

PRIVACY POLICY

1. General information

a) Introduction

Symrise AG attaches great importance to data protection and the protection of privacy. With the following privacy policy, we would like to inform our shareholders about the processing of their personal data and their rights in accordance with the applicable data protection laws, in particular the Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR), in connection with the preparation, execution and follow-up of the Annual General Meeting.

b) Controller as defined in Article 4 number 7 GDPR

Symrise AG, Mühlenfeldstrasse 1, 37603 Holzminden, Germany

c) Contact information of the data protection officer

Symrise AG
Privacy Officer
Mühlenfeldstrasse 1
37603 Holzminden, Germany
Email: Data.protection@symrise.com

2. Information regarding processing

a) Categories of data

In particular, we process the following categories of personal data:

- First name and last name
- Address
- Number of shares
- Type of ownership of the shares
- AGM card number.

In addition, we may also process the personal data of a proxy nominated by an authorized representative (in particular their name and place of residence). If shareholders or their proxies contact us, we also process the personal data required to respond to any concerns (e.g., the contact information provided by the shareholder or proxy such as email address or telephone number). Furthermore, we also process information on participation in the Annual General Meeting. If applicable, the company also processes personal information regarding motions, questions, nomination proposals and requests from shareholders or shareholder representatives in connection with the Annual General Meeting.

b) Purposes and legal basis of processing

We use personal data to enable shareholders to participate in and exercise their rights at the Annual General Meeting. The processing of personal data is necessary for the proper preparation, execution and follow-up of the Annual General Meeting and to enable shareholders to participate in the Annual General Meeting and to exercise all their rights. The legal basis for the processing of personal data is the AktG in conjunction with Article 6 (1) sentence 1 (c) GDPR.

In addition, we may also process personal data to fulfill other legal obligations, such as regulatory requirements and obligations to retain data under stock corporation law, securities law, commercial law and tax law. The legal basis for the processing is the respective legal regulations in conjunction with Article 6 (1) sentence 1 (c) GDPR.

All shares in Symrise AG are bearer shares. In contrast to registered shares, Symrise AG does not maintain a share register as defined by Section 67 AktG in which the name, date of birth, and address of the shareholder as well as the number of shares are to be entered.

c) Categories of recipients of personal data

We use external service providers in some cases for the preparation, implementation and follow-up of the Annual General Meeting. Service providers commissioned for the purpose of preparing, processing and following up the Annual General Meeting will only receive personal data from us that is required for the execution of the commissioned service and will process the data exclusively in accordance with the instructions of Symrise AG. Each of our employees and all employees of external service providers who have access to and/or process personal data are obliged to treat this data confidentially.

d) Data sources

As a rule, we or the service providers we commission to process data receive the personal data of shareholders via our registration office from the credit institutions of the shareholders who have commissioned them with the custody of our shares (intermediaries/custodian banks). We also receive it via shareholders' participation in the Annual General Meeting and their exercise of their rights in the Annual General Meeting.

e) Storage period

The storage period for the data recorded in connection with the Annual General Meeting is generally up to three years. In principle, we anonymize or delete personal data, unless we are required by law to provide evidence and storage regulations for further storage or longer storage in the context of legal proceedings is necessary.

3. Rights of data subjects

As affected parties, shareholders can at any time contact our data protection officer with an informal notification using the contact data mentioned under 1 c above in order to exercise their rights in accordance with GDPR, the prerequisites of which must be examined in individual cases. These include, in particular:

- The right to obtain information on data processing and a copy of the data processed (Right to information, Article 15 GDPR)
- The right to request the rectification of inaccurate data or the integration of incomplete data (Right to rectification, Article 16 GDPR)
- The right to request the erasure of personal data and, if the personal data have been published, information regarding other controllers to make a request for data to be erased (Right to erasure, Article 17 GDPR)
- The right to restrict data processing (Right to restriction of processing, Article 18 GDPR)

Data subjects also have the right to lodge a complaint with a supervisory authority.