

## Privacy policy

### PRIVACY

Oman Aluminium Rolling Company SPC (“OARC”) attaches great importance to the protection of your personal data. In this Privacy Policy, we provide information about how we handle personal data. OARC always complies with the applicable privacy legislation, including the General Data Protection Regulation (GDPR).

This means in any case, we:

- Process your personal data in accordance with the purpose for which it was provided, these purposes and personal data types are described in this Privacy Policy;
- Processing of your personal data is limited to the data that is necessary for the purposes for which it is processed;
- Ask for your explicit permission if we need it for the processing of your personal data;
- Have taken appropriate technical and organisational measures to ensure the security of your personal data;
- Do not transfer personal data to other parties unless this is necessary for the fulfilment of the purposes for which it was provided and, insofar as such transfers to third countries or international organisations are concerned, only in accordance with Chapter V of the GDPR;
- Inform you in accordance with Sections 13 and 14 of the GDPR, respectively, and inform you of the rights you have with regard to the processing of your personal data.

### What personal information do we process?

We process the personal data that you have provided to us, for example in the context of providing products and/or services to you or that we have obtained from you by using our website, filling in a contact form or subscribing to our newsletter.

The personal data we process about you may be as follows:

- Your name;
- Your address;
- Contact details, such as your phone number and e-mail address;
- Other data, such as data from your account on LinkedIn or other social media services; or
- The IP address of the computer with which you visit our website (see also our cookie statement).

### **Legal grounds and purposes of use**

We process your personal data for a number of different purposes on certain legal grounds:

#### **1a. The execution of an agreement or in the run-up to the conclusion of an agreement:**

Explanation: if you enter into an agreement with us, we will ask for your name and other contact details. We process this data insofar as this is necessary for the execution of the order and in order to fulfil our obligations under the agreement. We also process your personal data in relation to the contract in order to keep in touch with you in this respect. This personal data can also be used for invoicing purposes.

#### **1b. Being able to comply with a legal obligation.**

#### **1c. The legitimate interests of OARC, insofar as they do not infringe on fundamental rights and freedoms of you as a data subject, e.g. processing in the context of:**

- Maintaining contact with you:

Explanation: your contact details are stored in our customer system in order to keep in touch with you about our services and to maintain our customer relationship.

- Improving our product and service information and carrying out targeted marketing campaigns.

Explanation: personal data is processed for, among other things, sending newsletters, updates, invitations to events and seminars on similar products offered by OARC and for the purpose of sending information you have requested from us.

You have the right to indicate that you no longer wish to receive newsletters, updates, invitations to events and seminars on similar products offered by OARC and the like. In that case, please contact the contact person as mentioned at the bottom of this privacy statement.

In the context of providing information about and improving [(the accessibility of)] our products, we also analyse the following personal data:

- Interaction data: personal data obtained from contact between OARC and you, for example through our website.
- Behavioural data: personal data that OARC processes about your behaviour, such as your preferences, opinions, wishes and needs. We can derive this information from, for example, your surfing behaviour on our website, the reading of our newsletters or because you have requested information. See also “Use of cookies”.
- Analysing the use of our website.

Explanation: the website's user statistics enable us to get a picture of, among other things, the number of visitors, the duration of the visit and which pages of the website are viewed. It concerns the collection of generic data, without information on individuals. We use the obtained information to improve our website.

- Improving and securing our website.

#### **1d. Permission**

Explanation: if we have asked you for permission to process your personal data and you have given such permission, you have the right to revoke this permission at any time.

#### **Third parties (processors) engaged by us**

For the processing of your personal data, we may engage service providers (so-called *processors*) who - exclusively on our behalf and on the basis of our instructions - process (part of) your personal data.

We conclude a processing agreement with these processors. This processing agreement states, among other things, that the processors will only act on our instructions and the personal data may not be processed for their own purposes. The processing agreement also includes, among other things, agreements on the scope of the processing by the processor(s) and any sub-processors, the degree of confidentiality of the personal data to be processed, and the obligation to take adequate technical and organisational measures to ensure the security of your personal data.

Processors that we use are, for example, parties that offer and host software used by us. We also use ICT service providers to manage our IT network. In addition, we use third-party services to send our newsletters.

### **Transmission of personal data to third parties**

In the context of our services, it may be necessary to share personal data. Your personal data will not be shared with third parties for commercial purposes. For sending e-mail newsletters, we use service providers (processors) established outside the European Economic Area (EEA). These parties will ensure an adequate level of personal data security in accordance with Chapter V of the GDPR. In our contractual relationship with these processor(s), we use model contracts approved by the European Commission (Decision 2010/87/EC) as appropriate precautionary measures.

### **Your rights**

Every person can exercise certain rights with regard to his or her personal data on the basis of the law. This gives you the right to access, rectify and delete personal data. You can also object to the use of your data or ask for this use to be restricted. Insofar as processing takes place on the basis of consent, you have the right to withdraw your consent at any time. You also have the right to inspect which parties we provide your personal data to. In certain cases, you can request your data and have it transferred to another party. Lastly, you have the right to file a complaint with the Ministry of Transport, Communications, and Information Technology.

If you have any questions about this or if you wish to exercise your rights, please contact us via our e-mail address: [info@oman-arc.com](mailto:info@oman-arc.com) or by telephone: +968 26942400.

### **Apply via the OARC website**

By applying, the applicant grants OARC permission for his or her application data to be stored during the application procedure. OARC will delete this data no later than one (1) year after the end of the application procedure.

### **Retention periods**

We will retain your personal data for as long as necessary for the purpose for which we obtained the data, unless a statutory retention period applies.

### **Complaints?**

If you have any complaints about how we handle your personal data, you can contact us by sending an e-mail to [info@oman-arc.com](mailto:info@oman-arc.com) or call us on the phone number above. We will be happy to help you find a solution. If this does not work out, you can turn to the Ministry of Transport, Communications, and Information Technology.