



ITC Rubis Terminal Antwerp NV

INFORMATION ON PROCESSING OF PERSONAL DATA (art. 12 - 14 GDPR)

ITC Rubis attaches great importance to the protection of the contractor's personal data.

All personal data provided by [NAME CONTRACTOR] (hereinafter "**Contractor**") shall be processed by ITC Rubis Terminal Antwerp NV (hereinafter "**Owner**"), with registered office at Blikken, Haven 1662, 9130 Beveren-Waas and registered under number 0890.083.183, the data controller, in accordance with the privacy legislation.

"The privacy legislation" means "(i) the Belgian Privacy Act of 30 July 2018 on the protection of individuals with regard to the processing of personal data, (ii) the EU General Data Protection Regulation 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EG and (iii) the (future) Belgian legislation on the implementation of the aforementioned Regulation."

"Processing" means "any operation or set of operations relating to personal data, whether or not using automated processes, such as collecting, recording, storing, updating, modifying, retrieving, consulting, using, providing by forwarding, disseminating or making available in any other way, bringing together, relating, protecting, erasing or destroying of personal data".

"Personal data" means "any information relating to an identified or identifiable individual".

Owner processes the personal data for the following purposes: (i) to communicate with Contractor, (ii) to take steps prior to entering into a contract with Contractor, (iii) to manage the contractual relationship, (iv) to comply with the contractual obligations of Owner to Contractor, (v) to comply with all legal or regulatory obligations, (vi) to review and evaluate Contractor, (vi) to manage the business operations of Owner.

Depending on the purposes of the processing, Owner relies on (i) the necessity to perform a contract or take pre-contractual measures, (ii) the necessity to comply with legal and regulatory obligations applicable to Owner and/or (iii) the legitimate business interests of Owner. When Owner relies on its legitimate business interests, this includes the realisation of its commercial activities and objectives, the analysis and improvement of its market position and the maintenance and development of its relationship with its contractors.

The data subject (i.e. the individual whose personal data are processed by Owner) is not obliged to provide any personal data. However, Owner will require certain personal data in

order to be able to perform the agreement with Contractor and/or take certain measures prior to the conclusion of a contract with Contractor.

The personal data provided by Contractor may be shared within Owner on a 'need to know' basis (e.g. procurement, accounting, operations, etc.). In addition, Owner may also disclose personal data provided by Contractor to its (sub)contractors and service providers (e.g. IT service providers).

The personal data provided by Contractor will be kept by Owner for 10 years after the end of the contractual relationship. In addition, there are laws and regulations applicable to Owner that provide for minimum retention periods for certain documents and/or information.

Data subjects have the right to request access to and correction or deletion of their personal data, to restrict the processing or to object to the processing. Data subjects have the right to, at any time, completely free of charge, object to the processing of their personal data for the purpose of direct marketing, as well as the right to transferability of data. To exercise one of the rights, please send an e-mail with the requested information and proof of identity (e.g. copy of the identity card (both sides!)) to dataprotection@itcrubis.com. Data subjects also have the right to file a complaint with the supervisory authority. This authority can be contacted by regular mail at Drukpersstraat 35, 1000 Brussel, Belgium, by telephone at +32 (0)2 274 48 00 or by e-mail at contact@apd-gba.be.

Contractor will (i) inform the data subjects whose personal data it has provided to Owner of the content of this information and any other applicable privacy statement of Owner provided to Contractor and (ii) to the extent necessary, will obtain the consent of the data subjects to share their personal data with Owner in accordance with this information and other applicable privacy statements of Owner.