



PRIVACY POLICY

This policy concerns I4F International B.V. and all its affiliated companies, subsidiaries and representative offices (“i4F”), including, but not limited to, I4F Licensing NV, a Belgian company having its registered office at Industriedijk 19, 2300 Turnhout, Belgium.

i4F respects and is committed to protecting the privacy of persons whose personal information it may collect and process. When collecting and processing personal information, i4F follows closely the principles of legality, legitimacy, necessity and good faith. This policy is intended to inform you how i4F carries out its processing activities (“Privacy Policy”).

i4F may regularly update its Privacy Policy to ensure continuous compliance with applicable privacy laws and regulations, and to reflect any changes to its processing activities. To check the latest date of modification, please refer to section 4.2 of this Privacy Policy.

1. COLLECTING, PROCESSING AND ERASING PERSONAL INFORMATION

“Personal Information” is information that can be used, directly or indirectly, individually or in combination with other information, to identify a natural person as an individual.

“Processing” or “Process” refers to any kind of method for handling Personal Information, including, but not limited to, collecting, recording, storing, using, consulting, combining, publishing, modifying, disclosing, deleting or destroying.

“You” refers to i4F (i) prospect and existing business relations of any nature, (ii) visitors and users of the website, (iii) job candidates, and (iv) any natural person, that does not fall under (i)-(iii), whose Personal Information i4F may collect.

“i4F Employee” refers to persons working with or for i4F, including, but not limited to, full time, part time, permanent and temporary employees, close i4F consultants, interns, etc.

1.1 Type of Personal Information i4F collects.

i4F collects different types of Personal Information depending on the purpose. This includes, but is not limited to:

- (i) First and last name
- (ii) Email address(es)
- (iii) Phone number(s)
- (iv) Address(es)
- (v) Company You work for and job title

If You are an i4F Employee or candidate, then i4F will Process additional Personal Information about you, including, but not limited to:

- (i) Curriculum vitae, including cover letter
- (ii) National ID number, passport, other government-issued ID and/or visa or work permit information

- (iii) If applicable, any assessments conducted of any nature
- (iv) Any other documents or information You provided to i4F in the course of your employment with i4F or candidacy process

1.2 How i4F collects Personal Information.

Directly provided by You via:

- emails, texts, calls and other means of telecommunication used between You and i4F
- in-person contact with i4F, i.e during events, visits etc.
- i4F's website(s) and all types of social media, i.e. LinkedIn
- any type of form submitted through i4F's website, i.e. to request information, to become a licensee, for installation advice etc.
- any type of form submitted in person to i4F
- subscribing to i4F's newsletter and/or mailing list for whatever purpose

Indirectly provided by You via:

- contact with i4F's direct business partners, consultants, customers etc.
- contact with third parties working with or for i4F

i4F may also process other Personal Information You have previously provided to i4F, as well as other Personal Information that is available in the public domain. i4F may use Personal Information found in the public domain in order to (i) carry out specific business activities, and (ii) complete your contact information.

i4F does not collect Personal Information of children under the age of 18. If You are under the age of 18, please do not submit any forms containing your Personal Information through i4F's website or through any other type of social media. Should it come to i4F's attention that it has collected Personal Information of a person under the age of 18, such Personal Information will be immediately deleted. If a circumstance arises where i4F has a specific and legitimate business purpose for the collection of Personal Information of a person under the age of 18, it will first obtain parental consent.

1.3 How i4F uses Personal Information collected.

i4F will never process Personal Information without a legitimate business purpose and/or consent from You.

The following purposes are considered legitimate business purposes for i4F to process Personal Information collected:

- (i) Managing ongoing business relations of any nature, including, but not limited to, license agreements and partnership agreements
- (ii) Explore, develop and establish business relations of any nature
- (iii) Explore and/or establish and manage employment contracts of any nature
- (iv) Communicate and respond to your requests and enquiries
- (v) Marketing activities and communication (*provided You have opted for this*)
- (vi) Enhance your experience with information tailored to your interests
- (vii) For any other legitimate business purpose not mentioned above



1.4 How long i4F stores Personal Information collected.

i4F will not process Personal Information for longer than what it is necessary to fulfil the purpose of its collection. Once the purpose has been fulfilled, can no longer be fulfilled or is no longer necessary to be fulfilled, i4F actively deletes, destroys, and/or anonymises any Personal Information it may have collected.

Unless it is required by law or regulation to store the Personal Information for a specific period of time, i4F applies the following storage periods:

For the purposes stated in 1.3 (i)-(ii) above:

If You have provided your Personal Information during the course of establishing a potential business relation, and it is later confirmed that no business relation shall be established, i4F will store your Personal Information for a period of 1 year from the date i4F received the confirmation, unless You have expressly requested i4F to delete and/or destroy your Personal Information.

If a business relation has been established, then i4F shall store your Personal Information during the term of the agreement/business relation, in order to fulfill the contractual/legal obligations, and for a period of up to 10 years from the effective date of expiration or termination of the agreement/business relationship.

