

## PRIVACY NOTICE – VISITORS TO COMPANY SITES

This notice explains to you what information we will collect and hold about you and what we will do with it. It also explains your rights and who to contact if you have any questions about this notice.

*The following definitions apply in this Privacy Notice*

*The “Company” means the company that mainly occupies that site that you are visiting.*

*The “Group” means the Company and any company that is directly or indirectly: owned by, controlled by, or controls GKN plc*

### 1. Who is the data controller?

The Company that mainly occupies the site that you are visiting is the controller of your personal data.

### 2. What personal data do we collect and how?

We collect limited information directly from you, principally, name and business contact details. We may also receive information as a result of background or screening checks, from our business partners or from regulatory or governmental authorities.

### 3. What will we do with your personal data?

We collect and use personal data relating to you for:

- Business necessity: including job title and business contact details.
- Regulatory compliance: complying with relevant laws and regulations in the countries where the Group operates.
- Preventing and detecting crime (including fraud) and other wrong doings: including data captured through CCTV and monitoring location of visitors, vehicles and Group assets on our sites.
- Due diligence: including screening visitors against official watch-lists and sanctions lists issued by governments and other official bodies globally where this is appropriate because of the nature of the business carried on at the site you are visiting (for example, at sites where parts used by governmental authorities are produced).
- Evidential purposes: including collection and storage of personal data for the purpose of any investigation into any wrongdoing or any legal claim brought (or likely to be brought) by or against the Group.

We use your information because it is in our legitimate interests or we have a legal obligation to do so. You have the right to object to our use of your personal data where we do this only on the basis of our legitimate interest. However, we do not have to stop processing personal data where we have compelling grounds that override your interests, or where we need to process your data in order to establish, exercise or defend legal claims. If you have any objections please contact the Company Secretary (details below).

We ask you for your personal information as a condition of visiting our site. If you do not provide us with the information needed we may decide to refuse entry to our site.

### 4. Will we share your personal data with someone else?

Your personal data may be transferred to professional advisors or other third parties who are used by us to perform processing activities or where we are legally obliged to disclose your personal data.

This may include disclosure of your personal data to persons who are located in countries that are not deemed to provide a similar level of protection for individuals' rights in relation to their personal data as in the European Economic Area (EEA).

If your personal data is transferred to an external service provider, your information will be covered by a data processing agreement that contains obligations to protect your personal data, and if information is to be transferred outside the European Economic Area, the agreement contains clauses approved by the European Commission. Further information is available from the Company Secretary.

**5. For how long we will process your personal data?**

We will process your personal data for as long as necessary to deal with any legal issues that may arise regarding your relationship with us. This period will be determined by local regulatory requirements and is set out in local retention procedures that are set by the Company that hosts the site you are visiting. Further information is available on request from the Company Secretary. Information that is no longer needed will be securely deleted.

**6. What rights do you have in relation to your personal data?**

You have a number of rights in relation to your personal data. These include the right, subject to exceptions, to:

- access your personal data
- request the rectification or erasure of your personal data
- request restrictions on the processing of your personal data
- object to our processing of your personal data

Please contact the Company Secretary if you wish to exercise any of these rights.

**7. What to do if you have any queries?**

If you are visiting a Company located in Germany, one of two data protection officers will be relevant, depending on the Company. If you need to contact the data protection officer please contact one of the following to find out which of them is relevant.

Andrea Heuveloop at [andrea.heuveloop@ds-quadrat.de](mailto:andrea.heuveloop@ds-quadrat.de)

Thomas Spaeing at [Thomas.Spaeing@ds-quadrat.de](mailto:Thomas.Spaeing@ds-quadrat.de)

There are no data protection officers appointed by other Group companies.

If you have any questions about the way we process your personal data, you should contact the Company Secretary at the address below:

The Company Secretary  
GKN plc  
11th Floor,  
Colmore Building,  
Colmore Circus Queensway,  
Birmingham  
B4 6AT

Or by email at: [joff.crawford@melroseplc.net](mailto:joff.crawford@melroseplc.net).

You also have the right to complain to The Information Commissioner's Office You can do this by contacting 01625 545 745.