

PWO Canada Privacy Note

Creator: DAPO

Date: 2024/11/04



Introduction

We are especially concerned about protecting your personal data and complying with the statutory provisions. The following information will give you an overview of our processing of your personal data and your rights under data protection law.

1. Responsible for the organization's PIPEDA compliance:

PWO Canada Inc.
255 McBrine Drive
Kitchener, Ontario N2R 1G7, Canada
Data Protection Officer
phone +1 519-893-6880, ext. 345
email: CA_Data_Privacy@pwo-group.com

2. Purpose and legal basis for processing

a) General

- Consent:

If you have permitted us to process personal data for particular purposes, the lawfulness of this processing is given based on your consent, expressed or implied.

b) Customers

- Performance of a contract or implementation of pre-contractual measures:

Processing occurs within the framework of executing contracts to which you are a party or at your request to perform pre-contractual measures. The purposes of the data processing depend on the contract's respective contractual documents and subject matter, in this case, therefore, on the customer (framework) contract existing with you.

c) Suppliers

- Performance of a contract or implementation of pre-contractual measures: Processing takes place within the framework of contract implementation or at your request for the implementation of pre-contractual measures. The purposes of data processing depend on the respective contractual documents and subject matter of the contract, which is hereinafter referred to as the supplier contract.

d) Visitors

- Performance of a contract or implementation of pre-contractual:

Processing takes place within the framework of the implementation of contracts or at your request for the implementation of pre-contractual measures. The data processing purposes depend on the respective contract documents and contractual object. In this case, they can be present by contracts in the context of outside company management, customer contracts, and supplier contracts.

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- Fulfilment of a legal obligation:

The processing of your personal data is prescribed within the framework of the following legal provisions:

- ✓ Regulations on accident operation.
- ✓ Arrangements for air cargo certification.
- ✓ Regulations on sanctions list checks.

- Establishment, implementation and termination of an employment relationship:

Your personal data will be processed to substantiate (e.g., as part of the application process) the performance or termination of your employment with PWO. This processing may also take place based on a collective agreement.

e) Interested Parties

- Performance of a contract or implementation of pre-contractual measures:

Processing takes place within the framework of contract implementation or at your request for the implementation of pre-contractual measures. The purposes of the data processing depend on the respective contract documents and contractual object. In this case, they can be present through contracts in the context of outside company management, customer contracts, and supplier contracts.

f) Insurance

- Performance of a contract or implementation of pre-contractual measures:

Processing takes place within the framework of the implementation of contracts or at your request for the implementation of pre-contractual measures. The purposes of the data processing depend on the respective contractual documents and subject matter of the contract and are as follows:

- ✓ Employment contract.
- ✓ Insurance contract.

3. Legitimate Interests

If necessary, we process your data to protect our legitimate interests or those of third parties. Our legitimate interests are, in particular:

a) Customers

- ✓ Improve business relationship.
- ✓ Assertion of legal claims and defence in legal disputes.

b) Suppliers

- ✓ Improve business relationship.
- ✓ Assertion of legal claims and defence in legal disputes.

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c) Visitors

- ✓ Safeguarding the householder's rights.
- ✓ Ensuring security at our facilities through appropriate measures (e.g., video surveillance, visitor registration, security instructions)
- ✓ Protection against vandalism.
- ✓ Assertion of legal claims.
- ✓ Defense in legal disputes.

d) Interested parties

- ✓ Processing for marketing purposes.

e) Insurance

- ✓ Interest of third parties (e.g., claims settlement)
- ✓ interest of PWO and its subsidiaries (e.g., compliance with internal regulations, employee insurance)

4. **Processing special categories of personal data ¹ only if one of the following conditions are met:**

a) Based on your consent

If you have permitted us to process personal data for particular purposes, the lawfulness of this processing is given based on your consent.

b) For the fulfillment of rights and obligations arising from labor law, social security law and social protection law

Processing your personal data is necessary to enable PWO to exercise its rights and comply with the obligations arising from labor, social security, and social protection laws.

c) For preventive healthcare

Your personal data are processed for health care, medical diagnosis, health or social care or treatment or the management of health or social care systems and services.

d) Substantial public interest

The processing of your data is necessary for reasons of substantial public interest, e.g., health data for the containment of highly infectious diseases.

e) Public interest in the area of public health

The processing of your personal data is necessary for the public interest in public health, such as protection against serious cross-border threats to health or to ensure high standards of quality and safety in healthcare.

