

## Information Form Proposal

**BEFORE USING THESE FORM PROPOSALS:  
PLEASE CHECK THE APPLICABLE PRIVACY LAWS!**

## Information Form Proposal

### A. BACKGROUND AND COMMON UNDERSTANDING

Volkswagen Aktiengesellschaft and its direct and indirect majority-owned or controlled affiliates and subsidiaries (“**Volkswagen**”) value their reputation as an ethical company with high standards of integrity and high regard for complying with German anti-bribery laws (Sec. 299 et seqq. and 331 et seqq. German Criminal Law Book), the U.S. Foreign Corrupt Practices Act, the UK Bribery Act and other applicable laws very seriously. To comply with its obligations under these laws, Volkswagen requires its prospective agents, consultants, advisors, representatives, distributors, and other third party sales partners as well as suppliers and consortium partners - including your company - (“**Prospective Partners**”) now or at any point in the future, to provide certain information for VW’s review prior to entering into any agreement with a Prospective Partner (“**Business Partner Due Diligence**” or “**BPDD**”). As your principal or employer (“**Principal**”) has decided to apply for cooperating as a Prospective Partner of VW, your Principal has provided such information, including data, which may qualify as personal data in accordance with the General Data Protection Regulation (EU) 2016/679 (“**Personal Data**”).

### B. DATA PRIVACY INFORMATION

Data controller of the BPDD process in which your Principal is participating are Volkswagen AG, Berliner Ring 2, 38440 Wolfsburg, Germany and its direct and indirect majority-owned or controlled affiliates and subsidiaries with which the Prospective Partner is intending to start business with. Volkswagen AG is representing all controllers involved. For further information and to assert your data protection rights, please use the contacts mentioned at the end of this part below.

Personal Data of you, obtained by Volkswagen within the application process will be used by Volkswagen for determining the suitability of the business relationship with your Principal help Volkswagen achieving compliance with anti-corruption laws of Germany, the U.S., the UK and other jurisdictions. Subject to local laws and regulations, Personal Data may include a limited amount of special categories or sensitive Personal Data including, for example, information about your past business conduct. Volkswagen will obtain further information about you from the references and other parties identified in the response of your Principal and will use such information for the purposes described above. The following categories of data may be involved:

- Name, contact-details (function/position, telephone, fax, mail, email, etc.);
- financial (tax ID’s, etc.), solvency (ratings, etc.) and public register information of individuals being direct business partners of Volkswagen;
- reputation information (public and social media information, etc.); and
- reference information.

If provided processing is based on consent.<sup>i</sup> The processing is lawful for the purposes of a BPDD securing compliance with legal obligations to which Volkswagen is subject and of Volkswagen’s

legitimate interests to protect itself against fraud and other crimes as well as to defend its legal positions (Art. 6 Para. 1 Sentence 1 lit. a), c) and f) of the General Data Protection Regulation (EU) 2016/679).

Volkswagen may, if deemed appropriate for the above stated purposes, transmit or share your Personal Data with relevant employees of the Compliance as well as Legal functions within Volkswagen's worldwide organization, third party suppliers assisting Volkswagen in its third party due diligence, external legal counsel and/or regulatory or other authorities in the U.S. or other countries outside your country of residence/business ("**Recipients**"), whose laws protecting personal information may not be equivalent to those in your own country. In all such cases, Volkswagen has agreed to implement appropriate safeguards in accordance with applicable data privacy laws to protect Personal Data from unauthorized disclosure and use.

Any Personal Data will be retained securely and only for as long as required to consider your Principal's suitability as business partner of Volkswagen or until the end of any applicable statutory period of limitation, which period lasts longer in each case.

Individuals like you may **request information** about their Personal Data processed by Volkswagen, may **rectify** any incorrect or incomplete information and may ask for its **erasure**. If applicable, you have the right to demand the **restriction of processing**.

If provided, you have the **right to withdraw** your consent for the data processing, with effectiveness for the future, at any time and upon a free-of-charge basis. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal and/or other legal grounds as there may be.

You may **object to the processing** of your Personal Data based on Volkswagen's legitimate interests. Unless your objection is directed solely against direct marketing by Volkswagen, you have to justify that you are in a special situation, which makes the processing of your Personal Data based on legitimate interests unacceptable for you. The objection shall not affect the lawfulness of processing based on other legal grounds as there may be.

You may raise complaints at the relevant data protection authorities of the EU Member States, e.g. the State Data Protection Officer for Lower Saxony, Germany.

It may be that in case your Principal may not provide your Personal Data as requested by Volkswagen, your Principal may not be able to enter into a business relationship with Volkswagen.

For further information concerning the exercise of your rights, including withdrawal of your consent, please see <https://datenschutz.volkswagen.de/?lang=en>. Our **Volkswagen Group Compliance - Privacy Contact** shall support you as your contact person on all BPDD data protection-related matters: [bpdd-privacy@volkswagen.de](mailto:bpdd-privacy@volkswagen.de).

Our data protection officer shall support you as a further contact person on all data protection-related matters: Data Protection Officer of Volkswagen AG, Berliner Ring 2, 38440 Wolfsburg, Germany, [info-datenschutz@volkswagen.de](mailto:info-datenschutz@volkswagen.de)

**If you agree to the processing of your Personal Data, please fill out the form below and hand it back to your Principal.**

(I) I consent in my Principal and Volkswagen processing my Personal Data according to the abovementioned Terms; and

(II) I acknowledge that: Volkswagen may process my Personal Data provided by me and/or my Principal and share it with its affiliated companies and non-affiliated service providers or advisors to conduct a due diligence review into my Principal. I understand that this review may involve processing of my Personal Data within the EU, the U.S. and other jurisdictions outside EU/EEA.

Company Name and Address of Principal:

Full Name of Individual (in writing):

Address:

Number of the main identity document, information on the date of issue of this document and the issuing authority:

Place / Date:

Signature:

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<sup>i</sup> The consent shall be given for collecting, recording, systematizing, accumulating, storing, specifying (updating, changing), extracting, using, transferring (providing, giving access to), depersonalizing, blocking, deleting, destroying – with the use of means of automatization (including in informational systems of personal data), without using of means of automatization and in a combined way.