

PERSONAL DATA PROTECTION POLICY

INTRODUCTION

This Policy regarding the processing and protection of personal data (hereinafter referred to as the "Policy") defines the procedure for the processing and protection of personal data in Alchimex S.A., a company organized and operating in accordance with the provisions of Romania, with headquarters at str. Alexandru Constantinescu no. 63, District 1, Bucharest, Romania, registered at the Bucharest Trade Registry under no. J40/1853/1998, Unique registration code 10336181 (hereinafter referred to as "Alchimex S.A." or the "Operator"), and establishes the procedures aimed at preventing and highlighting any violations of the applicable law regarding personal data.

This Policy has been developed in accordance with Romanian and European Union legislation, in particular with the following documents:

- Regulation no. 679/2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and on the repeal of Directive 95/46/EC (General Data Protection Regulation) (RGPD), adopted by the European Parliament and the European Council at April 27, 2016;
- Law 190/2018 on measures to implement Regulation (EU) 679/2016 of the European Parliament.

PURPOSE

The purpose of this Policy is to explain what personal data we process, why we process it, and what we do with it. Given that personal information belongs to each user, we do our best to store it safely and process it carefully. We do not provide information to third parties without fulfilling our prior obligation to inform.

SCOPE

Background to the General Data Protection Regulation ("GDPR")

The General Data Protection Regulation replaces the EU Data Protection Directive of 1995 and supersedes the legislation of each member state that was developed in accordance with the Data Protection Directive 95/46/EC. Its purpose is to protect the "rights and freedoms" of natural persons and to ensure that personal data is not processed without their knowledge and, whenever possible, that it is processed with their consent.

Material scope - GDPR applies to the processing of personal data, carried out in whole or in part by automated means, as well as to the processing by means other than automated of personal data that are part of a data record system or that are intended to be part of a data recording system.

Territorial scope - GDPR applies to all operators in the EU (European Union) who process personal data of individuals, within those units. It will also apply to non-EU operators who process personal data to provide materials and services or to monitor the behavior of data subjects residing in the EU.

DEFINITIONS

Place – the main establishment of the operator in the EU will be the place where the operator makes the main decisions regarding the purpose and means of the data processing activities. The operator's principal place of business in the EU will be its administrative center. If a controller is based outside the EU, it will need to appoint a representative from the jurisdiction where the controller operates and handle surveillance activities on behalf of the controller.

Personal data - any information regarding an identified or identifiable natural person ("data subject"); an identifiable natural person is a person who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more many specific elements, specific to his physical, physiological, genetic, psychological, economic, cultural or social identity;

Special categories of personal data - personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership and processing of genetic data, biometric data for the purpose of unique identification of a natural person, health data or data regarding the sex life or sexual orientation of a natural person.

Data operator - the natural or legal person, public authority, agency or other body that, alone or together with others, establishes the purposes and means of personal data processing; if the purposes and means of processing are established by Union law or domestic law, the operator or the specific criteria for its designation may be provided for in Union law or domestic law.

Data Protection Officer - the person who is responsible for monitoring the application of the RGPD and other applicable laws regarding the protection of persons affected by the processing of personal data and who exercises the functions assigned to him by this Policy and other applicable legislation, provides consultancy to the management of Alchimex S.A.

Data subject - any living person who is the subject of personal data held by an organisation.

Processing - any operation or set of operations performed on personal data or sets of personal data, whether or not processed by automated means, such as collection, recording, organization, structuring, storage, adaptation or modification, retrieval, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, deletion or destruction.

Profiling - any form of automatic processing of personal data intended to evaluate certain personal aspects relating to a natural person, analyze or predict the person's performance at work, economic situation, location, health, personal preferences, reliability or behavior. This definition is related to the data subject's right to object to profiling and the right to be informed about the existence of profiling, measures based on profiling and the expected effects of profiling on the individual.

Breach of security of personal data - means a breach of security that leads, accidentally or unlawfully, to the destruction, loss, modification, or unauthorized disclosure of personal data transmitted, stored or otherwise processed, or to access unauthorized to them.

Data subjects' consent - means any free, specific, informed and unambiguous manifestation of the data subject's wishes, whereby he or she, by a statement or by a clear affirmative action, gives his or her consent to the processing of data with personal character.

