

## 02.018 Metalor data privacy Policy

In this policy, “Metalor” stands for Metalor Technologies International and all its subsidiaries. Metalor is committed to safeguarding your privacy. Please read the following to understand how your personal information will be treated. From time to time, Metalor may make changes to this privacy statement to reflect changes in its business or to serve you better. Metalor will use reasonable efforts to publish any such changes in the privacy statement, such as posting on this website. You should review this policy periodically to inform yourself of any changes. Users are bound by the then-current version of this privacy statement.

### **Metalor protects your privacy through the following basic principles:**

1. You will be advised when Metalor is collecting information about you and it will be made clear how that information is to be used. The types of personal information that Metalor may collect include:
  - contact information (such as name, postal address, telephone number and email address);
  - employment information (such as title, division and employer);
  - login credentials required to do business with Metalor on line platforms;
  - other personal information submitted by current or prospective customer, suppliers and subcontractors, such as Social Security number, tax ID number, passport or ID copies, personal history and other information required in terms of compliance;
  - other personal information submitted by job applicants, such as a résumé or C.V., work authorization information, education history, information about security clearances, citizenship information etc.
  - the so called “cookies” when navigating Metalor web site (see below section 5)
2. You will be able to choose whether or not you want to provide that information. However, If you choose not to provide some information, for example related to Metalor Due Diligence compliance process or your credit status, it may not be possible for you to proceed with your chosen business activity with Metalor.
3. Metalor may use the information described above to:
  - provide products and services;
  - send you promotional materials or other communications;
  - communicate with you about, and administer your participation in, special events, programs, offers, surveys and market research;
  - respond to your inquiries;
  - process employment applications, including by assessing qualifications, verifying information, and conducting reference or other employment-related checks;
  - evaluate potential suppliers and subcontractors and manage the relationships with them;
  - provide and administer human resources services for Metalor employees;
  - perform data analyses (including anonymization and aggregation of personal information);
  - operate, evaluate and improve our business (including developing new products and services; enhancing and improving our products and services; managing our communications; analyzing our products, services and communications; and performing accounting, auditing, compliance and other internal functions); and

- comply with and enforce applicable legal requirements, relevant industry standards and our policies, including compliance.
4. Any information collected about you will be secure and not shared with any third parties, unless you give prior permission for that information to be shared. However, Metalor may have to disclose personally identifiable information it considers necessary in order to comply with court orders, governmental or law enforcement requests, or to a third party to which ownership of Metalor is transferred via an acquisition, merger, sale of assets, etc. Information may be shared with and transferred to Metalor subsidiaries or service providers, but only when necessary to fulfill your request or to perform obligations under your relationship with Metalor. In this respect we may transfer the personal information we collect about you to recipients in countries other than the country in which the information originally was collected. Those countries may not have the same data protection laws as the country in which you initially provided the information. When we transfer your information to recipients in other countries, we will protect that information as described in this Policy. We maintain safeguards to protect your personal information from unauthorized or inappropriate access. We restrict access to your information to those who need to know the information in order to respond to your request.
  5. Cookies: Our Web Site is setup to use “Cookie” technology, to allow visitors to gain automatic access (without registering each time) to specific information or functionalities (if available) on the Web site. The Metalor Cookies are also used to set preferences whenever data is submitted through contact forms, remembering your user details for future correspondence. In some cases, we also use third-party cookies (eg. Google analytics) to provide us a user-traffic analysis to understand how our Web site is used and how we can improve your experience. For additional information on cookies, please refer to the Wikipedia definition [https://en.wikipedia.org/wiki/HTTP\\_cookie](https://en.wikipedia.org/wiki/HTTP_cookie)
  6. Metalor's website may contain links to other sites. We are not responsible for the content, security, or privacy practices employed by other sites. You will be informed when linking to an external site.
  7. You have the right to request from Metalor access to and rectification or erasure of your personal data, including restriction and objection of processing thereof. For this purpose you may contact Metalor at the following address:

**Metalor Technologies SA**

Head of IT Department

Rue des Perveuls 8

2074 Marin

Neuchatel – Switzerland

Email: [corporate@metalor.com](mailto:corporate@metalor.com)

8. Because Metalor offers a wide range of business opportunities for its customers and suppliers, the amount of information Metalor needs to collect in order to serve you in a particular business transaction will sometimes vary from case to case. Regardless of the amount of information collected, the principles listed above will apply.
9. The present data privacy policy is governed by Swiss law. By applying for a business relationship with Metalor, you hereby expressly agree that any proceedings arising out of or relating to the personal data submitted to Metalor or to this data privacy policy shall be submitted to the exclusive jurisdiction of the Courts of Neuchâtel, Switzerland.