

# Data Privacy Policy

## Purpose

LM Wind Power recognizes the importance of having effective and meaningful privacy protections in place when it collects, uses, and discloses Personal Employee data.

LM Wind Power should apply protective measures when handling Personal data under its control or in its possession. The purpose of this Policy Statement on Privacy and Data Protection (“Policy”) is to establish privacy standards applicable throughout LM Wind Power. In addition to the Policy, LM Wind Power will locally comply with more restrictive privacy and data protection laws or standards, which apply in jurisdictions where LM has employees.

## Background

This Policy applies to the collection, use, and disclosure of Personal data by LM Wind Power (all staff, Directors and Managers) or authorized third- party agents in any format, including to all programs, media, equipment, and any element or component of an information system capable of storing and/or treat personal data as well as all the files in paper and printed materials. LM Wind Power may develop more detailed guidance or procedures to address discrete privacy concerns involving individual LM Wind Power programs, activities, or initiatives, as appropriate. Where LM Wind Power personnel are unsure whether information qualifies as Personal data under the Policy, they should consult LM Wind Power Legal Department at [ptn@lmwindpower.com](mailto:ptn@lmwindpower.com) or [sh@lmwindpower.com](mailto:sh@lmwindpower.com)

## Definitions

The following definitions shall apply for the purposes of this policy:

### a) Personal data

Any information concerning identified or identifiable natural person. Information that on its face or in combination with other information in LM Wind Power’s control or possession identifies an individual, regardless of the format in which it is displayed (paper, electronic, etc.). This could include information, such as name, contact details, social security number and other work-related particulars, of persons representing existing or potential LM Wind Power employees.

Personal Information excludes information that LM Wind Power cannot reasonably attribute to an individual or could only attribute to an individual after expending disproportionate effort or expense or information that has been aggregated or rendered anonymous through the application of coding or other similar techniques. In other words, any processing of personal data carried out in such a way that the information obtained cannot be associated with an identified or identifiable person.

This Policy Statement supersedes any previous policy of LM Wind Power concerning Privacy and Data Protection, including the LM Wind Power policy “Compliance with European Union Data Privacy Requirements In the event of any conflict or inconsistency between this Policy and any other materials previously distributed by LM Wind Power, this Policy governs.

#### **b) Sensitive Personal data**

Any Personal Information pertaining to an individual's race, ethnic origin, health, sexual orientation, religious, philosophical, or political beliefs, union affiliation, commission of criminal offences, or other information that has been expressly designated as such under local laws applicable to LM Wind Power or its clients.

#### **c) Processing of data**

Operations and technical processes, whether or not by automatic means, such as (but not limited to) collection, recording, storage, adaptation, modification, blocking and cancellation, as well as assignments of data resulting from communications, consultations, interconnections and transfers.

#### **d) Data subject**

The natural person who owns the data undergoing the processing referred to in above.

#### **e) Consent of the data subject**

Any free, unequivocal, specific and informed indication of his wishes by which the data subject consents to the processing of personal data relating to him.

#### **f) Disclosure of data**

Any assignment or communication of data to a person other than the data subject.

## **Details**

### **1. Legitimate and Fair Use**

LM Wind Power should only process or disclose Personal data by lawful and fair means, in accordance with applicable laws, and fully observing the legal rights of individuals. LM Wind Power should only obtain or use Personal data in order to fulfill LM Wind Power's legitimate business purposes, such as (but not limited to) evaluating applications for employment with LM Wind Power, complying with applicable legal and regulatory requirements, and protecting LM Wind Power's legal rights and interests. LM Wind Power should use the minimum amount of Personal data necessary and, whenever possible, should rely instead upon anonymous or aggregated information to accomplish its business objectives. LM Wind Power prohibits any unauthorized use of Personal data by LM Wind Power personnel or its agents.

### **2. Notice to Individuals**

LM Wind Power should strive to ensure that its collection and use of Personal Information remains transparent to the relevant individuals. LM Wind Power should take reasonable steps to furnish individuals with an appropriate form of notice to inform them about

- (i) The purposes for which LM Wind Power collects and uses the Personal Information,
- (ii) How to contact LM Wind Power if the individual has any issues or concerns about LM Wind Power's use of the Personal data,

- (iii) Third parties with whom LM Wind Power shares the Personal data (including international transfers of the Personal data and disclosures within the LM Wind Power network or across LM Wind Power programs), and
- (iv) The choice and means LM Wind Power offers individuals for limiting the use and disclosure of the Personal data, unless to furnish notice would be impracticable or impossible under the circumstances.

Notices should be provided in plain language, take a written form, and be furnished to individuals before their Personal data is first collected or, if that is not possible, as soon as practicable thereafter. Individual LM Wind Power programs should decide the appropriate mechanism for imparting notice taking into account the relationship with the relevant individual, the circumstances under which the Personal data is collected, and other relevant factors. For the avoidance of doubt:

- Where LM Wind Power obtains Personal data from individuals by means of LM Wind Power application forms, LM Wind Power should include within the pertinent documentation appropriate written notices.
- Where LM Wind Power captures Personal data by means of benchmarking surveys, questionnaires, and related research tools, LM Wind Power should include within the surveys and tools appropriate written notices and only proceed to collect and use the Personal data captured via such devices where the respondent has agreed to such processing. In the absence of such agreement, LM Wind Power should not process the Personal data contained in the relevant survey or tool.
- Where LM Wind Power obtains Personal data from individuals online, LM Wind Power should furnish such individuals with an appropriate form of notice that takes into account the manner by which the Personal data is collected, which may take the form of an online privacy statement, policy, or other informational disclosures.