Child - The GDPR defines a child as any person under the age of 16, although this can be reduced to 13 by Member State legislation. The processing of a child's personal data is only legal if the consent of the parents or guardian has been obtained. The operator will make reasonable efforts to verify, in such cases, whether the holder of parental responsibility for the child gives his consent or authorization.

Third party - natural or legal person, public authority, agency or body, other than the data subject, operator, processor and persons who, under the direct authority of the operator, is authorized to process personal data.

Data record system - any structured set of personal data accessible according to specific criteria, be they centralized, decentralized or distributed according to functional or geographical criteria.

Cross-border processing - means either the processing of personal data that takes place in the context of the activities of the offices in several Member States of an operator or a person authorized by the operator in the territory of the Union, if the operator or the person authorized by the operator has offices in at least two states members, or the processing of personal data that takes place in the context of the activities of a single office of an operator or a person authorized by the operator in the territory of the Union, but which significantly affects or is likely to significantly affect data subjects from the at least two member states.

POLICY DESCRIPTION

GDPR compliance is described in this policy and applies to all company personnel, including those performed on the personal data of customers, employees, suppliers and partners, as well as any other personal data that the organization processes from any source.

Partners and any third parties working with or for Alchimex S.A. are expected to and who have or may have access to personal data have read, understood and comply with this policy. No third party can access the personal data held by Alchimex S.A. without having previously concluded a data confidentiality agreement, which imposes on third parties obligations no less onerous than those to which Alchimex S.A. has undertaken and which gives it the right to verify compliance with the agreement.

Principles regarding data protection

All processing of personal data must be carried out in accordance with the data protection principles set out in Article 5 of the GDPR. Alchimex policies and procedures are designed to ensure compliance with the principles related to the processing of personal data.

Personal data must be processed legally, fairly and transparently.

Legal – identification of a legal basis before processing personal data. These are often called "processing conditions", in accordance with the provisions of art. 6 of the GDPR.

Correct – in order for the processing to be correct, the data operator must make certain information available to the Data Subjects in the most practical way possible. This applies regardless of whether the personal data was obtained directly from the data subjects or from other sources.

The GDPR has increased requirements regarding the information that should be available to data subjects, which is covered by the "Transparency" requirement.

Transparent – The data subject is informed about how his data are processed. In general, personal data is collected directly from the individual concerned. The information must be communicated to the data subject in an intelligible form using clear and plain language.

o The specific information to be provided to the data subject must include at least:

- The identity and contact details of the operator and, if applicable, of the operator's representative;
- contact details of the data protection officer;
- the purpose of the processing for which the personal data are intended, as well as the legal basis of the processing;
- the period for which the personal data will be stored;
- the existence of rights to request access, rectification, deletion or opposition to processing and the conditions for exercising these rights, such as affecting the legality of previous processing;
- the categories of personal data in question;
- recipients or categories of recipients of personal data, as the case may be;
- if applicable, the operator's intention to transfer personal data to a recipient in a third country and the level of protection afforded to the data;
- any other information necessary to guarantee correct processing.

Personal data may only be collected for specific, explicit and legitimate purposes

Data obtained for specified purposes must not be used for a purpose other than that originally notified to the Data Subject.

Personal data must be adequate, relevant and limited to what is necessary for processing.

Personal data must be accurate and up to date, with every effort to delete or rectify without delay.

The data that is stored by the data operator must be reviewed and updated, as appropriate. Data should not be kept unless the period for which it is kept is reasonable.

Personal data must be kept in a form that allows identification of the data subject only for as long as is necessary for processing.

- If personal data is kept beyond the processing date, it will be anonymized / encrypted / pseudonymized to protect the identity of the data subject in the event of a data breach.
- Personal data will be retained in accordance with the Record Retention Procedure and, once retained, must be securely destroyed as set out in this procedure.

Personal data is processed in a way that ensures adequate security.

The Operator and the Data Protection Officer will carry out a risk assessment, taking into account all the circumstances of Alchimex S.A.'s control or processing operations.

In determining adequacy, consideration is also given to the extent of possible harm or loss that could be caused to individuals (e.g., staff or customers) if a security breach occurs, the effect of any security breach on Alchimex S.A. and any reputational damage, including possible loss of customer confidence.

The Operator must be able to demonstrate compliance with the other principles of the GDPR (liability).

Alchimex S.A. demonstrates compliance with data protection principles by implementing data protection policies, complying with codes of conduct, implementing technical and organizational measures, as well as adopting techniques such as data protection by default and by design, notification procedures of violations and incident response plans.

