

# Privacy statement

## SD Guthrie International UK

### Who are we?

We are SD Guthrie International Liverpool Refinery Ltd located at 45 Derby Road, Kirkdale, Liverpool, L20 8DY (hereinafter referred to as “**SDGI UK**”). SDGI UK is a "controller" in relation to personal data. This means that we are responsible for deciding how we hold and use personal data about you. This policy aims to make you aware of how and why your personal data will be used and the rights that you have in connection with the same.

If you have any questions, remarks, suggestions, or complaints regarding the processing of your personal data, please contact us by email or post using the following contact details:

Email: [Eve.Woods@SDGuthrie.com](mailto:Eve.Woods@SDGuthrie.com)

Post: SD Guthrie International Liverpool Refinery Ltd

For the attention of: Eve Woods

Address: 45 Derby Road Kirkdale, Liverpool, L20 8DY, United Kingdom

In some cases, SDGI UK will act as joint controller with its parent company, SD Guthrie Berhad (“**Parent**”), and this privacy policy also identifies where this applies.

The full name and address of our Parent, together with our Parent’s main contact for data subjects are set out below:

Full name: SD Guthrie Berhad

Address: Level 10, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia

Contact: Chief Human Resources Officer

Tel: +603 7848 4499

Email: [khairil.khairuddin@sdguthrie.com](mailto:khairil.khairuddin@sdguthrie.com)

### Whose personal data does SDGI UK and/or our Parent process?

SDGI UK processes personal data about the following categories of data subjects:

- i. (contact persons of) customers and (other) business partners. Contact persons may include directors, managers, other persons in charge and/or any other person making

contact with us, or whose details are provided to us, by or on behalf of the customer or business partner; [\*\*]

- ii. (contact persons of) suppliers. Contact persons may include directors, managers, other persons in charge and/or any other person making contact with us, or whose details are provided to us, by on behalf of the supplier; [\*\*]
- iii. persons invited to and/or attending one of our events (“**Event Invitees**”); [\*\*]
- iv. visitors of our sites;
- v. website visitors; and
- vi. referees (“**Referees**”) for persons applying for a role with us (“**Candidates**”). [\*\*]

The categories of data subject indicated above with a double asterisk [\*\*] are also data subjects whose personal data (as indicated with an asterisk [\*] further below) may be shared with, and stored and processed by, our Parent.

This policy applies to each of the above categories of data subjects (including Referees), but does not apply to Candidates or employees.

We have a separate privacy policy for employees, a copy of which is available on request.

We also have a separate privacy policy for Candidates, which is available on our Workday platform, which is the platform through which Candidates apply for roles with us.

## Why do we process your data and what is the legal basis?

### *i. (Contact persons of) customers and business partners*

If we do business with a customer or business partner or are considering doing business with a customer or business partner as part of sourcing or tender or quotation evaluation process, we will collect, store and process the personal data of our contact person(s) within the customer or business partner;

We collect, this personal data directly from you and/or the customer or business partner which you represent.

The personal data we process may include:

- the contact person’s name, contact details (such as telephone number and email address), position and the name and address (and/or other location) of the company which the contact person represents; [\*]
- any other personal data provided to us by you and/or the customer or business partner which you represent.

We process personal data to be able to reach out to you and/or the company you represent, and come to an agreement or to execute an existing agreement. This includes making and facilitating payments and collecting claims (including outsourcing this to third parties). The legal basis for the processing of your personal data for these purposes is the

performance of the agreement with you, if the agreement is with you, the data subject (art. 6 (1)(b) GDPR) or our legitimate interests to be able to carry out the contract with the business you work for (art. 6(1)(f) GDPR).

We might also process your personal data to comply with legal obligations applicable to SDGI UK, such as tax obligations or cooperating with supervisory authorities. The legal basis for the processing of your personal data for this purpose is the compliance with a legal obligation (art. 6 (1)(c) GDPR) or that it is in our legitimate interests to comply with legal obligations (art. 6 (1)(f) GDPR).

