

PRIVACY STATEMENT EMPLOYEE DATA PROCESSING



Enza Zaden South Africa (Pty) Ltd.
September 2021

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ENZA ZADEN PRIVACY STATEMENT EMPLOYEE DATA PROCESSING VERSION SEPTEMBER 2021

Enza Zaden South Africa (Pty) Ltd. (hereafter “**Enza Zaden**”) is committed to protecting the privacy and security of personal data of all personnel directly or indirectly contracted by Enza Zaden, including prospective, current and former employees, interns, temporary hires (hereafter “**Employees**”). Enza Zaden has created this Privacy Statement Employee Data Processing (hereafter “**Privacy Statement**”) to explain Employees about how Enza Zaden collects and uses personal data.

The contact information for inquiries regarding this statement is Enza Zaden South Africa (Pty) Ltd., Portion 26 of Farm 27, R304, Koelenhof, Stellenbosch 7605, South Africa, Matome Ramokgopa (general manager) privacy@enzazaden.com

Overview

This Privacy Statement answers the following questions:

1. Does this Privacy Statement apply to you?
2. Why and on which legal basis does Enza Zaden process personal data?
3. Who has access to your personal data?
4. How long will Enza Zaden keep your personal data?
5. What measures does Enza Zaden take to protect your personal data?
6. Where does Enza Zaden store and transfer your personal data?
7. What rights can you exercise in relation to your personal data?
8. What if you have other questions or a complaint?
9. Updates to this Privacy Statement

1. Does this Privacy Statement apply to you?

This Privacy Statement applies to you if you are an Employee (applicant, intern or employee) of Enza Zaden.

2. Why and on which legal basis does Enza Zaden process personal data?

Enza Zaden collects, processes, and stores personal data of Employees in connection with following human resources activities:

- **Recruitment administration and assessments:**
Enza Zaden processes personal data of job applicants for the purpose of assessing possible candidates for Enza Zaden vacancies. The following categories of data may be processed:
 - *Contact information* such as your name, address, e-mail address and phone number.
 - *Personal information* such as your age, gender, date and place of birth, nationality.
 - *Job application details* such as your resume, motivation letter, references, scholar information and, where appropriate for a specific position, a certificate of conduct or other relevant documents such as an assessment to support the application.

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You may decide yourself to share specific personal data with Enza Zaden in the course of your application, such as your picture and details about your hobbies and activities in your free time. By sharing such data, which potentially could reveal special types of data, such as your religious beliefs or political persuasions, you give your consent to the processing of these data by Enza Zaden. Please note that you are free to withdraw your consent at any time as explained further below in this Privacy Statement (see under *What rights can you exercise in relation to your personal data?*).

In addition to information provided directly by you Enza Zaden may collect recruitment-related personal information and reports from third parties such as recruiters, background check companies, assessment companies, government authorities, former employers and references you provide. Enza Zaden may also collect personal information from publicly accessible sources with professional intent such as public social media profiles on LinkedIn.

The legal basis for processing personal data of candidates is that processing is necessary to fulfill Enza Zaden's legitimate interest in hiring the most qualified applicants.

- **Employee Management**

Enza Zaden processes personal data of Employees for the purpose of;

- **Employee and payroll administration**, e.g. administering salaries, compensation and benefits, payments, processing salary slips, submission of PAY tax declarations, tax issues and providing an insight to travelling costs and expenses. The following categories of data may be processed:
 - *Contact information* such as your name, address, e-mail address and phone number.
 - *Personal information* such as your age, gender, date and place of birth, nationality, marital status, partner and children, your ID number and your bank account number.
 - *Professional information* such as your position/job title, the department you currently work at, your business photo, the salary scale that is currently applicable to you, your work hours, possible limitations with regard to job execution (e.g. disabilities/allergies), registration of working with hazardous substances, your pension details and sickness absence.

The legal basis for this processing of Employee personal data is that processing is necessary for the performance of the contractual relationship with you, to comply with statutory legal obligations of Enza Zaden (e.g. obligations under applicable fiscal law), and/or applicable professional regulations (e.g. tax credit on research activities).

- **Employee management performance policy**, e.g. career and talent development, performance evaluations, evaluating workload. The following categories of data may be processed:
 - *Contact information* such as your name and email address.
 - Professional information - salary scale, department, job title.
 - *Performance related information* – diplomas, certificates, results of performance assessment.

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The legal basis for this processing of Employee personal data is that processing is necessary for the performance of the contractual relationship with you and/or necessary to fulfill Enza Zaden's legitimate interest in improving the performance of Employees as a crucial instrument to improve business performance.