Rights of data subjects

The data subject whose personal data is processed by Alchimex S.A. have the following rights:

- The right to be informed – to obtain the following information from Alchimex S.A.:
 - i. The identity and contact details of Alchimex S.A., of the representatives, and of the data protection officer;
 - ii. The purposes and legal basis of the processing of personal data, the legitimate interests of Alchimex S.A.
 - iii. Categories of personal data;
 - iv. Recipients of personal data, including recipients from third countries or international organizations (if any) and reference to appropriate safeguards and means;
 - v. The period of storage of personal data and the criteria used to determine that period, provided that Alchimex S.A. keep and process personal data as long as the laws and legal regulations require this. The processing of personal data ceases immediately if there is no longer any reason for such processing;
 - vi. What source do the personal data come from (if the personal data were not obtained from the data subject);
 - vii. If the provision of personal data is a legal or contractual requirement, or a requirement necessary to conclude a contract, as well as if the data subject is obliged to provide personal data and the possible consequences of failure to provide such data.
- The right of access to personal data - to obtain from Alchimex S.A. confirmation as to whether personal data is being processed and/or the right to receive a copy of any record containing his personal data;
- The right to have personal data rectified - to obtain from Alchimex S.A. without undue delay rectification of inaccurate personal data concerning him/her, the completion of incomplete personal data, including by providing an additional statement;

- The right to delete data (“the right to be forgotten”) - to obtain from Alchimex S.A. deletion of personal data without undue delay (if the personal data are no longer necessary to fulfill the purposes for which they were collected; the data subject withdraws his consent; the personal data were processed illegally etc.);
- The right to restrict processing if personal data are inaccurate; the processing is illegal and the data subject requests the restriction of the use of personal data instead of their deletion; the personal data are no longer necessary for the purpose of processing, but they are required for establishing, exercising or defending a right in court; the data subject has objected to the processing for the period of time when it is checked whether the legitimate rights of the operator prevail over those of the data subject;
- The right to data portability – to receive personal data in a structured, currently used and automatically readable format and has the right to transmit this personal data to another operator without obstacles from Alchimex S.A. (if the processing is based on consent or a contract, and the processing is carried out by automatic means);
- The right to object at any time to the processing of personal data (including the creation of profiles based on the respective provisions and personal data were processed for direct marketing purposes);
- The right to withdraw consent at any time, without affecting the legality of processing based on consent, before its withdrawal. Thus, the data subject understands and agrees that, in case of withdrawal, the purpose of personal data processing cannot be reached;
- The right to file a complaint with a supervisory authority if the data subject decides that his rights are being violated;
- The right to an effective appeal against a decision of a supervisory authority, Alchimex S.A. or another processor;
- The right to compensation from Alchimex S.A. or from another processor for the damage suffered.

Grounds for processing

The collection, processing and use of personal data is permitted only on the grounds listed below:

- *Data processing for the execution of a contract*

Personal data of contact persons and representatives of customers, suppliers and partners may be processed to establish, execute and terminate a contract. Before the conclusion of the contract - during the contract initiation phase - personal data may be processed to prepare the offers or orders requested by the Data Subject or to fulfill other requirements from the perspective related to the conclusion of the contract. Contact persons may be contacted during the contract preparation process using only the contact information they have provided. Any restrictions requested by the respective contact persons must be respected.

- *Consent as ground for data processing*

When the Data Subjects' consent is required, the data can be processed after receiving the data subject's consent. Consent must be obtained in writing or electronically for documentation purposes. In certain circumstances, such as telephone conversations, consent may be given verbally. Documentation of consent is mandatory.

- *Data processing in accordance with legal obligation*

The processing of personal data is also permitted if the applicable legislation requires, imposes or allows this. The type and extent of data processing must be necessary for the lawful activity of data processing and must comply with the relevant legal provisions.

- *Data processing in accordance with legitimate interests*

Personal data may also be processed if this is necessary for a legitimate interest of the company. Legitimate interests are generally legal (e.g. collecting outstanding debts) or commercial (eg avoiding breaches of

contract). Personal data may not be processed for the purpose of a legitimate interest if, in individual cases, there is evidence that the interests of the data subject deserve protection and that it takes precedence. Before data processing, it is necessary to determine whether there are interests worth protecting.

