

	Group Data Protection Policy	Doc. No. G AA 112 05 Rev. 00
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1 Objective

Hitachi Zosen Inova AG (“**HZI**”) and its subsidiaries¹ and related entities (collectively the “**Group**”) respect the privacy rights of individuals and treat personal information in accordance with the law and this Policy.

This Policy sets forth the rules and principles which the Group adheres to in processing Personal Data subject to the EU General Data Protection Regulation ² and applicable State legislation.³

In this Policy “**Personal Data**” is any information relating to an identified natural person or a person who may be identifiable by reasonable means (the “**Data Subject**”) that is obtained in the context of an individual’s relationship with the Group. Personal Data include without limitation employment data, customer, partner and supplier data.

“**Processing**” is any operation performed on Personal Data, in any form, whether or not by automated means, such as the collection, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, deletion of Personal Data. “To process” means to perform any such operation.

¹ Subsidiaries means all HZI’s wholly and majority-owned entities.

² Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (“**GDPR**”) <http://data.europa.eu/eli/reg/2016/679/oj>

³ Swiss Federal Data Protection Act or similar domestic legislation.

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References to “we”, “us”, “our” in this Policy are references to the Group or the Group entity responsible for processing Personal Data. Generally that entity is responsible also for obtaining the Personal Data.

This Policy applies to all the Personal Data we obtain through our properties and activities, including through websites and mobile applications, in connection with our sales, marketing, client, partner and supplier engagements, in connection with recruiting and generally from third-party sources (collectively the “Sources”).

This Policy describes how we may use Personal Data, whom we may share them with and how the Data Subject may exercise her or his rights regarding our Processing. This Policy describes also the measures we take to safeguard Personal Data and how the Data Subject can contact us or make complaints about data protection.

2 Personal Data

The types of Personal Data we may obtain through the Sources include:

- contact information such as name, phone, email and postal address for individuals;
- information used to create online accounts such as username, password, security question and answer;
- biographical and demographic information such as date of birth, age, gender, job title or position, marital status, children and other family information;
- financial information such as payment information, including name, billing address and payment card details, bank account information, financial statements, income, credit score;
- location data such as data derived from IP address, country and zip code and geolocation of a mobile device;
- contact information the Data Subject has provided about friends or other people he or she would like us to contact;
- other personal information in contents the Data Subject submits to us such as through our “Contact Us” website page.

3 Processing Personal Data

3.1 Principles

Providing us with Personal Data is voluntary on the part of the Data Subject. Provided that where a Data Subject chooses not to provide us with information, we may not be able to offer him or her certain products or services, or he or she may not be able to access Group information.

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The legal basis for us Processing Personal Data is one or more of the following:

- Data Subject’s Consent⁴;
- Performance of a contract with the Data Subject or a relevant party;
- Our legitimate business interests;
- Compliance with our legal obligations.

In Processing Personal Data we observe the following principles:

- Confidentiality: We keep Personal Data confidential, except where disclosure is allowed in accordance with this Policy and law. We maintain confidentiality even after the relationship with the Data Subject has ended.
- Consent: We Process Personal Data after obtaining the Data Subject’s Consent. Where we have obtained such Consent, we provide a process to allow the Data Subject to withdraw her or his Consent at any time without charge.
- Fairness: We Process Personal Data fairly and lawfully.
- Limited Duration: We take steps to keep Personal Data only for as long as necessary for the purposes for which it is collected and used, and we delete or render it anonymous after such retention requirements have been met.
- Purpose: We limit the Processing of Personal Data to the fulfilment of our legitimate purposes. Our Processing must be compatible with such purposes unless we have the Consent of the Data Subject to Process the Personal Data for unrelated purposes.
- Proportionality: We limit the Processing of Personal Data to that which is relevant and not excessive in relation to the purpose for which we have collected it.
- Quality: We take steps to ensure that Personal Data is accurate and up to date.
- Security: We take steps to protect Personal Data with appropriate technical and organizational measures to ensure its integrity, confidentiality, security and availability.
- Transparency: Where required by law, we make available to Data Subjects information about the purposes and nature of Processing their Personal Data, intended recipients and data transfers, Sources, how Data Subjects may exercise their rights regarding Personal Data. Where we collect Personal Data through the internet or other electronic means, we will post a privacy notice with these elements.

⁴ “Consent” of the Data Subject means the freely given, specific, informed and unambiguous indication of the wish by which he or she, by a statement or a clear affirmative action, signifies agreement to the Processing of Personal Data relating to him or her for one or more specific purposes.

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3.2 Purposes

In general we Process Personal Data:

- where we have a legitimate interest that justifies the Processing,
- where necessary for the performance of a legal relationship between us and the Data Subject,
- where necessary to comply with an obligation imposed by law or governmental authority,
- in exceptional situations threatening the life, health or security of the Data Subject.

We may Process the Personal Data to:

- provide our products and services;
- process and fulfill contracts and keep Data Subjects informed;
- communicate about our products, services, events, programs and promotions;
- perform data analytics such as trend analysis, financial analysis, customer segmentation;
- provide customer support;
- process, evaluate and respond to requests, inquiries and applications;
- create and administer the Data Subject’s account;
- provide investor services;
- conduct marketing and sales activities;
- operate, evaluate and improve our business such as by administering, enhancing and improving our products and services, developing new products, services managing our customer relationships, performing accounting, auditing, billing and collection activities;
- verify Data Subject’s identity and protect against fraud and other unlawful activity;
- conduct investigations and comply with and enforce applicable legal requirements, industry standards, contractual obligations and Group policies.

