

## **PRIVACY NOTICE FOR SUPPLIERS OF EPTA Baltics OÜ**

Pursuant to Articles 13 and 14 of the EU Regulation 2016/679 ("GDPR")  
For the Processing of personal data of Suppliers and Related Data Subjects.

For the purposes of this Notice, "**Supplier**" (or "**you**") means the natural or legal person (including without limitations agents and in general business partners) that Epta Baltics OÜ (inclusive of its branches in Latvia and Lithuania) has a pre-contractual or contractual relationship with, aimed at the purchase by Epta Baltics OÜ of a service or product, and "**Data Subjects**" mean the natural persons such as the Supplier directors, employees, temporary workers, agents and third parties in general who act in the name and/or on behalf of the Supplier, whom personal data Epta Baltics OÜ processes in the context of the contract for the supply of goods or services.

We inform you below about the ways in which the personal data you provide in the context of the supply relationship with respect to Epta Baltics OÜ will be processed.

### **1. Contact details of the Data Controller**

The Data Controller is Epta Baltics OÜ, registration No.10188252, with registered office in Tallinn, Ehitajate tee 108, 13517, Estonia (**EPTA** or the "**Data Controller**").

### **2. Personal data processed by the Data Controller**

The personal data you transmit in relation to your personnel responsible for the execution and management of contracts, and for the execution of pre-contractual measures with the Data Controller, necessary for the negotiation, stipulation, and execution of the contract, including name, surname, contact information, email addresses, professional qualifications where relevant, tax data, any data relating to wages and contributions paid and the regularity of contributions for the personnel you employ for providing services at EPTA, certificates of participation of your personnel in training courses or qualifying titles required by law, when such data are necessary to conduct checks on compliance with labour protection regulations in service contracts and/or to ensure compliance with specific health and safety regulations, any data of legal representatives, including any judicial data required by law - whether provided directly by you or obtained from public sources (e.g., Chambers of Commerce) - in addition to the data that will be necessary to obtain from your contractual representatives as Data Subjects, will be processed by the Data Controller in accordance with the GDPR and national legislation, including any measures issued by the Supervisory Authority where applicable.

For Suppliers who are self-employed or sole proprietors, in addition to the personal data highlighted above, data relating to billing and payments (including VAT number and Tax Code), registration in registers or directories, economic and financial data (e.g., certificates and financial statements), and banking data may also be processed.

### **3. Purposes and Legal Basis for Processing**

The personal data you provide will be processed by the Data Controller for the following purposes:

- a) Purposes strictly connected and instrumental to the selection, establishment, management, and execution of the contractual relationship (including warranty management or any complaints), administrative-accounting activities (including the creation of the Supplier database and the administrative management of contracts, also on a dedicated supplier management IT portal, the invitation to training activities about the use of the above-mentioned tools), and the execution of internal checks (e.g., in terms of safety, productivity, service quality, and asset integrity). The legal basis for processing is the fulfilment of a pre-contractual request or contract execution.

- b) Purposes of protecting of the EPTA's legal rights. The legal basis for processing is the legitimate interest in exercising or defending a right in judicial or extrajudicial proceedings.
- c) Purposes of complying with legal obligations provided by tax/accounting (including the related obligations in the case of agents), health and safety regulations. The legal basis for processing is compliance with a legal obligation.
- d) Purposes of (i) compliance with EPTA's ethical and business standards including, inter alia, audits conducted through due diligence, solvency and financial reliability assessments of the Supplier aimed at mitigating business risk (thus based on legitimate interest in efficient business operations), for which we will collect your personal data from authorized credit information providers; (ii) assessment of the existence, as set forth in the EPTA Code of Ethics, both at the initial engagement stage and during the course of contract execution, of business ethics requirements, requirements in the ESG sphere, for audit, certification, quality and process purposes, including the management of any ESG ratings and assessments in the ESG sphere, as activities necessary for the demonstration of your adherence and compliance with the EPTA Code of Ethics to which you are contractually bound (based thus on the performance of a contractual obligation). It should be noted in this regard that, in the context of ESG ratings, the processing by EPTA is purely residual in nature, since it involves data provided by you (or provided by your Data Subjects) directly to EPTA's partner provider of the relevant ESG rating system and that the Suppliers who are the objects of assessment are essentially legal entities.

#### 4. Mandatory or optional nature of providing Personal data and consequences of possible refusal

Providing your personal data is optional, but since this information is necessary to fulfil legal, pre-contractual and contractual obligations, the lack of such information may make it impossible to proceed with the establishment and regular execution of pre-contractual and contractual relations or, where a contractual relationship has already been established, to fulfil the obligations and commitments arising therefrom. Providing your personal data is optional.

If the execution of the supply necessarily also implies the processing of the personal data of the Data Subject, it is the responsibility of the Supplier to inform these Data Subjects and obtain, where due, the necessary consents for the processing of their personal data by EPTA. The personal data of the Data Subjects will be processed by EPTA and its authorised persons, mainly by the staff of the Purchasing Department and Administration and Finance Department and also by other staff functions that may need to process them, with electronic and manual systems according to the principles of fairness, loyalty and transparency provided for by the GDPR and the applicable legislation on the protection of personal data, and protecting the confidentiality of the person to whom the personal data refer by means of technical and organisational security measures to guarantee an adequate level of security (e.g. preventing access to unauthorised persons except in cases required by law, or the ability to restore access to the data in the event of physical or technical incidents).