### **3. Individual Choice**

LM Wind Power believes individuals should be able to decide how LM Wind Power collects and uses their Personal data to the greatest extent possible. Whenever required by law, LM Wind Power should obtain the consent of an individual before collecting or processing their Personal data and, where an individual withholds or later withdraws their consent, respect their indicated wishes.

LM Wind Power will strive in particular to obtain the consent of individuals where LM Wind Power collects and processes Sensitive Personal data, while recognizing it may in some instances be necessary to process such Personal data to protect LM Wind Power's legitimate business purposes. When seeking an individual's consent, LM Wind Power should provide the individual with sufficient information to allow the individual to make an informed decision, allow the individual to later withdraw their consent, and refrain from penalizing the individual for withholding their consent. For the avoidance of doubt:

- LM Wind Power should ensure that any benchmarking surveys, questionnaires, and related research tools capturing Personal data contain a mechanism for securing the consent of the respondent, and that the relevant individual has affirmatively indicated their consent.
- LM Wind Power should allow individuals to decide whether their Personal data will be used for other purposes besides those appearing in any notices furnished to the individual, other than where necessary to protect LM Wind Power's legitimate business purposes.

#### **4. Personal data Integrity**

LM Wind Power should only use Personal data in accordance with applicable legislation or any notices furnished to or consents obtained from individuals, and should not later process Personal data for any additional, incompatible purposes unless it has re-notified the individual or where required or expressly permitted by law. LM Wind Power should only collect Personal data that is relevant in light of the business purposes the Personal data is meant to serve and employ reasonable means to keep the Personal data accurate, complete, up-to-date and reliable. LM Wind Power materials and forms used to collect Personal data should be prepared in such a manner that only pertinent Personal data is captured.

#### **5. Personal data Security**

LM Wind Power should implement appropriate administrative, technical, and organizational measures, including those appearing in LM Wind Power's Information Security Policy Manual, to safeguard the Personal data under its control or in its possession against loss, theft, misuse, unauthorized access, modification, disclosure, or destruction. LM Wind Power should ensure that any Sensitive Personal data it holds is subject to safeguards reflecting the correspondingly greater harm that would arise from its unauthorized use or disclosure. LM Wind Power should only retain Personal data for so long as reasonably required to serve LM Wind Power's legitimate business purposes and the Personal data subsequently should be anonymized, deleted, or destroyed.

LM Wind Power should restrict access to Personal data to LM Wind Power personnel or third-party agents who have a legitimate business need for such access given their roles and responsibilities. LM Wind Power should only disclose Personal data to third-party agents who expressly agree to and are capable of protecting the Personal data to the same degree as LM Wind Power based on a written contract that will contain the conditions to meet regarding the safety of Personal data.

In the event LM Wind Power learns or reasonably believes that a third-party agent is failing to apply adequate privacy protections to the Personal data, LM Wind Power should take immediate steps to rectify the situation.

#### **6. Personal data Access and Correction**

Anyone can exercise their right of access requesting information about their data processed by LM Wind Power, as well as those resulting from any design, process or treatment carried out, the source of data, addressee and the identification of specific uses and purposes for which they were processed.

LM Wind Power should allow individuals to review in an intelligible format the Personal data that LM Wind Power holds relating to them, unless such access would be inappropriate or unnecessary. Instances where access may legitimately be denied include where such access would materially prejudice LM Wind Power's legitimate business purposes, adversely affect the privacy rights of third parties, or impose a disproportionate burden upon LM Wind Power given the attendant privacy risks to the individual. Where access is refused, LM Wind Power will endeavor to inform individuals as to the reasons for the denial. In the event that an individual establishes to LM Wind Power's satisfaction that their Personal data is inaccurate or incorrect, LM Wind Power should promptly correct or amend the relevant Personal data.. For the avoidance of doubt, anyone can

exercise their right of rectification for effective correction of inaccurate data on their person that are processed in LM Wind Power. To do so in any case they must prove the veracity of the new data.

## **7. Disclosure to Third Parties**

LM Wind Power places substantial importance on protecting the confidentiality of Personal data. For that reason, LM Wind Power should inform individuals whenever their Personal data may be disclosed to non-agent third parties, if practicable. LM Wind Power will not disclose Personal data to non-agent third parties except where it serves legitimate business purposes and where reasonable assurances are given that the Personal data will be legitimately processed and appropriately protected. LM Wind Power should provide individuals with notice of any third parties with whom it shares personal information for the third party's direct marketing purposes. The individuals shall have the right to refuse such sharing of Personal data for marketing purposes.

## **8. International Transfers of Personal data**

Prior to the international transfer of Personal data, LM Wind Power should implement any additional measures that are required under any applicable laws regulating such transfer and only transfer Personal data in furtherance of LM Wind Power's own legitimate business purposes. By signing the enclosed consent statement LM Wind Power Employees approve intercompany cross boarder transfer and processing of Personal Data, where intercompany shall be defined as affiliates of companies that ultimately have LM Wind Power Holding A/S as Mother Company.

## **9. Compliance**

LM Wind Power should maintain an active program to ensure compliance with and maintain awareness about the Policy. The local HR resources are responsible for implementing and overseeing the administration of the Policy. All LM Wind Power personnel and third-party agents are required to adhere to this Policy and any associated or supporting policies. Failure to do so may be grounds for disciplinary action- up to and including termination of the employment.

## **10. Enforcement and Complaint Resolution**

LM Wind Power is committed to assisting individuals in protecting their privacy and in providing opportunities to raise concerns about the processing of their Personal data. Complaints relating to this Policy should be raised pursuant to the procedures set forth in LM Wind Power's Code of Conduct.

## **Situations**

The Policy applies to all legal entities and countries/ locations LM Wind Power is operating in or is having business with.

## **Timings**

This Policy will be reviewed annually or as circumstances arise.