

Information Notice Business Contacts

INFORMATION NOTICE FOR BUSINESS CONTACTS

The company within the Geely group of companies which you have contact with (“**Geely**”, “**we**”, “**our**” and “**us**”), is controller for the processing of your personal data¹ as described below.

In this information notice, we want to inform you on how we process your personal data when you interact with us in different situations, e.g. as a representative of our current or potential customers, distributors, suppliers or partners. This information notice also applies to you who visit our website or communicate with us on social media.

In short, we process your personal data for the following purposes:

- to communicate with you;
- to administrate and negotiate any agreements with the organisation that you represent;
- to administrate your visit to our offices in Gothenburg;
- to market our services to you as a representative of a current or potential customer, distributor, supplier or partner;
- to comply with our legal obligations.

Depending on the relationship we have with you, we process your personal data for all or only some of the above stated purposes. A detailed description of our processing of your personal data is provided in the sections below. When we refer to “your organisation” in this information notice, we refer to your employer or the organisation that you represent.

Should you have any questions regarding our processing of your personal data, or if you wish to exercise any of your rights under data protection legislation, please contact us via our e-mail address compliance@geelybusinesscenter.com. Our postal address is Lindholmsallén 8 B, 417 55 Göteborg.

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¹ Personal data is all information that relates to you, for example your name, e-mail address and information about you that you provide to us in e-mail correspondence.

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From where do we collect your personal data?

We collect your personal data directly from you, for example when you contact us. We may also collect your personal data directly from your organisation, if they state you as their representative. We will also collect your personal data from other sources in the following situations:

- If you visit our offices in Gothenburg, we will collect information from our camera surveillance.

Are you required to provide personal data to us?

You are not required to provide your personal data to us. However, if you do not provide us any personal data about yourself we will not be able to administrate the relationship with your organisation.

Who can gain access to your personal data and why?

Your personal data is primarily processed by us. However, in certain instances, we share your personal data with third parties as described below.

No matter the purpose for our processing of your personal data, we will share your personal data with our IT-suppliers who will process your personal data on our behalf and on our instructions in order to ensure good and secure IT-operations. We only share your personal data with our IT-suppliers if it is necessary for them to fulfil their contractual obligations towards us.

If your organisation is our current customer, distributor, supplier or partner

- When necessary to process an order your organisation has made, we share your personal data with other companies within the Geely group of companies. The receiving Geely company is controller in its own right for the subsequent processing.
- In order to store information that we according to bookkeeping and accounting law are required to store, we may use a company that help us archive such information. The information contains personal data but will only be processed on our behalf and on our instructions.
- When necessary in order to comply with different international regulatory requirements, we will share necessary information in reports with competent authorities and organisations designated by the EU.

If you visit our offices in Gothenburg

- Recordings of you will be processed by the security company that handles our camera surveillance.

If you represent a potential customer, distributor, supplier or partner

- We share your personal data with other companies within the Geely group of companies. The receiving Geely company is controller in its own right for the subsequent processing.

If you interact with us on our social media accounts

If you interact with us or visit our social media pages (such as pages on Facebook or LinkedIn) the social media platform that you use will also process personal data about you as a user. These social media platforms are either processing your personal data on our instructions or as controllers in their own right for their processing of your personal data. What role they have in a particular case depends on the specific platform and activity.

If you want to know more about who we share your personal data with, please feel free to contact us. Our contact details can be found in the beginning of this information notice.

Where are your personal data processed?

We, as well as our processors, mainly process your personal data within the EU/EEA. In some instances, we will transfer your personal data outside the EU/EEA. However, such transfer only takes place in accordance with applicable data

protection legislation meaning that we will transfer your personal data outside the EU/EEA when we can ensure an appropriate level of protection of your personal data.

If you want to know more about how we transfer your personal data or if you want more information about the appropriate safeguards we have in place to protect your personal data, please feel free to contact us. Our contact details can be found in the beginning of this information notice.

What rights do you have in relation to our processing of your personal data?

According to applicable data protection legislation, depending on the circumstances, you have several rights which are set out below.

If you have any questions regarding these rights or if you want to exercise any of your rights, please contact us. Our contact details can be found in the beginning of this information notice.

Right to information and access

You have the right to obtain a confirmation on whether or not we process your personal data. If we process your personal data, you also have a right to receive information about how we process the personal data and to receive a copy of your personal data.

Right to rectification

You have a right to have inaccurate personal data corrected and to have incomplete personal data completed.