- **Screening Program for Airfreight security**, e.g. where appropriate for a specific position, specifically shipping of products, employees must be screened to comply with airfreight legislation (access to specific secured area or buildings).
The following categories of data may be processed for this purpose:
 - *Contact information* such as name, e-mail address, company name, phone number;
 - *Personal information* - driving license/ identification card number (which data can be linked to other employee data).
 - *Screening related information* - Certificate of Conduct (if allowed), date of obtaining the Certificate of Conduct, data of the trainings followed, date & time of arrival & departure.

The legal basis for this processing is that processing is necessary to fulfill Enza Zaden's legitimate interest in securing that an Employee is qualified for a specific job. Furthermore, the processing is necessary to comply with a legal obligation of Enza Zaden and/or necessary to fulfill Enza Zaden's legitimate interest in improving and accelerating procedures at the airport as a crucial instrument to improve business performance.

- **Internal Travel Agency related activities**, for travel related activities like booking, visa, and car rental.
The following personal data may be processed for this purpose:
 - *Contact information* - name, address, telephone number and email
 - *Personal and travel related information* - age, gender, date of birth, place of birth, nationality, marital status, social security number, passport number, copy of identity card, parental & children details for visa requests, destination and (personal) travel details.

The legal basis for this processing of Employee personal data is that processing is necessary for the performance of the contractual relationship with you and/or necessary to fulfill Enza Zaden's legitimate interest in streamlining the administrative process concerning business travels and related visa requirements. Enza Zaden may ask for your consent to keep a copy of your passport and, where required under local law, transfer a copy to a competent authority abroad for the purpose of complying with visa requirements. You are free to decide whether you wish to provide a copy for this purpose. There will be no negative consequences in case you do not wish to cooperate, other than that you will have to take care of visa requirements yourself. Furthermore, please note that you are free to withdraw your consent at any time as explained further below in this Privacy Statement (see *under What rights can you exercise in relation to your personal data?*). More information about the Enza Zaden travel policy can be found in the [Global Travel Policy Enza Zaden](#) as published on Enzaplaza.

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- **Facilities**

- **Protecting Security of Enza Zaden premises, buildings, properties and staff.**

The following personal data may be processed for this purpose:

- *Contact information* – name, telephone number;
- *Professional information* - employee registration number, Department and position
- *Security related information* – access details (date, time, location, granted/refused), video recording.

The legal basis for this processing of Employee personal data is that processing is necessary to fulfill Enza Zaden's legitimate interest in securing access to Enza Zaden premises and buildings as well as protecting the security of Enza Zaden, its Employees, visitors and properties.

- **Track and trace Company Pool Cars** to identify a driver in case of damage to the car or fines.

The following personal data may be processed for this purpose:

- *Contact information* such as name driver
- *Information relating to the use of company cars* Usage details (date, location, km's driven).

The legal basis for this processing of Employee personal data is that processing is necessary to comply with a legal obligation of Enza Zaden (e.g. fiscal requirements, payment of fines) and/or fulfill Enza Zaden's legitimate interest in investigating damage to cars or factual circumstances at the time fines were imposed.

- **Administration of Lease Cars.** Enza Zaden records the details of lease car arrangements with Employees as fringe benefits and to comply with fiscal requirements and identification of the driver in case of damages or fines.

The following personal data may be processed for this purpose:

- *Contact information* – Name and email address.
- *Professional information* - Employee number.
- *Information relating to the usage of the cars* – driven kilometers and dates.

The legal basis for this processing of Employee personal data is that processing is necessary for the performance of the contractual relationship with the employee (fringe benefits) and necessary to comply with a legal obligation of Enza Zaden (e.g. fiscal requirements).

- **Communication with (former) Employees.** To send you product information, internal magazines, digital newsletters, registration for events and Christmas gifts, and to create business cards.

The following personal data of Employees may be processed for this purpose:

- *Contact information* – name, e-mail address;
- *Professional information* - function title, department, office address, phone number, e-mail address.

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The legal basis for this processing of Employee personal data is that processing is necessary for the performance of the contractual relationship with you and/or necessary to fulfill Enza Zaden's legitimate interest in maintaining relationships with former Employees.

- **Website.** The website of Enza Zaden keeps track of cookies to see what people visit on our website, to measure statistics and traffic of the Enza Zaden internal website EnzaPlaza and to measure employee satisfaction. More information is provided in the [Enza Zaden cookie policy](#).
- **Pictures.** Enza Zaden processes pictures of Employees to develop and distribute marketing material.

The following personal data of employees may be processed for this purpose:

- *Personal information* – name and picture;
- *Professional information* – function and department.

The legal basis for this processing of Employee personal data is the consent of the Employees involved. You may be invited for a photo shoot and you are free to decide whether you wish to cooperate. There will be no negative consequences in case you do not wish to cooperate. Furthermore, please note that you are free to withdraw your consent at any time as explained further below in this Privacy Statement (see under What rights can you exercise in relation to your personal data?). Furthermore, processing of personal data for this purpose is necessary to fulfill Enza Zaden's legitimate interest in developing and distributing marketing material.

