

Privacy Notice for Visitors

Compliance with Data Protection and Privacy Laws is an integral part of the Kuehne+Nagel way of conducting business in a trustworthy manner. Kuehne+Nagel acknowledges and protects the security and privacy of personal data of Kuehne+Nagel's customers, subcontractors, suppliers and other visitors ("**Visitor**"). Therefore, Kuehne+Nagel processes personal data in compliance with applicable laws on data protection and data security, including the General Data Protection Regulation ("GDPR"). With this privacy notice we would like to inform you about how we process your data and your rights in this regard.

Who is responsible for the processing of your personal data?

Kuehne + Nagel Management AG and all affiliated companies are responsible for your personal data. In accordance with applicable data protection laws, the controller responsible for the processing of your personal data is the Kuehne+Nagel subsidiary on whose premises you are located, and which communicates with you.

Information We Collect

When you visit the Kuehne+Nagel offices and premises, we may collect the following types of information:

1. **The data entered in advance by the person who invited you** in the so-called visitor form, namely your surname and first name, the name of your company, if applicable your phone number and e-mail address, if applicable your vehicle registration number and the specified period of authorization to stay.
2. **Personal Information provided by you:** We may collect personal information such as your name, contact information (e.g., address, e-mail address, phone number), and any other information you voluntarily provide to us.
3. **Visitor Logs:** We may collect information about your visit to our location, including the date and time of your visit, the purpose of your visit, and any relevant details about your interactions with our staff or facilities.
4. **Surveillance Cameras (CCTV):** For security purposes, our location may have surveillance cameras in place. Video footage may be collected and stored, which may include images of visitors on our premises.

There is no legal or contractual obligation to provide all of this data. Without knowledge of this data, however, we are unfortunately unable to grant you access, or can only do so under certain conditions.

How We Use Your Information

We use the information we collect from visitors to:

1. **Facilitate Your Visit:** We use your information to provide you with access to our location and its facilities.
2. **Security:** Information collected, including surveillance footage, may be used to ensure the safety and security of our visitors, staff, and property.

3. **Contact:** We may use your contact information to communicate with you regarding your visit.
4. **Internal rules:** We use your information to enforce our house rules, if necessary, and grant access to specific areas in the location.

Furthermore, we store your visitor data for a certain period (see below for details) so that you or the person inviting you do not have to enter all of the data again each time for follow-up visits.

On what legal basis do we process your personal data?

We process your personal data for the purposes described above in accordance with the provisions of the GDPR and other applicable privacy laws, in particular in accordance with the following applicable legal bases:

- Insofar as we process your personal data to fulfill contractual obligations from contracts concluded with you or your company or as part of pre-contractual measures, the legal basis for such data processing is Art. 6 para. 1 lit. b) GDPR.
- Insofar as we process your personal data on the basis of legal requirements or official measures, for example due to health and safety laws, statutory insurance requirements, cooperation obligations with authorities, statutory retention periods or the disclosure of personal data as part of official or judicial measures for the taking of evidence, prosecution or enforcement of civil claims, the legal basis for such data processing is Art. 6 para. 1 lit. c) GDPR.
- If necessary, we process your personal data in the context of your specific visit to our offices and premises or your stay on our company premises, as well as the existing business relationship with you or your company to protect our legitimate interests or those of third parties. This is done as part of a weighing of interests in accordance with Art. 6 para. 1 lit. f) GDPR, according to which processing is permissible, if it is necessary to protect legitimate interests and interests or fundamental rights and fundamental freedoms of the data subject, which require the protection of your personal data, do not prevail. Such legitimate interests can be the following processing purposes:
 - Conducting, managing, developing and promoting our business broadly, including managing visitors, facilities and sites, ensuring the safety and security of our premises and acquiring and selling activities, businesses and companies;
 - Monitoring, reviewing and ensuring compliance with legal, regulatory, normative and Kuehne+Nagel internal requirements and guidelines;
 - Prevention of fraud and criminal activity, including investigation of such activity, misuse of Kuehne+Nagel's assets, products and services, and where strictly necessary and appropriate to ensure network and data security;
 - Establishing, exercising and defending legal claims by and against Kuehne+Nagel in connection with your visit and our business relationship; and
 - Transmission of personal data within the Kuehne+Nagel group for internal administrative purposes, to the extent necessary, e.g. to offer centralized services.

