



Data Protection Policy

Aisin Europe

V 1.0 (25/05/2018)



For a Better Tomorrow

AISIN GROUP

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1. Introduction

In the exercise of its activities Aisin Europe deals with various data, both commercial and personal data. Aisin Europe processes personal data of various categories of identifiable persons, such as workers, customers, suppliers, website users, subscribers and other stakeholders.

Aisin Europe understands the importance of the protection of personal data and the concerns of its workers, (contact persons of) customers, (contact persons of) suppliers and other persons with whom it has contacts in terms of processing of their personal data. When processing personal data, Aisin Europe always carefully considers their protection.

Various people within the company may have access to the personal data of its workers (the term worker should be understood as: all those working for Aisin Europe, including service providers and independent consultants, temporary workers such as interim workers, trainees, students, volunteers, former workers) and other people (customers and suppliers) in the performance of their duties. Each of these persons within Aisin Europe is bound by this policy.

This policy is designed to provide a uniform minimum standard for the protection of personal data applicable to Aisin Europe S.A. and its respective subsidiaries, with registered office address at Avenue de l'Industrie 21, Parc Industriel, 1420 Braine-l'Alleud, Belgium, unless other binding regulation on the protection of personal data imposes more stringent obligations and conditions.

All entities within Aisin Europe ensure compliance with this policy. Anyone with access to the personal data processed by Aisin Europe must comply with this policy. Failure to comply with this policy may result in disciplinary measures / sanctions, such as a warning, dismissal or other sanction authorized by law, without prejudice to Aisin Europe's right to bring civil or criminal proceedings.

2. Contact point for the protection of personal data

Aisin Europe has created a **GDPR contact point**, to ensure the implementation and enforcement of the General Data Protection Regulation (also called "GDPR") and this policy.

To exercise any of your rights (see article 7 of this policy), or if you have any other questions about how Aisin Europe uses your personal data, please e-mail **privacy@be.aisin-europe.com** or write to Aisin Europe by registered letter at the address below :

*Aisin Europe GDPR Contact
Avenue de l'Industrie 21, Parc Industriel, 1420 Braine-l'Alleud, Belgium*

3. Definitions

The GDPR is an abstract subject, which has its own language. Below are some definitions that will help you better understand the terminology and, by extension, this policy.

a. Legal grounds

Various laws may apply depending on the specific case of the processing of personal data.

The basic principles and obligations are contained in Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. This regulation is also known as the General Data Protection Regulation (GDPR). Directive 2002/58/EC of the European Parliament and of the Council of 12 July 2002 concerning the processing of personal data and the protection of privacy in the electronic communications sector applies in special cases (e.g. processing location data, the use of cookies).

In addition to the European regulations, the specific Belgian legislation on data protection also applies, for example the law of 8 December 1992 on the protection of privacy with regard to the processing of personal data and the law of the June 13, 2005 relating to electronic communications.

b. Personal data

A **personal data** is any information relating to an identified or identifiable natural person, also referred to as the "data subject". A person is deemed to be identifiable when a natural person can be identified, directly or indirectly, in particular by means of an identifier (a name, an identification number, location data, an online identifier) or several specific elements specific to its physical, physiological, genetic, psychic, economic, cultural or social identity.

c. Responsible for the processing of personal data

A **controller** is a natural or legal person (a company, for example), a public authority, a service or any other body which, alone or in conjunction with others, determines the purpose and the means of the processing of personal data. (For example, Aisin Europe is a legal person, responsible for the processing of personal data of its workers as part of its staff management.)

d. Subcontractor

A **subcontractor** is a natural or legal person, public authority, service or other body that processes personal data on behalf of the controller and on the instructions of the controller.

e. Processing of personal data

A **processing of personal data** is any operation or set of operations performed or not using automated processes (e.g. software) and applied to data or sets of personal data, for example collection, the recording, organization, structuring, preservation, adaptation or modification, extraction, consultation, use, communication by transmission, dissemination or any other form of provision, reconciliation or interconnection, limitation, erasure or destruction.

f. File

A **file** is any structured set of personal data accessible according to certain criteria, whether this set is centralized, decentralized or distributed functionally or geographically.

This concerns either electronic files structured using software or applications in the cloud and folders and paper files, provided that they are organized and logically structured by a connection to people or that they are linked to people using criteria.

4. Principles applicable to the collection and processing of personal data

In addition to having its own language, the GDPR prescribes several **basic principles** that any controller must adhere. In case of doubt about the application of these principles in a specific case, do not hesitate to reach out to the **GDPR contact point** for details.

a. Legality

The GDPR requires that personal data must be treated lawfully and fairly with respect to the data subject.