#### 5. Recipients of personal data

Without prejudice to communications made in fulfilment of legal and contractual obligations, your personal data may be accessible or communicated to employees and collaborators, in their capacity as authorised persons in charge of processing, of the Data Controller and of other third parties (e.g. data processing, hosting and other IT services companies, auditing firms invoicing and payment processing companies, consultants, banks, the Inland Revenue, credit institutions) who will act, as the case may be, in their capacity as data processors on the basis of a specific deed of appointment and of specific and adequate instructions as to the processing methods and security measures indicated in specific contractual documentation or as independent data controllers. In the case of agents, the Data Controller may grant agents access to IT platforms made available by

the Data Controller for the purpose of better managing customers, commercial opportunities and in general to give the agent visibility on the work performed.

Your personal data may also be disclosed to other third parties (e.g. law enforcement agencies, judicial authorities, public administrations and bodies, as well as to parties entitled by law to receive such information and other public authorities) where this is necessarily required by a legal obligation, following a binding judicial or administrative decision and/or for legal defence needs. These subjects act as independent data controllers.

Contact data may be disclosed for very occasional needs to further customers and/or suppliers of the Data Controller, for instance if the Data Controller has to cooperate with such entities for the purpose of performing contractual obligations.

The complete and up-to-date list of the entities that process personal data as data controllers / processors is available upon request to the Data Controller by sending a written request using the contact details set out in paragraph 8 below.

The personal data may be communicated to other companies of the EPTA Group, including subsidiaries and affiliates both based in the European Union and outside the European Union (the updated list of which is available on the EPTA institutional website and on request by contacting the Data Controller at the address given in point 8 below), where necessary for internal administrative and Group coordination purposes or if they must cooperate in the performance of contractual obligations as contractual parties or beneficiaries of the supply. In this case, regarding transfers outside the European Union, the transfer will take place in accordance with the provisions of Article 7 below.

Personal data will not be disseminated.

## 6. Retention period for personal data

The Data Controller retains your personal data for as long as they are necessary to achieve the purposes for which they were collected and, specifically:

- For the purposes of 3. a) above, the retention period shall be 10 years from the conclusion of the contract for the purchase of products or the expiry or termination of the contract for services, as the case may be;
- For the purposes of 3. b) above, the retention period is 10 years from the conclusion of the contract for the purchase of goods or from the expiry or termination of the contract for services, as the case may be, in compliance with the statute of limitations for actions for contractual liability;
- For the purposes of 3. c) above, the retention period is 7 years as of the end of the financial year when a business transaction was recorded in the accounting journals and ledgers on the basis of the source document, in compliance with legal obligations in tax and accounting matters;
- For the purposes of point 3.d) above, the retention period is until the end of the negotiation phase and, in the case of the conclusion of the contract, for the entire duration of the contract, since this is the performance of a contractual obligation arising from compliance with the requirements of the EPTA Code of Ethics;
- Personal data acquired during the selection process, if no subsequent contractual relationship with EPTA arises, will be retained for a period of 36 months after their acquisition.

## 7. Transfer of personal data outside the European Union

The Data Controller hereby informs you that, should it become necessary to process and, therefore, transfer your personal data to companies of the EPTA Group and/or service providers based in countries outside the

European Economic Area ('**Third Countries**'), such processing will take place according to one of the methods permitted by the law in force, such as, for example: the signing from time to time - for those countries whose adequacy is not already recognised by a decision of the European Commission (pursuant to Article 45 of the GDPR) - of suitable Standard Contractual Clauses ('**SCC**') with the importing companies in those countries (pursuant to Article 46 (2) (c) of the GDPR), with the necessary measures.

By sending a written request using the contact details in Section 8 below, you can obtain further details on such transfers.

## 8. Your rights

The Data Controller would like to inform you that Articles 15 to 22 of the GDPR grant Data Subjects the exercise of specific rights. You have the following rights in relation to the processing of your personal data forward by the Data Controller:

- a) The right of access to your personal data, as well as the right to receive a copy of it.
- b) The right to rectification, should your personal data prove to be incorrect or out of date, which will enable us to fulfil our obligation to have up-to-date data concerning you.
- c) The right to erasure (or right to be forgotten) of your personal data, which may be limited in relation to our contractual or legal obligations.
- d) The right to the portability of your personal data, i.e. - in certain cases where applicable - the right to receive the personal data you have provided to us in a structured and commonly used electronic format, and to have it transmitted to you or to any other entity you have indicated as data controller.
- e) The right to object, under certain conditions, relating to your particular situation.
- f) The right to request the restriction of the relevant processing, in the cases provided for by the legislation.
- g) In cases where the processing is based on consent (including with reference only to channels with automated contact methods or traditional channels, in the case of marketing and newsletter purposes), the right to withdraw consent at any time without prejudice to the lawfulness of the processing based on the consent given before the withdrawal.

You may exercise these rights by sending a request to the following e-mail address: [compliance@eptarefrigeration.com](mailto:compliance@eptarefrigeration.com) or by contacting the Data Controller by post at Tallinn, Ehitajate tee 108, 13517, Estonia.

You also have the right to lodge a complaint with the Estonian Data Protection Inspectorate (Andmekaitse Inspektsioon - <https://www.aki.ee/>) if you believe that the processing concerning you violates the applicable legislation.

This Notice (a) cancels and replaces in its entirety any other notice on the processing of personal data of the Data Controller's Suppliers on the areas and aspects regulated herein, (b) may be subject to changes or updates. In the event of substantial changes to this Notice, Data Controller will send you the new version of the Notice.

Last updated: July 1, 2025.