

## Privacy Policy for Elkem ASA

### 1. Introduction

Elkem is a global corporation, interacting with people across the world every day. For a number of the activities that we undertake to achieve our mission, we need to process personal data related to business contracts, customers or members of the public.

Elkem is committed to store and process information about our employees and business relations in a professional way to ensure their privacy.

Elkem expects all units and employees to handle personal data with outmost care and in a restrictive, secure and legitimate way.

### 2. Purpose of the policy

This Policy explains which personal data we use and collect, for which purposes we use the personal data and your rights in relation to personal data concerning you.

### 3. Scope of the Policy

This Policy applies to all Elkem units within the EU-EEA. However, units outside EU-EEA need to comply with this Policy when processing personal data belonging to employees and other business-related contact persons while providing services for these into the EU-EEA. When processing personal data on employees and business-related contact persons in activities located outside EU-EEA, similar principles in handling personal data should still be applied in addition to requirements given by local law.

### 4. How and why we collect and use personal data

#### a. Our website

When visiting our websites, we collect data through cookies. The data we collect relates to your device, IP address, and how you use the website. We use the data collected through cookies to provide you with the best user experience and to improve the website's tracking and adjustment of usage patterns and record of preferences. The legal basis for such processing of personal data is our legitimate interests in improving and developing our website and providing you with a good user experience. You can block and delete cookies by adjusting your browser settings. Please note that this may impact website functionality and user experience.

#### b. Marketing

If you subscribe to receive press releases, newsletters or other marketing communication, we will collect and store your name and your email address to be able to send you the materials requested. The legal basis for the processing is your consent. You can also follow us on social media, in which case each individual social media channel provider will store your personal data as per information in their respective privacy policy.

#### c. Recruitment

We process personal data concerning you if you apply for a position with Elkem. We will collect and use the personal data you provide us with, which typically includes your name, contact details, information on your CV and other information in your application. The purpose of such processing is to handle your application, and the legal basis for the processing is your consent.

If you apply for a job through our website, we will collect and use the personal data you provide us with for the purpose of handling your application. We store your personal data until you withdraw your consent, or the personal data is no longer necessary for achieving the purpose of the processing.

#### d. Security

Elkem companies apply several physical security measures that require processing of personal data in order to prevent illegal or unauthorized access to areas, buildings, rooms, systems, processes or equipment. For example, Elkem premises can have activity logs, camera surveillance, controls of delivery vehicles and the drivers, as well as visitor and employee access control. Which personal data we collect and use, depend on the security measures in question. The legal bases for such processing of personal data are our legitimate interests in safeguarding of our business and applicable local laws and regulations.

#### e. Business relations purposes

We process personal data to support and manage customer, supplier and partner relationships in order to initiate new contracts and execute our contractual obligations. Such processing is based on your consent and our legitimate interests in promoting our relationship with and ensuring good management of and support for our customers, suppliers and partners.

#### f. Social events

Elkem may handle the registration for social events, and process personal data about the people invited to the event and people registering for the event. This processing is limited to the information needed for the purpose of organizing and following up the social event, and includes personal data such as name, email address and telephone number, employer, position and any special needs. We process personal data for such purposes, based on your registration and your consent provided in doing so. The personal data will be deleted once the purposes have been met.

#### g. Integrity Due Diligence

As part of our Integrity Due Diligence process, we collect information about our suppliers and business partners in order to ensure compliance with laws of anti-corruption and export controls. This process may include collection of personal data of persons associated with such suppliers and business partners. The legal bases for Integrity Due Diligence processing are legal obligations and our legitimate interests in protecting our business.

#### h. Legal obligations and legal proceedings

Elkem companies have various legal obligations that necessitate processing of personal data, typically related to tax and accounting. These legal obligations may vary from country to country and from company to company, thus forming the basis for such processing of personal data. Elkem also processes personal data in relation to legal proceedings. The purpose and legal basis for such processing is Elkem's legitimate interests in establishing, exercising or defending legal claims.

#### i. Whistleblowing channel

Elkem encourages you to report any breaches of law, in-house rules or internationally recognized standards for ethical business. Therefore, we operate a whistleblowing channel through our website. Reports may be given anonymously and will be investigated with strict confidentiality. The legal basis for the processing is our compliance with our legal obligations under applicable law and our legitimate interests in handling serious concerns or offenses in a confidential manner.

#### j. When you otherwise contact us

If you have any inquiries regarding products or services, or in relation to projects, supplier relations, media- or investor contacts, sponsorship or webmaster or any feedbacks about our services, we collect your name and contact details to enable us to process your inquiry. The legal basis for the processing is our legitimate interests in following up inquiries, that the processing is necessary for fulfilling a contract with you or for taking steps prior to entering into contract, or that it is in our legitimate interest to meet your inquiry and to improve our business and services.

## **5. How we share personal data**

Access to personal data is strictly limited to personnel of Elkem and its controlled subsidiaries and affiliates who have appropriate authorization and a clear business need for that data.

Elkem do not share personal data with third parties, except in circumstances where such sharing is necessary in order to provide our services. Data processing agreements are established with companies that process personal data on behalf of Elkem. Elkem will not disclose your personal data to third parties for the purposes of allowing them to market you.

Elkem's internal GDPR policy describes the procedures for transfer of personal data to an Elkem unit in a third country outside the EU/EEA and the safeguards taken to protect personal data in such instances.

## **6. Retention and deletion of data**

Your personal data will be retained for as long as necessary to fulfil the legitimate purpose(s) for the processing and for as long as required by law. When determining retention periods, we will have reference to, amongst other things, whether we need to keep this for statutory or audit purposes. Where possible, we will seek to anonymize personal information so that it can no longer be associated with the individual. When we have identified this is no longer required, we have measures in place to securely dispose of personal data.

## **7. Information security**

Elkem is strongly invested in data safety and utilizes relevant safety measures in storing data. We will process your personal data securely and will apply and maintain appropriate technical and organizational measures to protect your personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access. Access to personal data is strictly limited to personnel of Elkem and its controlled business units and affiliates who have appropriate authorization and a clear business need for that data.

## **8. Your rights**

You are entitled to be informed upon request of what personal data, if any, Elkem processes about you. You may also request that any excessive personal data we may happen to process is deleted or blocked, and request rectification of any wrongful personal data that we may process. For processing based on your consent, you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of the processing based on the consent prior to you withdrawing it.

If you want more information than provided in this policy for example on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact us.

You can bring your complaint to a Data Protection Authority. We ask that you consider making a complaint directly to Elkem before contacting the Data Protection Authority.

## **9. Contact details**

If you have any questions or concerns regarding your privacy or you want to exercise your rights, you can contact us by [privacy@elkem.com](mailto:privacy@elkem.com).

## **10. Changes to this Privacy Policy**

We keep our Privacy Policy under regular review. The Privacy Policy was last updated on January 21<sup>st</sup>, 2020.