Regularity of processing implies the existence of a legal basis. In principle, personal data can only be processed if:

- The processing is necessary for **the performance of a contract** to which the data subject is party or for the performance of pre-contractual measures taken at the request of the data subject.
- The processing is necessary **to fulfill a legal obligation** imposed on the company.
- The processing is necessary **to safeguard the vital interests** of the data subject or other natural person.
- The processing is necessary **for the execution of a mission of public interest** or falling within the exercise of the public authority which is invested by the company which acts as controller.
- The processing is necessary for **the legitimate interests** pursued by the company as controller or by a third party, unless the fundamental rights and freedoms of the data subject which require the protection of personal data prevail.
- **The data subject gives consent.** Aisin Europe will inform the data subject in advance of the purpose for which the data are requested, what data will be collected for processing, the right to withdraw consent, the possible consequences for the data

subject in the decision-making process, automated profiling and data transfer to third countries.

You may at any time revoke the consent you gave to Aisin Europe for processing your data for a specific purpose. Aisin Europe will stop processing your data, for which you have given your consent, and will inform you of the possible consequences of withdrawing your consent. If Aisin Europe processes your personal data for other purposes and invokes other legal grounds to do so, it may continue to process your data.

When processing personal data, Aisin Europe ensures that it is always based on at least one of the legal grounds mentioned above. If you have any questions about the legal grounds invoked, do not hesitate to reach out to the **GDPR contact point**.

Certain categories of personal data are sensitive, the data protection legislation provides for a stricter regime for these categories of data (also referred to as "sensitive data"). These are personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, as well as genetic data, biometric data allowing a person to be identified in a meaningful way, health data or data concerning a person's sexual life or sexual orientation. Data on criminal offenses or convictions is also a sensitive data.

In principle, the processing of this sensitive data is prohibited unless the company can invoke one of the exceptions. In a limited number of cases, should Aisin Europe process sensitive data, the data subject will be informed in advance. For more information about the Aisin Europe's handling of sensitive data, do not hesitate to reach out to the **GDPR contact point**.

b. Loyalty

Aisin Europe guarantees that personal data will be processed:

- For specified, explicit and legitimate purposes, and will not be further processed in an inconsistent manner with those original purposes for which the data were collected. The company will at all times clearly communicate the purposes before starting the processing.
- Within the limits of what is necessary for the purposes for which the data was collected. When possible, Aisin Europe will anonymize or pseudonymize the data in order to minimize the impact for the person concerned. This means that the name or identifier will be replaced to make it difficult or impossible to identify someone.
- For a limited period of time and as long as it is necessary for the purpose concerned.
- Correctly and, if necessary, the data will be updated. Aisin Europe will take all necessary measures to erase or correct the personal data, taking into account the purposes of the processing.

c. Transparency (personal data collected and purposes for processing)

In principle, Aisin Europe processes the personal data directly provided by the data subject and shall provide him/her with the following information:

- the identity and contact details of the controller;

- the purpose of the processing and its legal basis;
- if the controller invokes a legitimate interest in the processing of personal data, an explanation of that interest;
- the (categories of) recipients of the personal data;
- the transfer of personal data to third countries (outside the EU) or international organizations (+ on which basis);
- the retention period of the data or the criteria under which the retention period is defined;
- the rights of the data subject (including the right to withdraw consent);
- the right to lodge a complaint with the related Data Protection Authority;
- a justification if the communication of personal data is a contractual or legal obligation;
- the logic behind automated decision-making processes and their possible legal consequences for the data subject;
- if the company receives personal data from a third party, it must clearly inform the data subject of the categories of data thus received and communicate the identity of that third party.

If the data subject already has all the information, Aisin Europe will not inform the data subject unnecessarily about the processing of his/her personal data.

If Aisin Europe processes personal data for other purposes that are incompatible with the purposes for which they were initially collected (the new purpose is not described in the initial information note and the data subject cannot guess that his / her personal data will also be processed for this new purpose), the company will take all the necessary measures to process such data lawfully and will inform the person concerned.

Aisin Europe can provide information on both a collective and individual basis and will always ensure that it is written in understandable and simple language.

Some laws may contain exceptions or impose additional requirements for the provision of information to the persons concerned and to which the organization must comply. These binding legal provisions take precedence over this policy.