If You terminate your employment with the company i4F has an active agreement with, it is your responsibility to notify i4F so it can cease processing your Personal Information and actively delete and/or destroy your Personal Information. With the exception that if the Personal Information is included in the active agreement, i4F can neither delete nor destroy your Personal Information from the active agreement so it shall anonymise such Personal Information.

For the purpose stated in 1.3 (iii) above:

For the Personal Information of current or terminated i4F Employees, i4F has implemented an internal data retention schedule containing specific retention periods for different categories of documents according to applicable laws, rules or recommended standards.

If You are a candidate, i4F will keep your Personal Information for 8 weeks from the moment of reception or up to 1 year with prior consent from You.

For the purposes stated in 1.3 (iv)-(vii) above:

If You have active communication with i4F, your Personal Information shall be stored during the period of active communication and for up to 5 years from the latest interaction, unless you have expressly requested i4F to delete and/or destroy your Personal Information.

In cases where it is required to do so by law or regulation, i4F may have to process Personal Information after the purpose has been fulfilled.

2. YOUR RIGHTS REGARDING YOUR PERSONAL INFORMATION

You have the right to access, verify, modify, update or delete your Personal Information. In addition to these rights You also have the right to:

- (i) request copies of all the Personal Information i4F has processed in relation to You
- (ii) request i4F to restrict its processing activities in relation to your Personal Information
- (iii) object to the processing of certain Personal Information about You
- (iv) withdraw your consent to the processing of your Personal Information (*please note that withdrawing your consent will not affect the lawfulness of any Processing that i4F has conducted prior to your withdrawal*)

Restricting or erasing your Personal Information, or withdrawing your consent, may affect any ongoing contact between i4F and You, as well as your company or the company You work for. Should You wish to maintain contact with i4F, it is your responsibility to provide i4F with alternative contact information.

To exercise any of the rights mentioned in this section, or for any questions related to your rights, please use the contact details mentioned in section 4.1 of this Privacy Policy. i4F will verify your identity prior to taking any further action on your request. If i4F is not able to comply with your request due to legal, governmental or regulatory obligations, i4F will notify You and provide further explanations.

3. STORAGE, SECURITY AND TRANSFER OF PERSONAL INFORMATION

3.1 Storage

Personal Information is stored digitally on servers located in the EU, and physically at i4F's headquarters located in Belgium.

In certain cases, Personal Information may also be stored in the personal and/or work laptops, phones etc... of i4F Employees which may be located outside of the EU. In such cases i4F Employees are required to have appropriate Personal Information safeguarding measures in place, including, but not limited to, having password protected laptops and phones.

i4F may also store Personal Information via different IT services, including, but not limited to, Google, Microsoft, and the Cloud. These providers may locate their servers outside the EU / EEA area. In such a case i4F can only try its best to protect Personal Information, but cannot guarantee security nor take responsibility for these IT providers.

3.2 Security

i4F has taken administrative, technical and organisational measures to secure Personal Information from accidental, illegal or unauthorised destruction, manipulation, disclosure, access, or use. This includes, but is not limited to, securing the servers behind firewalls, using two-factor authentication in softwares i4F uses to store Personal Information, and placing user restriction to i4F's database where Personal Information may also be stored.



Only persons who work in the legal, finance, marketing and licensing departments of i4F, and other persons within i4F that are in direct contact with You, have access to your Personal Information.

i4F continuously adapts its security measures in line with technological progress and development.

3.3 Transfer of Personal Information

i4F may transfer and disclose Personal Information to its affiliates, subsidiaries and/or other related companies. In cases where this transfer is made to an i4F affiliate, subsidiary or related company located outside of the EU / EEA area, and/or the Peoples Republic of China, i4F will comply with all requirements for the transfer of Personal Information under the applicable privacy laws and regulations, which may include obtaining your express and informed consent prior to such a transfer.

i4F does not transfer, sell, exchange, or otherwise disclose Personal Information to any third party without (i) having a legitimate business purpose to do so, including but not limited to, complying with due diligence matters, a court order, law, or a governmental request, and/or (ii) first obtaining express and informed consent from You.

4. CONTACT INFORMATION AND MODIFICATIONS

4.1 Contact information

If You have any questions regarding i4F's Privacy Policy, i4F's Processing activities, or wish to exercise any of the rights specified in section 2, please contact i4F's legal counsel at:

Attn: Alexandra Vital Alves

Company: i4F Licensing NV

Address: Industriedijk 19, 2300 Turnhout, Belgium

E-mail: legal@i4f.com

Mobile: +32 (0) 470 85 78 02

4.2 Modifications

This Privacy Policy is kept updated to reflect changes made to applicable privacy laws and regulations, and any changes to i4F's privacy practices.

Unless You have expressly not consented to the processing of your Personal Information, by reading this Privacy Policy, You are consenting to i4F's privacy practices in regards to the processing of your Personal Information, including any modifications that may be made to this Privacy Policy and i4F's privacy practices.

Date last updated: May 9, 2023.