



**Kayaku Advanced Materials, Inc.**

## **Privacy Statement - for Persons In the European Union**

In this Statement, we inform you how we collect, process, use and protect your personal information.

We process and protect your personal data in accordance with Act No. 127/2005 Coll., On Electronic Communications and on the Amendment of Certain Related Acts (the Electronic Communications Act), as amended, with Regulation (EU) 2016/679 of 27. April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Regulation on the protection of personal data), Act No. 101/2000 Coll., on the protection of personal data, in as amended, with Act No. 89/2012 Coll., the Civil Code, as amended, and other related legislation.

### **What personal data do we process and for what purpose:**

According to EU Regulation 2016/679, **personal data** is all information about an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, in particular by reference to a specific identifier, such as name, identification number, location data, network identifier or one or more specific physical, physiological, genetic, mental, economic, cultural or cultural elements. social identity of that natural person.

Personal and identification data means in particular: name, surname, address, date of birth, birth number / or national identifier, age, gender, identity card number,

The data subject is a natural person.

We will use the communicated personal data in accordance with the law exclusively to ensure contact with you and collect it to the extent necessary to negotiate, enter into, and perform agreements for the provision of products and services between us and the business for which you are employed or engaged ("Contracts"), or for the purpose for which you have given us consent.

We do not further process your personal data, we do not use it for commercial purposes (sales to marketing companies, nor for sending marketing offers and unsolicited commercial messages).

We collect them within the scope of the law, ie in order to fulfill the legislative obligations by which we are bound (we do not need your consent here), or because of the so-called legitimate interest, or on the basis of your consent.

### **Purposes of processing**

Processing is lawful only if at least one of the following conditions is met and only to the extent appropriate:

- the data subject has given his consent for one or more specific purposes
- processing is necessary for the performance of a contract to which the data subject is a party or for the implementation of measures taken before the conclusion of the contract at the request of the data subject
- processing is necessary to fulfill the legal obligation applicable to the controller
- processing is necessary to protect the vital interests of the data subject or of another natural person
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority
- processing is necessary for the legitimate interests of the controller concerned or of a third party, except where those interests take precedence over the interests or fundamental rights and freedoms of the data subject requiring the protection of personal data, in particular the child

### **Why we process your personal data**

In order for us to communicate with you regarding Contracts, you provide us with consent to the processing of your personal data. In this case, it is the so-called voluntary processing of personal data, which we perform on the basis of your consent.

Also, in the case of applications and web forms, you also give us consent to the processing of your personal data. Again, this is the so-called voluntary processing of personal data, which we perform on the basis of your consent.

You will not be sent business communications or any other messages that are not related to your request.

### **How we process your personal data**

Data can be processed automatically or manually.

We collect your personal information in order to manage Contracts or if you contact us with another question that you are registering for a specific reason.

We may also collect your data from other sources, such as the Commercial Register, the Trade Register and other lists of entrepreneurs, debtor registers, etc., all in accordance with applicable law.

### **The consent process**

As part of the contracting process or at any time thereafter, you have the right not to consent to the processing of personal data, in the case of voluntary data processing, or to withdraw this consent at any time.

You always give your consent to the processing of data for a specific purpose.

### **Use of data**

We may use your personal data for purposes related to our operational activities related to Contracts.

We process your personal data for the period of performing Contracts including, without limitation, until the settlement of all rights and obligations arising from the Contractual relationship (expiry of the warranty period, payment of debts).

### **Possibility to share your personal data**

Only a limited group of people can access the data we process, according to the assigned access rights to the systems and the set security rules.

We may disclose your personal information to third parties only under the conditions laid down by law.

In some cases, your personal information may also be disclosed to the following entities:

- Processors, ie entities that process personal data on the basis of authorization by the administrator (eg a company servicing an information system).
- Entities to which such authorization is granted by law (eg state administration bodies) and which are requested in a formally correct and standardized manner.

We do not process your personal data outside the European Union and the United States of America.

### **Processors**

Recipient means any person to whom data are made available, either under (a) the law or (b) a contract for the processing of personal data (processors).

If the data is transferred to processors, we require compliance not only with applicable legislation, but also security requirements, ie minimum technical and organizational security measures that ensure the security of processing your personal data.

## **Your rights**

In connection with the processing of your personal data, you have:

- the right to clear, transparent and comprehensible information about how we use your personal data and what your rights are (this document is also used for this);
- the right to access personal data and provide other information related to their processing;
- the right to correct incorrect and incomplete personal data;
- the right to delete your personal data, especially if they are no longer needed for further processing / you have revoked your consent to their processing / you have rightly objected to their processing / have been processed illegally / must be deleted in accordance with legal procedures;
- the right to restrict the processing of your personal data if you challenge the accuracy of personal data until we verify their accuracy / processing is illegal / we no longer need it, but you need the data for the purposes of asserting your legal claims / object to their processing until we verify, whether our legitimate reasons outweigh your interests;
- the right to object to the processing of your personal data if we process it for the purposes of our legitimate interests;
- the right to obtain your personal data and transfer it to another service provider;
- the right to file a complaint with an applicable office.

If you believe that we are processing your personal data in violation of the protection of your private and personal life or in violation of the law, you may:

- Ask us for an explanation, see the contact details on the website
- demand that we eliminate the situation thus created. In particular, it may be a matter of blocking, correcting, supplementing or disposing of personal data.

If your request is found to be justified, we will immediately remove the defective condition.

## **Data subject access to information**

If you want to obtain information about the personal data, we process about you, then please proceed as follows:

Information about the processing of personal data of the data subject is sent by our company only in writing, in the form of a registered letter to the address you provided in the application. Provide your contact details in the application. We have one month to process the application, with the possibility of extending this period in justified cases

We will provide you with information on the basis of your written request, which you will send to our company at the address: Kayaku Advanced Materials, Inc., 200 Flanders Road, Westborough, MA 01581.

### **Withdrawal of consent**

In the case of so-called voluntary processing, you are entitled to revoke the consents provided at any time. You can revoke the consent granted or, conversely, grant consent to the processing of personal data only in writing.

### **Cookies**

We may use so-called cookies (small text files in your browser) and similar techniques that allow us to find out how our websites and presentations are visited. We use this information exclusively for the processing of statistics. This information is important to us with regard to improving the website and providing the best possible content and structure of the website so that the user can easily and quickly find everything he needs.

We do not use cookies for purposes other than those listed above. We do not use them for the purpose of targeting advertising to you, nor for remarketing or retargeting.

We may use cookies that allow us to determine that you have specifically visited the site. You have the option to refuse our company to use your cookies.

Cookies can be deleted using specialized software and only by you from your computer

If you want, you can set your browser to notify you if a cookie is being sent, or simply disable cookies. You can turn off cookies in your browser. The way cookies are turned off depends on the type of your browser, but in this case some functions may be limited.

END OF PRIVACY POLICY