When you are a customer of ours, we can also use your personal data for marketing purposes, such as notifying you of (new) products and services. We have a legitimate interest for this, in being able to provide you relevant information on similar products and services. If you are not a customer of ours, we will only contact you for marketing purposes if we have a legitimate ground to do so, such as your consent (art. 6 (1)(a) GDPR).

## ***ii. (Contact persons of) suppliers***

For procurement, we process personal data of (contact persons of) our suppliers.

We collect, this personal data directly from you and/or the supplier which you represent.

The personal data we process may include:

- the contact person's name, contact details (such as telephone number and email address), position and the name and address (and/or other location) of the company which the contact person represents; [\*]
- any other personal data provided to us by you and/or the supplier which you represent.

We process personal data to be able to reach out to you and/or the company you represent, and come to a purchase agreement or to execute an existing agreement. This includes calculating and recording income and expenditure, making payments and (having carried out) audits.

The legal basis for the processing of your personal data is the performance of the agreement with you, if the agreement is with you, the data subject (art. 6 (1)(b) GDPR) or our legitimate interest to be able to carry out the contract with the business you work for (art. 6(1)(f) GDPR).

We might also process your personal data to comply with legal obligations applicable to SDGI UK, such as tax obligations or cooperating with supervisory authorities. The legal basis for the processing of your personal data for this purpose is the compliance with a legal obligation (art. 6 (1)(c) GDPR) or that it is in our legitimate interests to comply with legal obligations (art. 6 (1)(f) GDPR).

## ***iii. Event Invitees***

Where we organize and/or hold events, we will process personal data of Event Invitees.

We collect, this personal data directly from you and/or the organization which you

represent.

The personal data we process may include your name, contact details (such as telephone number and email address) and the name and address (and/or other location) of the organization which you represent. [\*]

We process this personal data for the purposes of inviting you and/or facilitating your attendance at the event(s) in question. This is based on our legitimate interests to be able to organise and hold such events (art. 6 (1)(f) GDPR).

#### ***iv. Visitors of our sites***

If you visit us, you provide us with your personal data at the reception. We also use camera security on our sites. We need to process this data for safety purposes, to protect our employees, visitors and properties. For example, if a calamity occurs, we need to know exactly who is at the factory so we can take the appropriate measures and ensure your safety. Therefore, SDGI UK has a legitimate interest to process these personal data (art. 6(1)(f) GDPR).

#### ***v. Website visitors***

If you visit our website, we use cookies and other techniques and process your personal data. For more information on this please refer to the paragraph below on cookies. The processing of personal data via cookies as far as necessary for the functioning of our website and for analytical purposes with a minimal privacy impact is based on our legitimate interest (art. 6 (1)(f) GDPR). This interest lies in the proper functioning, testing and further development of our website. The processing of personal data via cookies other than aforementioned is based on your consent (art. 6 (1)(a) GDPR).

Via our website you are also able to enlist for our newsletter. Before enlisting, you provide us with consent to send you our newsletter (art. 6 (1)(a) GDPR). If you do not want to receive any more newsletters from us, you can always opt-out by clicking on the link below in every newsletter.

#### ***vi. Referees***

If a Candidate applies for a vacancy, they may provide personal data of a Referee for the purposes of that Referee providing a reference for that Candidate.

If you are a Referee, we only process:

- your name, contact details and the organization which you work for; [\*]
- any other personal data about you which you may provide to us in connection with the reference.

We collect this personal data from the Candidate, except for any other personal data about you which you may provide to us in connection with the reference, which we collect directly from you.

We process this personal data for the purposes of requesting and receiving such reference from you. This is based on our legitimate interests to be able to request such a reference in

order to assess the suitability of a Candidate for a vacancy (art. 6 (1)(f) GDPR).

## Why do we and our Parent (acting as joint controllers) process your data and what is the legal basis?

Any personal data indicated above with an asterisk [\*], in respect of data subjects indicated further above with a double asterisk [\*\*], is personal data which may be shared with, and stored and processed by, our Parent (in its capacity as a joint controller with SDGI UK). It is currently anticipated that, all of the personal data shared with our Parent, is collected by us (and not by our Parent directly).