¹ Racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health data, data concerning sex life or sexual orientation

5. Categories of Personal Data

a) Customers and Suppliers

- ✓ Customer/Vendor data.
- ✓ Contract data.
- ✓ Contact details.

b) Visitors

- ✓ Contact detail.
- ✓ Image and video recordings (Affected areas are provided with additional information).
- ✓ Health data (if required).

c) Interested parties

- ✓ Contact detail.

d) Insurance

- ✓ Contract data.
- ✓ Personnel data.
- ✓ Customer data.
- ✓ Contact details.
- ✓ Health data.

6. Recipients of Personal Data

a) Within PWO-group ...

... those places that need your data within the scope of the so-called "Least Privilege" (allocation of user rights to the smallest possible extent) and the so-called "Need-To-Know-Principle" (knowledge of data only if necessary) are given access to your data. Service providers and vicarious agents employed by us may also receive data for these purposes if they comply with our data protection requirements and instructions.

b) Outside PWO-group:

1. *Customers*

With regard to the transfer of data to recipients outside the PWO-group, we may only pass this on if this is necessary, if this is required by law, if you have consented to this, or if contract processors commissioned by us have undertaken to comply with the Personal Information Protect and Electronic Document Act-PIPEDA legislation and related regulations. Under these conditions, recipients of personal data may be, e.g.:

- ✓ Service providers within the framework of customer relationship management systems.
- ✓ Commercial credit insurer.
- ✓ Credit agencies.
- ✓ Management consultancies.

2. *Suppliers*

Service providers and vicarious agents employed by us may also receive data for these purposes if this is necessary if this is required by law if you have consented, or if contract processors commissioned by us have undertaken to comply with the requirements of the Personal Information Protect and Electronic Document Act-PIPEDA legislation and related regulations. Under these conditions, recipients of personal data may be, e.g.:

- ✓ Communication service provider.
- ✓ Credit agencies.

3. *Visitors*

Service providers and vicarious agents employed by us may also receive data for these purposes if this is necessary, if this is required by law, if you have consented or if contract processors commissioned by us have undertaken to comply with the requirements of the Personal Information Protect and Electronic Document Act-PIPEDA legislation and related regulations. Under these conditions, recipients of personal data may be, e.g.:

- ✓ Plant security service provider.
- ✓ Corporate security.
- ✓ Occupational safety.
- ✓ Public authorities and institutions in the event of a statutory or regulatory obligation

4. *Interested parties*

Service providers and vicarious agents employed by us may also receive data for these purposes if this is necessary if this is required by law if you have consented or if contract processors commissioned by us have undertaken to comply with the requirements of the Personal Information Protect and Electronic Document Act-PIPEDA legislation and related regulations. Under these conditions, recipients of personal data may be, e.g.:

- ✓ Service provider for the administration of contact data.
- ✓ Human resources software and services.

5. *Insurance*

Service providers and vicarious agents employed by us may also receive data for these purposes if this is necessary, if this is required by law, if you have consented or if contract processors commissioned by us have undertaken to comply with the requirements of the Personal Information Protect and Electronic Document Act-PIPEDA legislation and related regulations. Under these conditions, recipients of personal data may be, e.g.:

- ✓ Human Resources department PWO.
- ✓ Underwriters.
- ✓ Insurance broker.
- ✓ Law firms.

