

Corbion Speak Up Helpline Notice December 2019

Introduction

Corbion N.V. is the controller of your personal data and through this notice we wish to tell you how we use the information you submit when you file a report in Corbion Speak Up Helpline.

Depending on your location, where the event is alleged to have taken place and the nature of the allegations, an investigator from one of our subsidiaries will be asked to carry out the investigation on our behalf. You can find a list of Corbion group entities [here](#).

Which information do we collect?

Before you file a report, you are only required to select your location and preferred language of communication. We collect information about your location so that any applicable local laws can be applied in gathering the information and undertaking any investigation. We ask you to select your preferred language so that we can provide translation services if necessary.

Corbion Speak Up Helpline does not contain other mandatory fields and you may leave a free format message. Other personal data we collect through the Helpline may include:

- a) names, contact details and location of the individual making the report, of potential witnesses or individuals otherwise involved in the allegation, and/or of the person(s) against whom the allegations are made; and
- b) information that relates to the alleged behavior of an individual.

Where you provide your name and personal contact details, your identity will be kept strictly confidential and will not be disclosed to the person or people to whom the report relates unless you provide your consent. The only exceptions are where we are legally required to disclose your identity; where we are legally permitted to disclose your identity to protect or defend our rights or those of our employees, customers, suppliers or business partners, or; where we have determined that the allegations were malicious and were made in bad faith.

Corbion may also request and process additional information in connection with your report. You may always decline to provide additional information to us but this may impair our ability to assess your report or to continue investigations.

In the event we conduct interviews, we process the information provided to us by the interviewees.

We also collect information on the use of our website via cookies. Please check our [Cookie Policy](#) for more information.

For what purpose do we use your information?

We use information you supply in support of your report and other information we collect in connection with your report so that we can assess the case and decide whether to initiate an investigation.

We use your data for the purpose of managing our investigation process, to communicate with you and to take any required follow-up measures.

We also use your information to administer Corbion Speak Up Helpline and we may from time to time use to create anonymous reports for Corbion management.

How long do we keep this information for?

Personal data collected in relation to a report will be initially assessed to determine (i) if the reported issue is within the scope of Corbion Speak Up Helpline or if referral to other departments for follow-up is necessary, and (ii) if we have sufficient information to start an investigation.

Where a reported issue has been assessed to be in scope of the Helpline, the case will be investigated and, with some exceptions required to comply with local legal requirements, information collected during an investigation will be held for no longer than 10 years after the conclusion of the investigation. The same retention period applies where a report has been assessed not to be in scope of the Helpline and referred to another department, or if we are unable to start an investigation for lack of sufficient information.

In all cases information will be held for (i) a longer period where there is a legal or regulatory reason to do so (in which case it will be deleted once no longer required for the legal or regulatory reason) or (ii) a shorter period where an individual objects to the processing of personal data and there is no longer a legitimate purpose to retain it.

Whom do we share this information with?

Where necessary so that we can manage our investigation process, we will share your information with relevant Corbion group entities (and their employees, on a need-to-know basis, including the staff responsible for administering Corbion Speak Up Helpline and staff assigned to support any particular investigation), our service provider (such as People in Touch) and professional advisers (e.g. external lawyers, technical experts, accountants).

Where it is necessary to comply with a legal or regulatory obligation to which we are subject to, we may also share your information with public authorities, government, regulatory or fiscal agencies to the extent permitted by applicable local law.

We may also contact third parties whose details you have supplied so that we can verify information you have supplied in relation to your report.

Where do we transfer this information to?

Some of the information you send us in support of your report may be shared with other Corbion group entities or service providers located outside of the country of the Corbion group entity to which your report refer to, including outside of the European Economic Area ("EEA"). These countries may include, among others, countries in which we have operations ([read more here](#)) and countries where our service providers are located or have data centers, such as the United States.

We will ensure that your personal data will be protected according to at least the same standards of protection as provided in the country of the Corbion group entity to which you are applying. To secure the transfer of your data, we rely on various additional data protection measures, including appropriate contractual arrangements. If required by applicable law, we will also conduct a security impact assessment prior to the transfer. If you require further information about these safeguards, please contact us using the details below.

Your rights

You are entitled to ask Corbion for an overview or a copy of your information. In addition, you may request us to correct or delete certain data, restrict processing of your data, ask about personal data which Corbion may have shared with any public or private third parties or ask Corbion to transfer some

of this information to other organizations. In some cases, you may object to the processing of your data and, where Corbion asked for your consent to process data, you can withdraw this consent at any time.

There are some exceptions to these rights, however. If you are applying to a Corbion entity located outside of the EEA, (some of) the above rights may not apply. In addition, specific rights may not apply to a specific situation. For example, it will not be possible for us to delete your data if we are required by law to keep it or if we hold it in connection with a contract with you. Similarly, access to your data may be refused if making the information available would reveal personal information about another person or if we are legally prevented from disclosing such information.

If you wish to exercise any of these rights or have questions about which rights apply to your situation, please contact us using the details below.

Security

We will use all reasonable endeavors to maintain the security of all your personal data and to protect such data from misuse, interference and loss and against unauthorized collection, copying, access, modification or disclosure.

Changes to this notice

We may amend this notice from time to time and the updated version will be posted in our website.

Contacting us and your rights of complaint

If you have any questions or concerns about how we process your data, you can e-mail communications@corbion.com.

If you have concerns about how we handle your personal data you may also have the right to address this with your local data protection authority in certain countries (e.g. countries of the European Union).