
Pryme Personal Data Protection Policy

Privacy Statement to Employees

1. INTRODUCTION

Pryme N.V. is committed to complying with the laws and regulations applicable to the activities of the Pryme group (hereinafter each individually and collectively referred to as 'Pryme' or 'we'). We respect the privacy rights of individuals and we are committed to managing personal data in a lawful and professional manner in respect of personal data protection. This Privacy Statement provides information on the processing of personal data at Pryme of its employees, management board and supervisory board members. It indicates which personal data may be collected, used, disclosed and stored by Pryme on which legal grounds and for which purpose(s), and to which persons data may be provided. This Privacy Statement may be changed over time; the current version at any time can be retrieved from Pryme's website <https://pryme-cleantech.com>.

2. COLLECTION OF PERSONAL DATA

Personal data means any information relating to an identified or identifiable natural person and that includes, without limitation, the individual's first, middle and surname, home address, date of birth, place of birth, gender identity, nationality, citizenship, civil status, social security number, passport, driver's license or other government-issued identification document or number, personal telephone number, email address, bank account information, chamber of commerce and VAT details, recruitment information (such as employment history and education), job and position data, work permit data, availability details, terms of employment details, tax details, payment details, insurance details, medical information, assessment reports and background check reports.

3. PROCESSING OF PERSONAL DATA

Pryme ensures that personal data are only processed for either of the following legal grounds: (i) to comply with a legal obligation, (ii) when necessary in the context of a contract, (iii) for Pryme's legitimate interests, (iv) to protect an individual's vital individual interests, or (a) in other circumstances permitted by law, or (b) with the individual's prior written consent.

If Pryme intends processing personal data of employees in the absence of a lawful basis, Pryme shall (i) request the individual's consent whilst informing of the purpose of the intended processing, and (ii) advise that the individual may refuse to give consent and withdraw a given consent at any time.

Where individuals have asked for the processing of their personal data either explicitly or implicitly (e.g. when submitting own personal data via email for a specific purpose), they will be deemed to have given their consent for such purpose.

Processing of personal data on legal grounds includes, without limitation, employment related activities such as recruitment, hiring, onboarding, performance evaluation, development and training, payroll and benefits administration, and registration of compliance with legal and regulatory requirements.

4. WHO HAS ACCESS TO PERSONAL DATA

Access to personal data is limited to the relevant Pryme staff members (i) in the proper performance of their professional duties and responsibilities on behalf of Pryme, (ii) as permitted in the ordinary course of Pryme's business for legitimate business purposes, or (iii) as otherwise required by applicable laws and/or regulations.

Pryme may disclose personal data to third parties which may include (i) third party service providers for and in connection with the provisioning of their services to Pryme such as financial, tax or legal advisors, insurance providers, payroll service providers, pension administrator and the administrator of Pryme's long-term incentive program, and (ii) government agencies or entities as required by applicable laws and regulations. Pryme will comply with applicable laws and regulations in disclosing personal data to third parties and commits itself to ensure that the personal data is adequately protected and processed exclusively for permitted purposes.

5. DATA SECURITY, DATA BREACH NOTIFICATION AND RETENTION PERIOD

Pryme is committed to maintain adequate safeguards to ensure the confidentiality and security of personal data through appropriate technical and organizational measures to protect personal data against unauthorized disclosure, access, loss, alteration or destruction.

In the event of a data breach, Pryme will notify the relevant authorities and the involved employees if their personal data have been exposed to risk, such subject to and in accordance with the provisions of applicable data protection laws and regulations.

Pryme is committed to retain personal data only for as long as necessary to fulfill the legitimate purposes for which these were collected. When the personal data are no longer needed, we securely destroy or erase it or make it anonymous so that it cannot be traced back to an individual.

6. THE RIGHT TO ACCESS, CORRECTION AND DELETION OF PERSONAL DATA

Employees are requested to help keep Pryme's personal data records accurate and up to date and to notify Pryme's HR Manager at hr@pryme-cleantech.com of any change in their own personal data. Equally, employees can contact the HR Manager to request access to their personal data and or to request correction or deletion of their personal data (but in the latter case only where processing is no longer required for a legitimate purpose).

7. CONTACT INFORMATION

Please contact Pryme's HR Manager at hr@pryme-cleantech.com or Pryme's General Counsel at legal@pryme-cleantech.com with any questions or comments you may have.