7. Data is transferred outside PIPEDA's jurisdiction, including other countries

Data will only be transferred to areas outside of PIPEDA's jurisdiction if necessary or legally required if you have given us your consent or in the context of order processing. If service providers are deployed in other jurisdictions, the transfer will only occur if the company provides a comparable level of data protection. It will also require the organization to use contractual or other means to "provide a comparable level of protection while the information is being processed by the third party."

8. Storage Period

We process and store your personal data for as long as necessary to fulfill the purpose. If personal data is no longer required, it will be deleted regularly unless this is contrary to statutory storage obligations. Beyond that:

a) Customers

Your data will be stored for the duration of the contractual relationship and beyond for at least 1 year unless this deletion is contrary to statutory storage obligations.

b) Suppliers

Your data will be stored for at least 10 years unless this deletion contradicts statutory storage obligations.

c) Visitors

Personal data that PWO requires for possible legal prosecution will be stored for 3 years from the time of your visit, in certain cases up to 30 years, unless this deletion is contrary to legal storage obligations. In addition, your image and film data will be deleted after 72 hours at the latest unless your data is required due to a concrete incident to preserve evidence.

d) Interested parties

If the data is no longer required or you object to data processing, your data will be deleted regularly after 6 months unless this deletion is contrary to statutory storage obligations.

e) Insurance

If the data is no longer required, your data will be deleted regularly unless this deletion is contrary to statutory storage obligations.

9. Individual Rights

- a) You can request whether we process your personal data. If this is the case, you have the right to be informed about this personal data and further information related to the processing. Please note that this right of access may be restricted or excluded in some instances.
- b) In the event that personal data about you is inaccurate or incomplete, you may request this data to be corrected or completed.

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- c) If the legal requirements are met, you may request that your personal data be deleted or that the processing of such data be restricted. However, the right to deletion does not exist if, among other things, the processing of personal data is necessary to fulfil a legal obligation or to assert, exercise or defend legal claims.
- d) For reasons arising from your particular situation, you may also object to us processing your personal data at any time. We will no longer process your personal data if the legal requirements are met.

10. Right to withdraw in case of consent

You have the right to revoke your consent at any time. The revocation only takes effect in the future, which means that it does not affect the legality of the processing carried out based on the consent up to the revocation.

11. Formal complaint to the Privacy Commissioner of Canada - OPC.

Suppose you think your personal information has been mishandled. In that case, the Office of the Privacy Commissioner of Canada (OPC) encourages you to first bring your concerns to the organization holding your data. You can often resolve privacy issues directly with businesses or federal institutions.

If you can't resolve the issue directly with the organization, you may decide to file a formal complaint. Visit the following webpage and choose one of the options available :

<https://www.priv.gc.ca/en/report-a-concern/file-a-formal-privacy-complaint/>

12. Data Sources

a) Customers

We have received your data from you and partly from publicly accessible sources, such as VDA and the automotive industry supplier manual.

b) Suppliers

We have received your data from you, partly via companies commissioned by us, such as SupplyOn or commercial credit insurance companies, such as Euler Hermes. We also receive data from publicly accessible sources, such as the Internet (certificates, etc.).

c) Visitors

In principle, we receive your data from you and, if necessary, within the framework of video surveillance of the factory fencing, factory entrances, and factory premises.

d) Interested parties

We have received your data from you.

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e) Insurance

We have received your data from you. We also receive your data from the following sources:

- ✓ insurer (by contract in the event of damage, etc.)
- ✓ Human Resources Department PWO (e.g., SAP)

13. Obligation to make it available

As part of entering into a contract, you must provide the personal information necessary to establish, perform and terminate the contract and the obligations arising therefrom or which PWO is required by law to collect. Without such data, no contract will be concluded with PWO.

14. Automated decision-making and profiling.

"Profiling" means any automated processing of personal data intended to analyze or predict the performance, economic situation, health, personal preferences, interests, reliability, conduct, whereabouts, or movements of a natural person. PWO does not use profiling. Should we use it in individual cases, we will inform you separately if required by law and, if necessary, obtain your prior consent.