

BUSINESS PARTNER DATA PROTECTION NOTICE

Sika Kimia Sdn Bhd ("Sika") provides this Business Partner Data Protection Notice ("**Notice**") to explain our practices as the Controller regarding the processing of personal data relating to our current, former or potential vendors, customers, suppliers, and any other business partners (collectively, "**Business Partners**") and our Business Partners' employees.

1. Scope:

This Notice applies to you if you are

- a Business Partner of Sika as an individual (e.g., a consultant or sole entrepreneur) or
- an employee of a Business Partner who interacts with Sika on such Business Partner's behalf.

2. Categories of Personal Data and Source:

Sika processes the following categories of personal data about you, Sika has obtained from you or from authorized third parties (e.g., your supervisor, public authorities or public resources):

- **Personal data relating to Business Partners (individuals or employees):**

- Name
- Employer name
- Business contact details (email, address, telephone and mobile),
- Content of communication and interaction (such as email or business letters),
- Job title / position,
- Payment and/or invoice information, and
- Marketing/newsletter preferences and your interaction behaviors with Sika's marketing activities (including by the use of e-mail trackers to measure click and opening rates) in case you consented to receiving marketing information from Sika.

Sika does not collect any non-business-related data nor any sensitive personal data from its Business Partners.

3. Processing Purposes and Consequences:

Your personal data is processed for the purposes set out in this Notice and in accordance with the PDPA:

- for the due performance of the contractual relationship between Sika and its Business Partner (including fulfilling contractual obligations, invoice processing, communication, and legal and compliance activities); and/or
- for compliance with legal and statutory obligations.
- (direct) marketing activities,
- enhancements to our Business Partner management and administration,
- improvements to our product and service offerings such as new training activities and events or adjusted product information, and/or
- compliance, security and fraud prevention activities.

The supply of personal data as set out in Clause 2 above is mandatory. The failure to supply the said personal data to us may result in Sika's inability to establish or maintain a business relationship with you or your organization, to process any transactions (e.g. payrolls, make or receive payments and communicating with you) and to discharge any contractual performance.

Where we process your personal data for direct marketing purposes, you may at any time withdraw your consent or request that we cease processing your personal data for such purposes by clicking the unsubscribe link included in our marketing communications and/or by contacting us using the contact details provided in this Notice. Specifically for direct marketing, you may opt-out pursuant to Section 43 PDPA and such request should be made by notice in writing to us.

4. Categories of Recipients:

Any access to your personal data is restricted to those individuals that have a need to know in order to fulfill their job responsibilities and data processors, as below identified.

To the extent necessary, Sika may share your Personal Data within the Sika Group companies, for internal administrative and for marketing purposes.

Sika may also engage third party service providers, acting as processors, in order to provide IT, marketing and other administrative support (e.g., service providers who provide account payable support or IT hosting and maintenance support). Those service providers act as data processors of Sika and under the instructions of the same; they may have access to your personal data to the extent necessary to provide such services and in compliance with applicable data protection regulation.

In the instance where your personal data is transferred outside of Malaysia, such transfer is necessary for the performance of the contractual relationship between Sika and its Business Partner, including for internal administrative purposes within the Sika Group. Sika will take reasonable steps to ensure that such transfer is in compliance with Section 129 of PDPA and that appropriate safeguards are implemented to protect your personal data.

Sika may also disclose your personal data as required or permitted by applicable law to governmental authorities, courts, external advisors, and similar third parties.

The updated list of data processors and third parties that we share data with is available upon request to Sika and the DPO/DPC at the contact details below specified.

5. Retention Period:

Your personal data is retained by Sika and/or our service providers as long as necessary for the performance of our obligations and for the time necessary to achieve the purposes for which the information is collected, in accordance with applicable data protection laws. When Sika no longer needs to use your personal data to comply with contractual or statutory obligations or the data is no longer necessary for the purpose for which it was to be processed, we will remove it from our systems and records and/or take steps to properly dispose of it so that you can no longer be identified, unless we need to keep your personal data to comply with legal or regulatory obligations to which Sika is subject, e.g. statutory retention periods.

6. Automated Decision-Making

Sika does not engage in automated decision-making in the context of its Business Partners relationship.

7. Customer Matching Services

Only if you have given explicit consent, Sika may use your personal data for customer matching services provided by third parties. In the process of customer matching, encrypted personal data is transferred to a third-party provider operating an online platform (e.g., LinkedIn). The third-party provider compares the personal data by algorithm with its user profiles to provide an aggregate number of how many Sika Business Partner are present on the online platform. Customer matching services help Sika to improve and personalize Sika's marketing activities on online platforms, for instance by displaying online advertisement to existing Business Partner only. Customer matching services allow Sika to analyze the Business Partner's presence on online platforms on an aggregated level only.

8. Your Rights:

You may request access to the information Sika has about you. You may also request the correction, amendment, or deletion of any information about you that is inaccurate, and you may also request to withdraw consent for the processing of personal data concerning you or to request that Sika transfers the data that it has collected to another organization, or directly to you.

In the event that such consent is withdrawn, we will no longer continue to provide consent-based services or activities, including marketing communications and customer matching services. Kindly be informed that all such requests should be made by notice in writing to us.

You have the right at any time to stop Sika from contacting you for marketing purpose and opt-out of receiving marketing information and newsletters by adjusting your preferences in the Newsletter Preference Center (if available), by using the unsubscribe option or contacting Sika using the contact details below.

Sika will treat requests for access, correction, amendment, restriction, objection, portability or deletion of information in accordance with its internal policies and applicable legal requirements. If you feel that we have not complied with your requests, you have the right to lodge a complaint with the Personal Data Protection Commissioner.

If you have declared your consent for any personal data processing activities, you can withdraw this consent at any time with future effect. Such a withdrawal will not affect the lawfulness of the processing prior to the consent withdrawal.

9. Information Security

Sika maintains suitable safeguards, including reasonable physical, organizational and technical security measures to protect its databases from unauthorized access, disclosure, alteration or destruction.

10. Changes to This Privacy Notice

Sika reserves the right to change this privacy notice and will provide you with a revised privacy notice that reflects such changes as required by law.

11. Questions:

If you have any questions about this Notice or your rights, please contact:

Sika Kimia Sdn Bhd,
Level 10 & 11, Menara TH Bangsar South, Block 2, Tower 2A, Avenue 5, Bangsar South, No. 8, Jalan Kerinchi,
59200 Kuala Lumpur, Malaysia
privacy@my.sika.com