Right to erasure (“right to be forgotten”) and restriction of processing

You have the right to have your personal data erased in certain instances. This is the case e.g. when the personal data is no longer necessary for the purposes for which it was collected or otherwise processed and where we process your personal data on the basis of our legitimate interest and we find, following your objection (see below under Right to object), that we do not have an overriding interest in continuing to process it.

You also have a right to request that we restrict our processing of your personal data. For example, when you question the accuracy of the personal data, when you have objected to our processing of your personal data based upon our legitimate interest, or where the processing is unlawful, and you oppose to the erasure of your personal data and instead want us to restrict our processing.

Right to withdraw consent

At any given time, you have the right to withdraw all or part of a given consent to our processing of your personal data when the legal basis for the processing is your consent. You can withdraw your consent by sending an e-mail to compliance@geelybusinesscenter.com.

Right to data portability

You have a right to in certain instances be provided with such personal data (concerning you) that you have provided to us, in a structured, commonly used and machine-readable format. You also have a right to in certain instances have such personal data transferred to another controller, where technically feasible.

Right to object

You have the right to object to our processing of your personal data when the processing is based on the legal basis “legitimate interest”. The situations when we base our processing on our legitimate interest are stated in the below charts and you can read more about our balancing of interest assessments in the end of this information notice. In some instances, we may continue to process your personal data even if you have objected to our processing. This can be the case if we can show compelling legitimate reasons for the processing that outweigh your interests or if our processing is necessary for the purpose of establishing, exercising or defending against legal claims.

Right to lodge a complaint to a supervisory authority

You have the right to lodge a complaint to a supervisory authority concerning our processing of your personal data.

Such a complaint can be filed to the authority in the EU/EEA member state where you live, work or where the alleged infringement of applicable data protection legislation has occurred.

Detailed description on how we process your personal data

The below charts describes in detail why we process your personal data, what personal data we process, the legal basis for our processing and how long we process your personal data.

If you have contacted us before we have a relationship with your organisation

Why do we process your personal data?	What personal data do we process?	What is the legal basis for the processing?	How long do we store your personal data?
To communicate with you who have contacted us via e-mail or phone	Name, telephone number, e-mail address and other personal data that you provide to us	Our <i>legitimate interest</i> to process your personal data to communicate with you or your organisation	We will store your personal data for as long as the matter is unresolved

If your organisation is our current customer, supplier, distributor or partner

Why do we process your personal data?	What personal data do we process?	What is the legal basis for the processing?	How long do we store your personal data?
To negotiate and enter into an agreement with your organisation To administrate our relationship with your organisation (e.g. communicate with our customer or distributor)	Name, organisational belonging, position in your organisation, telephone number, e-mail address and information about the order your organisation have made	Our <i>legitimate interest</i> to process your personal data to be able to negotiate and enter into an agreement with your organisation and to administrate the agreement	Your personal data will be removed if we conclude that we will not enter into an agreement with your organisation If your organisation becomes our customer, distributor, supplier or partner, we will store your personal data for this purpose as long as the organisation you represent are our customer/supplier/distributor/partner, however for a shorter period if we get information that you no longer represent the organisation
To send news and information, offers and invitations to you who represent one of our customers/suppliers/distributors/partners	Name and e-mail address	Our <i>legitimate interest</i> to be able to send relevant information to you as a representative of one of our customers/suppliers/distributors/partners	You will receive news and information, offers and invitations from us for as long as you represent your company or until you tell us that you no longer want to receive news or information, offers and invitations from us
To arrange events and meetings Communicate with you as	Name, e-mail address, telephone number, dietary preference (if	Our <i>legitimate interest</i> to be able to arrange events for you as a	We will store the personal data until the event is completed

<p>a representative of one of our customers/suppliers/distributors/partners before and during the event</p> <p>Send requests to participate in surveys after the event</p> <p>Administer the answers you provide in the survey and compile statistics of the results of our surveys</p>	<p>applicable) and information you provide in an evaluation (if applicable)</p> <p>If you respond to the survey, we only process the answers in aggregated form as statistics</p>	<p>representative of a customer/supplier/distributor/partner and to follow up on and improve our events</p> <p>If we process sensitive personal data, we will obtain your <i>consent</i></p>	<p>However, a participant list that you are a part of is saved for one year after the event in order for us to be able to follow up on your participation in the event and invite you to similar events</p> <p>If you respond to the survey, we only process the answers (in aggregated form as statistics) for six months after you have submitted them. We will stop sending surveys if you object to receiving them</p>
<p>To comply with obligations under applicable accounting legislation</p>	<p>Name, history regarding payments made and other information that constitutes accounting records</p>	<p>The processing is necessary to <i>fulfil our legal obligations</i> under accounting legislation</p>	<p>We will store your personal data up to and including the seventh year following the expiry of the calendar year in which the accounting year was closed</p>
<p>To handle complaints or other claims</p> <p>To defend ourselves against claims and complaints</p> <p>To initiate any claims</p>	<p>Name, organisational belonging, position at your organisation, telephone number, e-mail address and information concerning your organisation's complaint or claim</p>	<p>Our <i>legitimate interest</i> to process your personal data to handle a complaint and/or legal dispute in which you are the representative of a customer/supplier/distributor/partner</p>	<p>We will store your personal data until we have processed the complaint and for the duration of the potential dispute</p>