The personal data that Aisin Europe collects may notably include:

- *Name*
- *E-mail address*
- *Telephone number*
- *Address*
- *Financial and tax related information (eg. Bank account number)*
- *Date of birth*
- *Family circumstances (eg. Marital status)*
- *Employment and education details*
- *Pictures (eg. Company events)*
- *Posting on any social media applications and services that we provide*
- *IP address, browser type and language, access time*
- *Details for using our products and services*
- *Etc.*

Aisin Europe uses personal data to provide its customers, workers etc., with the requested services. As part of this, Aisin Europe may also use personal data in the course of correspondence relating to different services:

- *Customer management*
- *Supplier management*
- *Personnel and payroll administration*
- *Staff management*
- *Public relations*
- *Security*
- *Safety*
- *Marketing (eg. Promoshop, Newsletter)*
- *Trade information / technical sales information*
- *Etc.*

In addition to the below purposes Aisin Europe may also use your personal data collected via its websites:

- *To manage and respond to any request you submit through our websites*
- *To manage your subscription to our newsletters*
- *To receive orders from customers*

d. Protection of personal data

Aisin Europe adopts the necessary technical and organizational measures to ensure that the processing of personal data is always carried out with the appropriate safeguards to protect the data against unauthorized access or unlawful processing and against loss, destruction or damage, accidental origin. Aisin Europe use a range of physical, electronic and managerial measures to ensure that it keeps personal data secure, accurate and up to date.

- *Education and training to relevant workers to ensure they are aware of our privacy obligations when handling personal data*
- *Administrative and technical controls to restrict access to personal data on a 'need to know' basis*
- *Technological security measures, including firewalls, encryption and anti-virus software*
- *Physical security measures, such as staff security passes to access premises, clean desk policies etc.*

5. Transfer of personal data

In some cases, Aisin Europe may have to transmit personal data to third-party beneficiaries, both inside and outside the company's group. In any case, the personal data are exclusively transferred to these beneficiaries, who proceed to the processing for specific purposes, on the basis of the principle "need to know". During the transfer, Aisin Europe systematically adopts the necessary security measures, particularly with regard to the beneficiaries, in order to guarantee the confidentiality and integrity of the personal data.

The transfer to third parties may take a variety of forms, described in more detail below.

a. Transfer within the group of Aisin Europe

Third-party transfers can only intervene if Aisin Europe has respected the various principles and obligations imposed by the GDPR. This means in particular that the data subject must be informed of the transfer and its reason and that the issuing company must be able to rely on a legal basis (authorization of the person concerned, performance of a contract, justified interest, etc.) to justify this transfer.

In this further processing, the company must also comply with the other principles listed in article 5 of this policy.

If your personal data are transferred to companies in the group but located outside the European Economic Area (eg. the European Union, Norway, Iceland and Liechtenstein) Aisin Europe will provide for the appropriate guarantees described in point c.

b. Transfer to subcontractors

Aisin Europe may request a third party, a subcontractor, to process personal data exclusively on behalf of the company and on Aisin Europe's instructions. The subcontractor will not process these data for purposes that are independent of the purposes for which Aisin Europe uses the subcontractor.

Aisin Europe may decide to collaborate with these subcontractors, who provide services at the request of Aisin Europe, including for travel agencies, rental services, and other professional consultancy advice, etc.

Aisin Europe will only use subcontractors and will only provide them with personal data if a subcontract is concluded in accordance with legal requirements of GDPR.

c. Transfer to third countries - outside the European Economic Area

It is also possible that Aisin Europe transfers personal data to parties established in third countries, that is to say countries outside the European Economic Area (eg. the European Union, Norway, Iceland and Liechtenstein).

Such a transfer is possible if the country where the recipient is established offers sufficient legal guarantees for the protection of personal data and deemed appropriate by the

European Commission. In other cases, Aisin Europe has a standard contract with the recipient to provide comparable protection equivalent to that of Europe.

Where this has not occurred or is not possible, Aisin Europe may still transfer the personal data of the data subject, following the consent of the data subject, within the limits of the relationship with Aisin Europe. In order to allow the transfer, and therefore the processing, also in these cases, Aisin Europe will ask the person concerned if he/she agrees to this occasional transfer to third countries.

If you wish to obtain further information or a copy of the guarantees in force for these international transfers of your personal data, you can always follow the procedure defined in article 7.

6. Retention period of personal data

Aisin Europe will hold personal data on its systems for the longest of the following periods:

- *As long as is necessary for the relevant activity or services ;*
- *Any retention period that is required by law ; or*
- *The end of the period in which litigation or investigations might arise in respect to us or by us.*

At the end of the ultimate retention period, Aisin Europe will delete or anonymize the personal data if it still wishes to use it for statistical purposes and may retain the data for a longer period of time for dispute management, study or archiving purposes.

