

Retention

We will only retain your personal data for as long as is necessary to fulfil the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements and, if relevant, to deal with any claim or dispute that might arise in connection with your contract.

Security

We take security measures to limit the abuse of and unauthorised access to personal data. We implement the following measures in particular:

- logical access control using passwords;
- automatic logging of all acts involving personal data;
- securing of network connections via Secure Socket Layer (SSL) technology;
- purpose-specific access restrictions;
- monitoring rights that have been assigned;
- furthermore we meet all legal obligations as stated in the privacy law.

Transfers Abroad

In connection with the above we may transfer your personal data outside the European Economic Area, including to a jurisdiction which is not recognised by the European Commission as providing for an equivalent level of protection for personal data as is provided for in the European Union. If and to the extent that we do so, we will ensure that appropriate measures are in place to comply with our obligations under applicable law governing such transfers, which may include entering into a contract governing the transfer which contains the 'standard contractual clauses' approved for this purpose by the European Commission or, in respect of transfers to the United States of America, ensuring that the transfer is covered by the EU-US Privacy Shield framework. Further details of the measures that we have taken in this regard are available at Data Protection Authority.

Your Rights

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

- the right to access your personal data;
- the right to request the rectification and/or erasure of your personal data;
- the right to restrict the use of your personal data;
- the right to object to the processing of your personal data;
- the right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller;¹
- where our processing of your personal data is based on you having provided consent, the right to withdraw your consent to the processing at any time.²

In order to exercise any of the rights set out above, you can contact us at kla.international@kingspan.com.

Complaints

If you are not happy with the way we have used your information or addressed your rights, you have the right to make a complaint to the Data Protection Authority.

Contact

If you have any questions concerning your privacy or our privacy statement, you may ask these via kla.international@kingspan.com, or by regular post to the following address:

Kingspan Light + Air Production NL b.v.
PO Box 524
5400 AM Uden
The Netherlands

This statement was most recently amended on 24 April 2020.

¹ The right to data portability will only apply if consent or performance of a contract are being relied upon as the legal basis for processing.

² The right to withdraw consent will only apply if consent is being relied upon as the legal basis for processing.