- **ICT management.** To arrange valid access approval to processes and files, to protect technology and trade secrets, to manage printing facilities, to arrange ICT-support, to allow ICT to implement and manage authentication and authorization policies in the ICT network, cost management, management of devices (computers, laptops, smartphones) software, applications and licenses, and to secure ICT systems, processes, files, e-mail, web pages and devices by detecting and preventing spam, malware and the leakage of company data by encrypting, monitoring and analyzing data and performing policy enforcement. Employees, for example, have to comply with the Enza Zaden Computer Internet and E-mail policy, which includes the regulations imposed by Enza Zaden on the use of Internet and ICT Facilities and includes the rules for ICT, internet and e-mail monitoring by Enza Zaden.

The following personal data of employees may be processed for this purpose:

- *User identification details* – user name, full name, birth day and month (optional), picture (optional), logon, logoff time and device, authorization details, access to files, applications and other resources.
- *Service management information* – name and e-mail address issuer, name and e-mail address executor, incident details.
- *Information relating to SharePoint (Enza Plaza)*
Additional to all applications: Picture, birthday and month, date and time of creation, updates and deletions of documents.

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- *Information relating to assets, device and workspace* – user name and e-mail address, device details, device health status, OS and application installed, application usage details incl. time of use .
- *Spam and malware prevention and detection* – user identification details, malware detection event details, web page visit history, e-mail history, metadata of process and file use, metadata of web page visit.
- *Network protection, Intrusion detection and prevention* – user identification details, intrusion detection event details, and data communication details
- *Data leakage prevention* – User identification details, policy violation event details, metadata of process and file use, metadata of web page visit, metadata of print activity, analysis of device and data usage to detect malicious behavior.
- *Print management* – user identification details, print details.

The legal basis for this processing of Employee personal data is that processing is necessary to fulfill Enza Zaden's legitimate interest in securing access to Enza Zaden ICT systems, protecting technology and trade secrets, preventing and detecting ICT security incidents, reducing costs and securing compliance with Enza Zaden's policies such as the *Computer Internet and E-mail Policy*.

- **Legal Business process execution and internal management.** For corporate housekeeping, contract management, IP registration, Variety Registration, Speak-up procedure and to resolve disputes, complaints, Speak Up reports (if not anonymous) or legal procedures.

The following data may be processed for this purpose:

- *Corporate housekeeping and contract management related information* name, address, date of birth, place of birth (of directors, managers, authorized representatives, shareholders, supervisory board) company name, director, authorized representative, address, registration code (of contract parties).
- *IP registration, Variety Registration related information* name, function, home address (of breeders, developers/inventors).
- *SpeakUp reports, disputes, complaints or legal procedures related information* – name, function, home address (of complainer, plaintiff), content of the complaint, claim, dispute, legal procedure.

The legal basis for this processing of Employee personal data is that processing is necessary to comply with a legal obligation of Enza Zaden (e.g. corporate housekeeping) and/or fulfill Enza Zaden's legitimate interest in protecting its IP-rights and keeping overview of contractual arrangements.

3. Who has access to your personal data?

Enza Zaden may share your personal data with the following parties and individuals in the following circumstances:

- Enza Zaden may share your personal data with data processors, i.e. parties processing personal data on our behalf. In such cases, these other third parties may only use your personal data for the purposes described above and only in accordance with our instructions;

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- Enza Zaden's employees may have access to the personal data. In such a case, access will be granted only if necessary for the purposes described above and only if the employee is bound by an obligation of confidentiality;
- Enza Zaden may share your personal data if this is necessary to pursue the purposes set out above, for example to rental car companies and hotels in the context of booking business travels, to bailiff's offices and their employees in case of garnishment, pension insurance company, the company doctor, airlines, telecom providers, immigration authorities.
- Enza Zaden may share your personal data if required to do so by law or court order, for example with law enforcement agencies or other governmental agencies.

4. How long will Enza Zaden process your personal data?

Unless a specific retention period is mandated or permitted under applicable law, for example under fiscal law, Enza Zaden will only retain your personal information for the duration of time necessary to fulfill the purposes described in this Privacy Statement.

This means that, in some cases, we may retain your personal information for a period following termination of your relationship with Enza Zaden. As a rule, we will retain Employee data for up to two years after the end of the employment relationship however, data will be cleared where possible during this retention period.

However, if special situations arise, for example in the event of a dispute or claim, or in case of a legal or regulatory obligations we may secure evidence and store data for a longer period.