We and our Parent (in our capacities as joint controllers) may process that personal data for the performance of different internal audits to evaluate compliance with legal and group obligations, involving an independent objective assurance and consulting activity designed to an organisation's risk management, governance and internal control as an added value with the ultimate objective being the improvement of our organisation's operations. Both we and our Parent rely on legitimate interests as the lawful basis for such processing. The legitimate interest in question is the evaluation of compliance with legal and group obligations and the improvement of our organisation's operations.

## Automated decision making

Neither SDGI UK nor our Parent makes use of automated decision-making or profiling.

## Who is your personal data shared with?

SDGI UK has third parties who process personal data on our behalf. These third parties are processors who only process upon our written instructions. We have processor's agreements in place with our processors to ensure the safety of your personal data.

SDGI UK may be required by law to share your personal data with third parties, such as with the Labour Inspectorate, the tax authorities or other regulators.

SDGI UK will share personal data with third party advisors or auditors, such as legal advisors, tax advisors, accountants, consultants and certification institutes. Personal data will only be transferred if necessary for the purposes of processing.

We may also share your personal data with other entities in our group as part of our regular reporting activities on company performance, in the context of a possible business sale, business reorganisation or group restructuring exercise, for system maintenance support, the hosting of data and other group IT services, and certain other group administrative functions. In particular, we will share the personal data indicated further above with an asterisk [\*] in respect of data subjects indicated further above with a double asterisk [\*\*], with our Parent (as a joint controller), for the audit purposes indicated further above, for the purposes of which we have entered into an intercompany data sharing agreement with our parent company.

## Transferring information outside the UK

Insofar that SDGI UK is the controller (or joint controller) of the personal data, the data will be processed within the UK, the European Economic Area (“**EEA**”) and in Malaysia, as our Parent is located in Malaysia.

More specifically, the personal data indicated further above with an asterisk [\*] in respect of data subjects indicated further above with a double asterisk [\*\*] may be shared with:

- our Parent (as joint controller), which is based in Malaysia, for the audit purposes indicated further above;
- our other group companies, and/or professional advisers, based in the Netherlands in connection with the above mentioned function to be performed by our Parent.

There are adequacy regulations in respect of countries within the EEA (and certain other countries), and which include the Netherlands. This means that these countries to which we transfer, or permit the transfer of, your data are deemed to provide an adequate level of protection for your personal information.

Malaysia is not covered by adequacy regulations which means that they are not deemed to provide an adequate level of protection for your personal data. However, to ensure that your personal data does receive an adequate level of protection, we have put in place international data transfer agreements with the Parent in Malaysia, to ensure that your personal data is treated by the Parent (and any other third parties outside the UK with whom the Parent shares your personal data) in a way that is consistent with and which respects UK law on data protection.

## What are the retention periods?

Our retention periods differ for each processing activity. We do not process data any longer than is necessary for the purposes of processing, unless a legal retention period applies.

Contact data will be processed for a period of two years after the termination of the relationship.

Visitor’s data will be processed for a period of one month after you have visited us, unless an incident occurred, in which case we will continue processing your data for as long as is necessary to defend ourselves against any legal claims. Camera footage of our sites is retained for a maximum of two weeks unless an incident occurs for which we need to retain the camera footage longer.

Personal data of Referees will be retained for a period of between 6 and 12 months.

Personal data of Event Invitees will be retained for a period of 6 months.

Financial records are retained for six years in compliance with our tax retention obligations.

More information on retention terms can be obtained by filing an access request via our

contact details above.

With respect to the personal data which we share with our Parent, the Parent will only retain the personal data for as long as is necessary to fulfil the purposes for which the personal data has been shared with it, including for the purposes of satisfying any legal, accounting or reporting requirements. Where the Parent company is joint controller, the Parent will retain the relevant personal data for as long as necessary for the performance of the audit and as long as necessary to demonstrate compliance, being for a period of 7 years, and personal data which it is not necessary for the Parent to retain will be deleted after completion of the audit.

## What security measures do we apply?

When processing personal data, we maintain, at all times, a level of security which, given the state of the art and the cost of implementation, is, among other things, appropriate to prevent unauthorized access to, modification, disclosure, loss or any other form of unlawful processing of personal data. We are legally obliged to keep your personal data confidential and take appropriate measures to do so.

