



BILFINGER

NEW DATA PROTECTION REGULATION (GDPR)

Dear Sir / Madam,

As you may be aware, the European General Data Protection Regulation (GDPR) has come into effect on 25 May 2018 in all EU Member States.

Bilfinger takes data privacy and its data protection legal obligations seriously. In order to comply with the transparency requirements under the GDPR, we would like to inform you:

- How we use your personal data and
- Which rights you have according to the GDPR

I. How we use your personal data

- (1) As your business partner, Bilfinger SE needs to collect and process information about you for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract. The information we hold and process will be used for those purposes only. We will retain and use this information in order to manage our relationship with you effectively, lawfully and appropriately.
- (2) As a leading international industrial services provider, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes. We do not process your data where these interests are overridden by your own interests.
- (3) The sort of information we collect includes your contact information and correspondence with you about a contract.
- (4) Where we process your personal data to stay in touch and share our content (e.g. newsletter) with you, we do this based on your consent. Where we process data based on your consent, you have the right to withdraw that consent at any time.
- (5) Other than as mentioned above, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you.
- (6) We may transfer information about you to other group companies for purposes connected with our contractual relationship with you.
- (7) In limited and necessary circumstances, your information may be transferred outside of the EEA or to an international organisation to comply with our legal or contractual requirements. We have in place safeguards including Standard Contractual Clauses and Security Certificates to ensure the security of your data.
- (8) If in the future we intend to process your personal data for a purpose other than that which it was collected, we will provide you with information on that purpose and any other relevant information.



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II. Your rights

- (1) Under the General Data Protection Regulation (GDPR) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or deletion of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
- (2) If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
- (3) You have the right to lodge a complaint to the Supervisory Authority if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

Identity and contact details of controller and data protection officer

Bilfinger SE is the controller and processor of data for the purposes of the GDPR.

If you have any concerns as to how your data is processed you can contact:

Saba Ghaus
Corporate Data Privacy Officer
Phone +49 6102 45-6181
saba.ghaus@bilfinger.com