7. Rights of data subjects

The GDPR provides data subjects with various rights regarding the processing of personal data, so that the data subjects can continue to exercise sufficient control over the processing of their personal data.

Through this policy, Aisin Europe is already trying to provide as much information as possible to the individuals concerned in order to be more transparent about the processing of personal data. This general policy should, however, be read in conjunction with more detailed briefing notes containing further information on Aisin Europe's specific processing purposes.

Aisin Europe understands that the data subject may have other questions or want clarification on the processing of his / her personal data. Therefore, it also understands the importance of the rights it undertakes to respect, given the legal limitations imposed when exercising these rights. The various rights are described in more detail later in this policy.

a. The right of access

The data subject has the right to obtain confirmation from Aisin Europe that his or her personal data are being processed. If this is the case, the data subject can request access to his data.

The organization will inform the data subject of the following:

- the purposes of the processing
- the categories of personal data concerned
- the recipients or categories of recipients of the personal data
- the transfer to recipients established in third countries or international organizations
- if possible, the retention period of the personal data envisaged or, if this is not possible, the criteria used to determine this duration;
- the right of the data subject to request the organization to correct or delete personal data, or to limit the processing of personal data, or the right to oppose to such processing;
- the right to lodge a complaint with the relevant Data Protection Authority
- when the personal data are not collected from the data subject, all available information as to their source
- the existence of automated decision making, including profiling and useful information about the logic behind this decision-making, as well as the significance and foreseeable consequences of this processing for the data subject.

Aisin Europe also provides a copy of the personal data processed. If the data subject requests additional copies, Aisin Europe may charge a reasonable fee.

b. The right to rectification

If the data subject finds that Aisin Europe has inaccurate or incomplete data concerning him/her, the data subject has the right to report it at any time so that Aisin Europe can take the necessary steps to correct or complete the data. It is the responsibility of the data subject to provide Aisin Europe with the correct personal data.

c. The right to erasure

The data subject may request the deletion of his/her personal data if the processing does not comply with data protection regulation and within the limits of the Law (Article 17 RGDP).

d. The right to restrict processing

The data subject may request the limitation of processing if:

- the accuracy of the personal data is questioned and during the period necessary for the verification of their accuracy;
- the processing is illegal and the data subject does not wish to delete the data;
- Aisin Europe no longer needs the data, but the data subject requests that it not be deleted because he/she needs it for the exercise or justification of legal action;
- a complaint is lodged against the processing pending the explanation of the legitimate interests that take precedence over the interests of the data subject.

e. The right to data portability

Data subjects have the right to receive the personal data they have provided to Aisin Europe in a structured, commonly used and machine readable format. The data subject has the right to transmit this personal data (directly by Aisin Europe) to another controller. This is possible if the processing is based on the consent of the person concerned and on processing by an automated process.

f. The right to object

When personal data is processed for direct marketing purposes (including profiling), the data subject may still object to the processing.

The data subject may also object to the handling of a specific situation that concerns the data subject. Aisin Europe will then cease the processing unless it demonstrates that there are legitimate and compelling reasons for the processing, which override the interests of the data subject, or which relate to the exercise or justification of an action in court.

g. Automated individual decision making

The data subject has the right not to be the subject of a decision based exclusively on automated processing, including profiling, which produces legal effects that affect him/her or significantly affects him/her in a similar way, for example the evaluation of personal aspects relating to the execution of work, reliability, and solvency.

This right not to be subject to such automated decision-making does not exist when the decision is authorized by an imperative legal provision.

The data subject cannot, however, invoke this right if the decision is necessary for the creation or execution of the contract between the data subject and Aisin Europe or if it relies on the explicit consent of the data subject. In the latter two cases, the data subject has the right to the human intervention of a member of Aisin Europe and has the right to make his point of view known and to challenge the automated decision.

h. Right to withdraw consent

If the data subject has given his/her consent to Aisin Europe for a specific processing purpose, he/her can at any time withdraw this consent by reaching out to the **GDPR contact point**.

i. Procedure concerning the exercise of rights and other provisions

The data subject can exercise his/her rights by sending an e-mail or registered letter to Aisin Europe's **GDPR contact point** described in article 2 of this policy. Aisin Europe may ask the data subject to identify themselves in order to ensure that the effective exercise of the rights is requested by the data subject.

In principle, Aisin Europe responds to the request of the interested person **within one month**. Otherwise, Aisin Europe informs the data subject of the reasons for their delay in the follow-up of the request.

8. Revision of this policy

Aisin Europe reserves the right to adapt and revise this policy as it deems necessary and to continue to comply with the legal requirements and / or recommendations of the data protection supervisory authority.