If you represent a previous customer, distributor or partner

Why do we process your personal data?	What personal data do we process?	What is the legal basis for the processing?	How long do we store your personal data?
<p>To contact and communicate with you as a representative of our previous customer, distributor or partner which we consider a potential customer, distributor or partner</p>	<p>Name, position at your organisation, telephone number, and e-mail address</p>	<p>Our <i>legitimate interest</i> to contact you in your profession as a representative of our previous customer, distributor or partner, which we think could be interested in Geely's products again</p>	<p>If your organisation previously has been a customer, distributor or partner of Geely we will store your personal data for two years after the business relationship ended for marketing purposes</p> <p>We will stop processing your personal data for this purpose if we receive information that you no longer represent your organisation</p>
<p>To send news and information, offers and invitations to you as a representative of our previous customer, distributor or partner which we consider a potential customer, distributor or partner</p>	<p>Name and e-mail address</p>	<p>Our <i>legitimate interest</i> to be able to send relevant information to you as a representative of our previous customer, distributor or partner which we consider a potential customer, distributor or partner</p>	<p>You will receive news and information, offers and invitations from us for as long as you represent your company or until you tell us that you no longer want to receive news or information, offers and invitations from us</p>

If you visit our offices in Gothenburg

Why do we process your personal data?	What personal data do we process?	What is the legal basis for the processing?	How long do we store your personal data?
<p>To maintain security for our property and employees by:</p> <p>Identifying you as a visitor to our offices by providing you with a visitor badge; and using camera surveillance at our offices</p> <p>Camera surveillance footage may also be used to investigate incidents and, if necessary, shared with public authorities</p>	<p>Name, who you are meeting, if applicable information about where you are currently employed and footage from our camera surveillance</p>	<p>Our <i>legitimate interest</i> to process your personal data in order to take security measures to protect our property and employees</p> <p>In some instances, sharing camera surveillance footage is made to fulfil a legal obligation, i.e. when we have to comply with requests from the police or other law enforcement agency</p>	<p>We store the personal data connected to the visitor's badge during the day of your visit</p> <p>Any camera surveillance footage will be stored for maximum 14 days from the recording date. However, in some instances (for example if an incident occurs) we store the footage for an extended period of time if necessary to investigate such incident</p>

If you use our website

Why do we process your personal data?	What personal data do we process?	What is the legal basis for the processing?	How long do we store your personal data?
<p>To handle your request for more information and to answer any questions you have</p>	<p>Name, organisational belonging, e-mail address, telephone number, and other information that you provide to us</p>	<p>Our <i>legitimate interest</i> to process the personal data which you voluntarily have provided to us in order to be able to send you the requested information and/or answers to your questions</p>	<p>We will store your personal data until we have sent you the requested information or otherwise have handled your inquiry</p>

If you interact with us on our social media accounts

Why do we process your personal data?	What personal data do we process?	What is the legal basis for the processing?	How long do we store your personal data?
<p>To communicate with you on our social media accounts such as accounts on Facebook or LinkedIn, e.g. if you comment on a post, and to keep records of such communication for reference</p>	<p>Information from your profile on the social media in question (user name and any picture you have chosen for your account) and information which you provide on our page</p>	<p>Our <i>legitimate interest</i> to process your personal data to communicate with you on our social media platforms</p>	<p>Your personal data will be removed if you ask us to remove it or if you yourself delete the content, but we will otherwise store the personal data on the social media platform until further notice</p>

Balancing of interests' assessments when processing personal data based on the legal basis "legitimate interests"

As we state above, for some purposes, we process your personal data based upon our "legitimate interest". By carrying out a balancing of interests' assessment concerning our processing of your personal data, we have concluded that our legitimate interest for the processing outweighs your interests or rights which require the protection of your personal data.

If you want more information in relation to our balancing of interests' assessments, please do not hesitate to contact us. Our contact details can be found at the beginning of this information notice.

If we make changes to this information notice

We may change this information notice from time to time and you will be notified when material changes that affect you are made.

This information notice was established on the 8th of December 2020.