- *Processing of sensitive data*

Sensitive personal data may only be processed if required by law or if the data subject has given their express consent. These data may also be processed if such processing is mandatory for the recognition, exercise or defense of legal rights relating to the data subject.

If personal data is collected, processed and used on websites or applications, data subjects must be informed about this through a privacy statement and, if applicable, provided with information about cookies. The privacy statement and any cookie information must be integrated in such a way that they are easily identifiable, directly accessible and consistently available to data subjects.

Alchimex S.A. will not process personal data in the absence of one of the above reasons. The same rule also applies if the purpose of the collection, processing and use of personal data must be changed from the original purpose.

Alchimex S.A. uses "cookies" on its website (a "cookie" is a small amount of data that often includes a unique identifier that is sent to your computer's browser from a website server and stored on your hard drive to a user. Allows a website to remember things like the user's preferences, or what's in the user's shopping cart).

Data security

Alchimex S.A. ensures that any personal data, which the company owns and is responsible for, is kept safe and is not disclosed in any way to a third party, unless this third party has been specifically authorized by Alchimex S.A. to receive this information and has entered into a confidentiality agreement.

All personal data is accessible only to those who need to use it and access can only be granted in accordance with the access control policy. All personal data is treated with the utmost security and must be kept: Personal data can only be deleted or removed in accordance with the data deletion procedure.

Data disclosure

Alchimex S.A. ensure that personal data is not disclosed to unauthorized third parties, which include family members, friends, government bodies and, in certain circumstances, judicial bodies.

Retention and deletion of data

Alchimex S.A. does not retain personal data in a form that allows the identification of data subjects for a longer period than is necessary, depending on the purpose(s) for which the data were originally collected.

Alchimex S.A. may store data for longer periods if the personal data will be processed exclusively for archiving purposes, for purposes of public interest, for scientific or historical research or for statistical purposes, subject to the implementation of technical and organizational measures adequate to protect the rights and freedoms of the data subject.

The retention period for each category of personal data will be established in accordance with the retention procedure together with the criteria used to establish this period, including the company's legal obligations. Personal data is securely deleted in accordance with the sixth principle of the GDPR - processed in an appropriate way to maintain security, thereby protecting the "rights and freedoms" of data subjects. Any data deletion will be done in accordance with the data deletion procedure.

Data transfer

Data exports from the European Economic Area (EEA) to countries in the Non-European Economic Area ("third countries") will only be possible if there is an adequate level of protection of the fundamental rights of the data subjects.

If the data is transmitted to a recipient in a third country, that country must agree to maintain a level of data protection equivalent to this data protection policy. This does not apply if the transmission is based on a legal obligation.

If the data is transmitted by a third party, Alchimex S.A. ensure that the data can be used for the intended purpose.

The transfer of personal data to a third country or international organization may be carried out when the Commission has decided that the third country, a territory or one or more specified sectors of that third country or international organization in question provides an adequate level of protection. Transfers made under these conditions do not require special authorizations.

The list of countries currently meeting the Commission's suitability requirements, including Japan, can be found at https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en.

Alchimex S.A. may use standard contractual clauses in contracts agreed with any supplier of goods or services that receives personal data relating to its customers or employees. For this purpose, Alchimex S.A. can use the so-called "model clauses" (officially "standard contractual clauses" approved by the European Commission for the transfer of data from the EU to countries outside the EU which are not considered to allow the same protection of personal data as EU laws). These clauses may serve as a general reference point for the transfer of personal data from countries with data protection laws that limit such transfers.

In the absence of a decision on the adequacy of the quality, membership status of personal data protection, mandatory corporate rules and/or clauses of the model contract, the transfer of personal data to a third country or international organizations takes place only under the following conditions:

- ✓ the data subject has explicitly consented to the proposed transfer, after being informed of the possible risks of such transfers to the data subject due to the lack of a suitability decision and adequate safeguards;
- ✓ the transfer is necessary for the execution of a contract between the data subject and the operator or pre-contractual measures are implemented at the data subject's request;
- ✓ the transfer is necessary for the conclusion or execution of a contract concluded in the interest of the data subject between the operator and another natural or legal person;
- ✓ the transfer is necessary for important reasons of public interest;
- ✓ the transfer is necessary for the establishment, exercise or defense of legal claims and/or
- ✓ the transfer is necessary to protect the vital interests of the data subject or other persons, where the data subject is physically or legally unable to give consent.