Disclosure of Your Information

Visitor and video data are processed within our company only by those departments that are responsible for visitor administration and -management.

We do not sell, rent, or trade your personal information to third parties. However, we may share your information in the following circumstances:

Legal Compliance

We may disclose your information as required by law or in response to a legal request.

For technical support of the hardware and software used for visitor management, we use service providers that we have carefully selected and with whom we have concluded a data processing agreement.

Without the provision of specific personal data, Kuehne+Nagel may face challenges in effectively ensuring the security of both yourself and others within our offices and premises. This includes our ability to monitor and maintain the overall security of company premises and facilities, as well as fulfill associated legal obligations or meet the general purposes outlined above. While we respect your right to withhold personal data, it's important to acknowledge that such a decision may result in consequences that could adversely impact your visit to our offices, premises, or our business relationship.

For instance, your refusal to provide certain personal data may lead to restricted access to Kuehne+Nagel's facilities and locations due to security considerations. Additionally, it may hinder our ability to take necessary pre-contractual or contractual steps required to initiate or fulfill a contract with you. We appreciate your understanding and cooperation in helping us maintain a secure and compliant environment.

Data Retention Period

In principle, we only process and store your personal data for as long as this is necessary for the processing purposes stated in this Privacy Notice or until you object to the use of your personal data if a legitimate interest is the legal basis for the processing (Art. 6 para. 1 lit. f) GDPR).

However, due to legal requirements, Kuehne+Nagel is required to store certain personal data for minimum retention periods. In general, the personal data used for visitor management will be retained for a period of 3 up to 12 months and will only be retained for a longer period if required by local laws and regulatory requirements or to defend legal claims.

At the same time, applicable data protection laws require that we store and process your personal data in an identifying form for no longer than is necessary for the purpose for which the personal data was collected and to carry out regular checks in this regard. Through settings in IT systems and through guidelines, we ensure that your personal data is deleted as soon as it is no longer required.

Security

We take the security of your personal information seriously and have implemented appropriate measures to protect it from unauthorized access, disclosure, alteration, or destruction.

Data Privacy Rights

You have the following rights:

- a) The right to request confirmation whether we process personal data relating to you. If this is the case, you have the right to information regarding this processing (Art. 15 GDPR).
- b) The right to request the correction and/or completion of incorrect and/or incomplete data (Art. 16 GDPR).
- c) The right to revoke your consent at any time with effect for the future (Art. 7(3) GDPR).
- d) The right to request the erasure of data in certain cases (Art. 17 GDPR).
- e) The right to request the restriction of processing under certain conditions (Art. 18 GDPR).
- f) Under certain conditions, the right to data portability, which means you can receive the data you provided to us in a structured, commonly used and machine-readable format or to have them transmitted to another controller (Art. 20 GDPR).
- g) The right to lodge a complaint with a supervisory authority (Art. 77 GDPR).

Contact Us

If you have any questions, concerns, or requests related to your privacy or this Privacy Notice, please contact our Privacy Officer

<https://privacy.kuehne-nagel.com/dsar-form/>

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Changes to this Privacy Notice

Our Privacy Notice as well as the information about our data processing in accordance with Art. 13, 14 and 21 GDPR may change from time to time. It is therefore recommended to revisit this Privacy Notice in regular intervals. This Privacy Notice does not apply if there are country-specific Privacy Notices for Business Partners in place and/or conflicting local privacy laws and regulations.

Thank you for choosing Kuehne+Nagel. We value your privacy and trust.