Data retention policy periods summary, insofar relevant to this Privacy Statement

- Recruiting administration – four (4) weeks after the end of the application procedure and one (1) year with the applicants consent;
- HR and Payroll Employee data – up to six (6) years after the end of the employment relationship or as long as required under applicable (tax) law;
- Physical access security – up to a maximum fourteen of (14) days after the access event and up to 1 year for data that is directly related to intrusion attempts;
- Track & Trace of company cars – as long as needed to comply with applicable (tax) law
- Travel data – up to six (6) year after the event and as long as required under applicable (tax) law;
- IT Service management – up to 180 days after the end of the employment relationship
- IT Security logging – up to 180 days after the event, up to 1 year for data that is directly related to malicious events.

This summary should be considered indicative. Detailed data retention periods, considerations and justification are part of the separate [Data retention policy](#).

Our retention policies reflect applicable local statute of limitation periods and national statutory obligations of Enza Zaden. If you wish to have more information about Enza Zaden's data retention policy applicable to your data, please contact privacy@enzazaden.com.

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5. What measures does Enza Zaden take to protect your personal data?

Enza Zaden has taken appropriate technical and organizational measures to protect your personal data against accidental or unlawful processing, including by ensuring that:

- your personal data is protected against unauthorized access;
- the confidentiality of your personal data is assured;
- the integrity and availability of your personal data will be maintained;
- personnel is trained in information security requirements;
- Actual or suspected data breaches are reported in accordance with applicable law.

6. Where does Enza Zaden store or transfer your personal data?

The personal data we collect from you may be processed outside the RSA. Due to the international nature of our business and the services to our clients, Enza Zaden may transfer information, including limited personal data of Employees to locations outside the RSA. It may also be processed by staff operating outside the RSA who work for one of our affiliated companies. Specifically, your data may be transferred to the countries where our business, clients and suppliers are located.

In any case, where we transfer personal data outside the RSA, Enza Zaden shall ensure that such a transfer is subject to appropriate safeguards. In most cases, such transfer will be governed by a contract based on the model contractual clauses for data transfer as defined in POPI and GDPR.

7. What rights can you exercise in relation to your personal data?

You can exercise a number of rights in relation to your personal data, which are explained below. In each case, please use the contact details below if you would like to exercise any of your rights. Note that in many cases, your rights are not absolute and we may not be required to comply with your request.

Right of access

You are entitled to a copy of the personal information we hold about you and to learn details about how we use it. Your personal data will usually be provided to you digitally.

Right to rectification

We take reasonable steps to ensure that the information we hold about you is accurate and complete. However, if you do not believe this is the case, you can ask us to update or amend it.

Right to erasure

In certain circumstances, you have the right to ask us to erase your personal information, for example, where the personal information we collected is no longer necessary for the original purpose or where you withdraw your consent. However, this will need to be balanced against other factors. For example, we may not be able to comply with your request due to certain legal or regulatory obligations. Please see *Enza Zaden's data retention policy*, as published on Enzaplaza, for more information.

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Right to restriction of processing

In certain circumstances, you are entitled to ask us to (temporarily) stop using your personal information, for example, where you think that the personal information we hold about you may be inaccurate or where you think that we no longer need to use your personal information.

Right to data portability

In certain circumstances, you have the right to ask that we transfer personal information that you have provided to us to a third party of your choice.

Right to object

You have the right to object to processing which is based on our legitimate interests. Unless we have a compelling legitimate ground for the processing, we will no longer process the personal data on that basis when you file an objection. Note however, that we may not be able to provide certain services or benefits if we are unable to process the necessary personal data for that purpose.

Rights relating to automated decision-making

You have the right not to be subjected to automated decision-making, including profiling, which produces legal effect for you or has a similar significant effect. Enza Zaden does not apply automated decision-making.

Right to withdraw consent

We may ask for your consent to process your personal data in specific cases as further explained in this Privacy Statement. When we do this, you have the right to withdraw your consent at any time. Enza Zaden will stop the further processing from the moment of withdrawal of your consent. However, this does not affect the lawfulness of the processing before consent was withdrawn.

We will respond to your request and provide you information on any action taken or reasons for not taking action within one month after receipt of your written request. This period may be extended with two months taking into account the complexity and number of requests. We shall inform you regarding such delay within one month after receipt of your request.

8. What if I have other questions or complaints?

Questions or complaints regarding the processing of your personal information should be directed to your local HR representative.

Alternatively, you can send your questions or complaints to Matome Ramokgopa (general manager): privacy@enzazaden.com

9. Updates to this Privacy Statement

Enza Zaden may update this Privacy Statement from time to time and in case an amendment will have serious impact on Employees, Enza Zaden will actively inform them about such amendment. Enza Zaden will publish an up-to-date Privacy Statement on the website at all times, indicating the latest amendments including a time stamp.