

## Your privacy: How FrieslandCampina uses and protects your data

You are receiving this quick guide because you work for FrieslandCampina. Your relationship with the company means we use and store information about you. We take every possible care to protect this information against misuse and unauthorised access. Because we realise you depend on us to do so.

### What data does FrieslandCampina store on me?

To start with, we have your **personal data** such as: name, address, email address, telephone number, date of birth, and gender. These are data that can be used to identify you as an individual. Please note that this also includes business contact details! We may also have data on your partner or children. Besides personal data, we may have **sensitive data**, that is, personal data concerning: your ethnic origin or race, health, sexual preference, religion, trade union membership, political beliefs and criminal record. Photos of you and your social security number are also sensitive data. In principle, we do not use sensitive data, but if we do, this is only under strictly defined and controlled conditions (such as that we process your photo for building access only, in light of security).

### Why does FrieslandCampina store and use these data?

To run our company, to protect your vital interests or to comply with the law.

### What does FrieslandCampina do with these data?

We use it exclusively for the business purposes listed here. We've provided an example of each.

- Human resources (drawing up an employment contract, arranging leave and benefits)
- Business process execution and internal management (scheduling work, recording time)
- Health, safety and security (security passes, notifying your family if you take ill at work)
- Organisational analysis, development and management reporting (holding employee surveys)
- Compliance with law (passing on salary details to the tax authorities)
- Protection of your vital interests (giving relevant medical information to the hospital following a serious accident)

We will only use your data if:

- The purpose is important enough to justify this, and
- There is no other way to achieve this purpose that is less intrusive on your privacy.

### Will FrieslandCampina ask for my consent to use my data?

No, we do not normally ask for your consent. Using your data – strictly for the business purposes described above – is part of the working relationship we have with you. In

some countries, however, local law does require us to ask you for your consent. And by way of exception, we may ask you for your consent to use your personal data if this is not for a business purpose as outlined above (for example to organise a staff outing). But we will only do so if we have a good reason and it involves no foreseeable disadvantage for you.

#### **How does FrieslandCampina protect my data?**

- We check your data regularly to ensure it is accurate, complete and up to date (or we will invite you to check your own data).
- We delete or anonymise any data we do not/no longer need for business purposes. When the law allows, we will archive your data.
- We have an information security framework and policies in place to protect your data from being misused, altered or disclosed to unauthorised persons.
- Only specially authorized staff will be allowed to process your data, and they are obliged to treat them confidentially.
- We only provide your data to third-party processors (such as pension or insurance companies) or controllers (such as credit card or car lease companies) if we have a written contract with them. This contract contains clauses protecting your data.
- The conditions we apply are even stricter if the third party is in a country where data protection is not considered to be adequate, for example countries outside the EU.

#### **How do I know which data FrieslandCampina stores on me?**

You can ask for an overview of the personal data we have on record about you. If it is incomplete or incorrect, you can ask us to correct it. Under special circumstances, you can object to the processing of your data.

#### **Who do I approach if I have questions or concerns about the use of my data?**

You can contact your manager or your Local Privacy Officer. An updated list of Local Privacy Officers is available at the [Privacy intranet site](#). Or you can send an email to [privacy@frieslandcampina.com](mailto:privacy@frieslandcampina.com)