Where Personal Data are collected we will provide the Data Subject with the information required by the law.⁵

We may anonymize or aggregate Personal Data and use it for the purposes described above and for other purposes permitted by law.

⁵ Articles 13 and 14 of the GDPR.

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3.3 Sensitive Personal Data⁶

Where we Processes or transfer Sensitive Personal Data we will inform the Data Subject of the Processing or transfer and obtain specific written Consent for such Processing or transfer.

4 Sharing and Transferring Personal Data

We do not sell or otherwise disclose Personal Data except as described in this Policy or at the time of collection.

In sharing or transferring Personal Data we observe the following rules:

- Personal Data may be shared within the Group for the purposes indicated in section 3.
- We may transfer Personal Data to third parties hired to perform services on our behalf. The third parties will have access to Personal Data solely for the purposes of performing the specified services and may use or transfer Personal Data in accordance with this Policy and our written instructions.
- We may disclose Personal Data to other third parties: i) if we are required or permitted to do so by applicable law or legal process; ii) to law enforcement authorities or other government officials to comply with a legitimate request; iii) when we believe disclosure is necessary to prevent physical harm or financial loss; iv) to establish, exercise or defend our legal rights; v) in connection with an investigation of suspected or actual illegal activity; vi) otherwise with the Data Subject's Consent.
- We may transfer to relevant third-parties Personal Data in the event of a potential or actual sale or transfer of all or a portion of our business or assets (including in the event of a merger, acquisition, reorganization or liquidation) provided that the relevant third parties provide comparable levels of protection as the Group provides with respect to the Personal Data we share.
- We may transfer the Personal Data we collect to, and store such data in, Countries which may have different data protection laws than the Country in which the Personal Data was provided. If we do so, we will transfer the Personal Data only for the purposes described in this Policy.

5 Protection of Personal Data

We maintain technical and physical safeguards, consistent with legal requirements where the Personal Data was obtained, designed to protect against unlawful or unauthorized destruction, loss,

⁶ "Sensitive Personal Data" is a special category of Personal Data consisting in information about inter alia ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sex life, health or medical records, criminal records.

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alteration, use or disclosure of the Personal Data provided to us through the Sources. Additional protective measures (e.g. encryption) are taken to protect Sensitive Personal Data.

6 Data Protection by Design

When designing and developing products and services that are based on the Processing of Personal Data or Process Personal Data to fulfil their task, we take into account the right to data protection and, with due regard to the state of the art, we take steps to ensure that controllers and processors are able to fulfil their data protection obligations.

7 Rights of the Data Subject

An individual who has established his or her identity to us may exercise the following rights in relation to Personal Data we hold about him or her:

- Access: We will provide a Data Subject the Personal Data about him or her that we hold, including information concerning the Source of the Personal Data, the purposes of any Processing by us and the recipients to whom such Personal Data is disclosed.
- Correction and Deletion: Data Subject’s valid requests for correction or deletion of incomplete, inaccurate or excessive Personal Data will be respected, except that deletion will not be performed where retention is required by the contractual relationship between us and the individual, in connection with a legal dispute or as permitted or required by law.
- Objection: We will cease or temporarily restrict the Processing of Personal Data where a Data Subject’s objection is justified under this Policy or the law, for example where her or his life or health is at risk due to the Processing. A Data Subject has the right to object to decisions based solely on automated processing of Personal Data that produce legal effects which significantly affect the Data Subject, except where the Data Subject requested the Processing, or when necessary for the legal relationship between us and the Data Subject.
- Complaints: A Data Subject who suffered damage as a result of non-compliance by a Group entity with this Policy may file a complaint with the Data protection Officer or Compliance Officer, or with our complaint handling processes if other channels are unavailable:
 - cdpo@hz-inova.com
- Enforcement: A Data Subject who suffered damage as a result of an unlawful Processing or a breach of applicable law may direct recourse to the competent courts in the State the Group entity that Processed Personal Data unlawfully has its seat.
- To request to exercise these rights the Data Subject may contact us as indicated in section 11 of this Policy.

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8 Retention of Personal Data

To the extent permitted by law, we retain Personal Data as long as it is needed for the purposes for which we obtained it, in accordance with this Policy or we have another lawful basis, stated in this Policy or at the point of collection, for retaining that information beyond the period for which it is necessary to serve the original purpose.

9 Changes to the Policy

This Privacy Policy may be reviewed and updated periodically without prior notice to Data Subjects to reflect changes in our information and data protection practices.

10 Data Protection Organization

HZI appoints the Group Data Protection Officer (the “DPO”). The DPO may hold the position of Compliance Officer.

The DPO ensures compliance with this Policy, implements and proposes updates and modifications of this Policy, audits this and other Group policies for data protection at appropriate intervals. The DPO is the primary point of contact within the Group for any information, action and complaint regarding this Policy and data protection matters.

HZI may designate Group employees as data protection administrators for one or more Group entities or geographic areas.

11 How to Contact Us

If you have any questions or comments about this Policy or if you would like us to update Personal Data we have about you, please write to us at:

Data Protection Officer
Hitachi Zosen Inova AG
Hardurmstrasse 127
8005 Zurich, Switzerland
Email cdpo@hz-inova.com