

## GENERAL PRIVACY NOTICE

Personal data is any information that directly or indirectly enables an individual to be identified (“**Personal Data**”). Hutchison Port Holdings and its associated companies based in the United Kingdom (each a “**Company**”), recognise that the protection of Personal Data is fundamental to preserving the trust of those who work for its customers and suppliers, stakeholders and others in the wider community, including visitors to each Company. We refer to these individuals as “**you/your**” in this Notice. Each Company is committed to the safeguarding of Personal Data in compliance with the General Data Protection Regulation (EU 2016/679) and any other applicable laws and regulations that ensure the protection of Personal Data, as the same may be amended from time to time (“**Data Protection Laws**”).

This Notice sets out how and why the Company might collect, process, store or use your Personal Data. It also sets out your rights in relation to Personal Data: each individual has the right to know what Personal Data the Company holds about it; to have a copy of it; and to ask the Company to change or sometimes delete it.

### What Personal Data does the Company hold about you?

In the course of the Company’s dealings with you it may collect and process the following categories of Personal Data:

- a) **Information that you give to the Company:**
  - **identification data:** such as name, signature, usernames, photo for visitors passes, nationality or citizenship, passport or visa/ID data, drivers' licence information;
  - **personal information:** such as date and place of birth, interests and personal preferences, emergency contact/family details and gender, language and communication preference(s);
  - **contact details:** such as home address, telephone number(s) (landline and mobile) and email addresses, or work contact information such as business email address and business telephone numbers;
  - **information about your current working arrangements:** such as business title, work location, start and contact details for current employers, conflicts of interest information, any licences, certifications or authorization needed to perform a certain job;
  - **payment-related information:** including bank account details; and
  - **special personal data:** including information on disability for example for the purposes of accommodating the workplace; criminal records data such as where the Company has conducted or received the results of criminal records background checks where relevant; gender, race or ethnicity data or sexual orientation data where this has been provided voluntarily to the Company by an individual, for the purposes of equal opportunities and diversity monitoring and initiatives.
  
- b) **Information that the Company collects about you:**
  - **time, systems and buildings access monitoring information:** such as CCTV footage, information about the date and location of visits, internet, email and telephone usage data, network or other communication logs, computer and facilities access and authentication information, car registration information, and information necessary to maintain visitor logs and screening; and
  - **website information:** technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from the website (including date and time); page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-

overs), and methods used to browse away from the page and any phone number used to call the Company customer service number.

## **What does the Company use such Personal Data for?**

The Company uses Personal Data held about you in the following ways:

- a) Information that you give to the Company.** The Company will use this information:
- to provide you with information and services that you request from the Company;
  - to provide you with information about other services the Hutchison Port group or the CK Hutchison group offers that are similar to those that you have already purchased or enquired about;
  - to provide you with industry insights and upcoming event information;
  - to keep an up to date record of the Company's interactions (such as meetings) and communications with you, often storing such information on internal databases;
  - to provide you with information about services or our business that may interest you;
  - to give to third parties to provide services such as references, qualifications and criminal record checking services and verification of the details you have provided;
  - to maintain visitor logs and screening; and
  - for security and health and safety purposes.
- b) Information that the Company collects about you.** The Company will use this information:
- to administer its website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
  - to maintain visitor logs and screening;
  - for security and health and safety purposes; and
  - to ensure that content from its website is presented in the most effective manner for you and for your computer.

## **With whom may the Company share your Personal Data, and what happens if it is transferred out of the UK?**

The Company may transfer Personal Data to third parties, including to entities within and outside of the Hutchison Ports group located in any jurisdictions where the Hutchison Ports group entities are located, for the purposes set out above.

The Company may also need to transfer your Personal Data to other third parties like potential business partners, suppliers, customers, or government bodies however the Company will limit who has access to your Personal Data as much as is practicable. As necessary in connection with the monitoring of security and health and safety maintenance and performance, Personal Data and Special Personal Data may be transferred (as part of CCTV footage) to business partners, suppliers, customers, end-customers and other third parties. If your Personal Data is transferred out of the UK, the Company will take all necessary measures to ensure it is adequately protected.

All information you provide to the Company is stored on the Company's servers or that of its sub-contractors. Where the Company has given you (or where you have chosen) a password which enables you to access certain parts of the Company's website, you are responsible for keeping this password confidential. Please do not share any password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although the Company will do its best to protect your Personal Data, the Company cannot guarantee the security of your data transmitted to its site; any transmission is at your own risk. Once the Company has received

your information, it will use strict procedures and security features to try to prevent unauthorised access.

## Your rights

Your rights in relation to your Personal Data under the Data Protection Laws include the following:

- a) **Right of access:** you have the right to confirm with the Company whether your Personal Data is processed, and if it is, to request access to that Personal Data, to know the purpose of the processing and the recipients or categories of recipients. The Company does have to take into account the interests of others though, so this is not an absolute right;
- b) **Right to rectification:** it is important that the information the Company holds about you is correct and up to date. You can correct or update your information at any time and you can also request a copy of the information the Company holds about you by contacting the Data Protection Ambassador at [dpa@hpuk.co.uk](mailto:dpa@hpuk.co.uk);
- c) **Right to erasure (right to be forgotten):** you may have the right to ask the Company to erase Personal Data concerning you however this is not an absolute right and will be subject to the Company's legal and regulatory obligations and compliance policies, including the limits of available technology and associated costs; and
- d) **Right to restriction of processing:** you also have the right to ask the Company not to process your Personal Data for marketing purposes. The Company will usually inform you (before collecting your data) if it intends to use your data for such purposes or if it intends to disclose your information to any third party for such purposes. You can also exercise the right at any time by contacting the Data Protection Ambassador at [dpa@hpuk.co.uk](mailto:dpa@hpuk.co.uk).

The Company website may, from time to time, contain links to and from the websites of its partners, sub-contractors and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that the Company does not accept any responsibility or liability for these policies. Please check these policies before you submit any Personal Data to these websites.

## How long will the Company keep your Personal Data for?

The Company will retain your Personal Data as long as is required by applicable Data Protection Laws or for as long as necessary for the purposes for which it was collected, or to satisfy a legitimate business need.

## Cookies

The Company website uses cookies to distinguish you from other users of the website. This helps the Company to provide you with a good experience when you browse the website and also allows the Company to improve its site. For detailed information on the cookies the Company uses and the purposes for which it uses them see the cookie section on the Company website.

## Changes to our Privacy Notice

Any changes the Company may make to this Notice in the future will be posted on this page. Please check back frequently to see any updates or changes.

## Complaints

If you have any complaints about how the Company uses your information, please contact the Company at the address below. You can also lodge a complaint with the UK's Information Commission Officer at <https://ico.org.uk/global/contact-us/> or by telephone on 0303 123 1113.

## **How to contact us**

If you have any questions about the information that the Company holds about you or need any assistance with accessing or updating your details, please contact the Data Protection Ambassador at [dpa@hpuk.co.uk](mailto:dpa@hpuk.co.uk).