Some of the measures we (and our Parent and other group companies) have put in place are as follows:

- (a) Access roles are appointed. Access to our systems is logged and monitored;
- (b) Monitoring of our (digital) infrastructure;
- (c) Employee laptops are required to be connected to Virtual Private Network (VPN) when working remotely or using external network; and
- (d) Protection against virus and malware.

## Cookies

We use cookies and similar tracking technologies (like web beacons and pixels) to access or store information. By using these cookies we may process your personal data, such as your IP address and information on the use of our website.

Our website uses essential cookies that, among other things, ensure that the website works properly. In addition, we use analytical cookies to measure the use and effectiveness of our website. For the analytical cookies we ask your permission. We do not use third party, tracking and/or targeting cookies.

You can control your cookie settings by clicking on the button 'cookie settings' on our website. You can also delete at any time the cookies already placed cookies from the hard disk of your computer, tablet or phone.

## What are your rights?

Data subjects have several rights under the General Data Protection Regulation (GDPR). To execute your rights, you can contact Eve Woods via the contact details above. We will get back to you within one month but may extend our decision-making period by another two months if this is necessary to form an adequate response.

These rights can also be exercised against our Parent in respect of the personal data it processes. The contact details for our Parent are set out further above.

For completeness, where we act as joint controller with our Parent:

- We will be primarily responsible (as between us and our Parent) for assessing and if applicable notifying a data breach;
- Please feel free to use SDGI UK as your primary point of contact in respect of personal data for which we act as joint controller with our Parent.

### Right to file a complaint

You have the right to file a complaint regarding the processing of your personal data with the Information Commissioner's Office at any time. Of course, you are also always welcome to file a complaint directly with us.

### Right to withdraw consent

If you have given us our consent to process data, you have the right to withdraw your consent at any time. Withdrawing your consent does not mean that the processing of your personal data before the withdrawal becomes unlawful.

### Right of access

You have the right to obtain confirmation as to whether or not personal data concerning you is being processed, and, where that is the case, you have the right to receive copies of said data. Exceptions apply.

### Right to rectification

You have the right to rectify inaccurate personal data that concerns you. You also have the right to complete incomplete data, taking into account the purposes of processing.

### Right to restriction of processing

You have the right to obtain restriction of processing where one of the following applies:

- The accuracy of personal data is contested by you, in which case we will pause the processing until we have verified the accuracy of your personal data;
- The processing is unlawful and you do not want us to erase your personal data;
- The personal data is no longer necessary for our purposes, but you require us to store the data for purposes of establishing, exercising or defending a legal claim;
- You have objected to the processing pursuant to your right to object and you are pending the verification of whether your interests override the legitimate grounds of SDGI UK to process your data.

### Right to object

If the processing of your data is based on a legitimate interest of SDGI UK, you have the right to object to said processing activity grounds relating to your particular situation. We will no longer process your personal data unless we demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms or unless we have the need for the data for the establishment, exercise or defense of legal claims.



## Right to be forgotten

In some cases, you will have the right to be forgotten. This means that we will have to erase all data concerning you. This right applies in the following cases:

- The personal data is no longer necessary in relation to the purposes for which they were collected;
- If processing was based merely on consent and you withdraw your consent;
- You've successfully used your right to object;
- The processing is or was unlawful;
- The retention period has lapsed;

The right to erasure does not apply if SDGI UK has a legal obligation to process data or it is necessary for us to establish, defend or exercise a legal claim.

## Right to data portability

Insofar that SDGI UK processes your data by automated means based on your consent or to execute a contract we have entered into with you, you have the right to receive the data provided to us by you in a structured, commonly used and machine-readable format. You may also request us to transfer the data directly to another controller.

## Will this privacy statement be updated?

We have tried to be complete in writing this privacy statement, but we may have to edit the content as our business and or data processing changes. Please download the latest version on our website to find the most recent information on the way we process your data. You will not receive an e-mail that announces any changes, unless you explicitly ask us to inform you.