

DRIVE

VOLKSWAGEN GROUP FORUM

Data Protection Statement for DRIVE.Volkswagen Group Forum Conference Bookings

A. Controller

This data protection statement informs you about the collection, processing and use of your personal data by Volkswagen AG, Berliner Ring 2, 38440 Wolfsburg, Germany, listed in the commercial register of the district court of Braunschweig under the number HRB 100484 ("Volkswagen AG") in the context of DRIVE. conference bookings.

B. Collection, processing and use of your personal data

Your personal data is processed to enable the organization and implementation of events and conference business, including the coordination of appointments and the preparation of offers for space, as well as to serve as an interface to various external service providers. The legal basis for the data processing is the implementation of pre-contractual measures and/or the fulfilment of the contract concluded with you for conference booking in accordance with Art. 6 para 1 p. 1 (b) GDPR. The following data will be processed in this context by the persons concerned (organizers of events and conferences on the customer side as well as invited participants) who are involved in the initiation, implementation and termination of the contract.

- **Booking request**
customer's personal data (business): title, first name, last name, telephone number, e-mail address, company, department and cost centre, optional: street, city, postcode, additional comments.
- **Reservation form and other booking-relevant information (banquet folder etc.)**
customer's personal data (business): first name, last name, telephone number, e-mail address, company, department and mailbox/cost centre, street, city, postcode, additional comments related to the event (optional), booking-relevant data (e.g. day, number of guests, catering, etc.)
- **Entry in DRIVE database**
The DRIVE database is an in-house tool that is used by DRIVE staff from the conference and event department to ensure all employees have the same level of information about the respective events.
Customer's personal data (business): title, first name, last name, telephone number, e-mail address, company, department and mailbox/cost centre, street, city, postcode, additional comments related to the event (optional), booking-relevant data (e.g. day, number of guests, catering, etc.)

DRIVE

VOLKSWAGEN GROUP FORUM

- **Preparation and confirmation of offer, provision of Volkswagen order number, mailing of the hospitality voucher, arrangements and revisions via e-mail/telephone**

Customer's personal data (business) for: title, first name, surname, telephone number, e-mail address, company, department and cost centre, street, city, postcode, additional remarks (optional), booking relevant data (e.g. day, number of guests, catering, etc.), food services, room rental, interim arrangements (e.g. scheduling changes, staffing at the entrance, text for directional signs, etc.)

- **Invoicing**

Customer's personal data (business): title, first name, surname, telephone number, e-mail address, company, department and cost centre, street, city, postcode, additional remarks (optional), booking relevant data (e.g. day, number of guests, catering, etc.), food services, room rental, interim arrangements (e.g. scheduling changes, staffing at the entrance, text for directional signs, etc.) invoice, possible complaints.

For the planning and implementation of events and conferences according to customer wishes, Volkswagen AG commissions service providers as processors as required for the event or conference. These companies include Alois Dallmayr KG (catering), Munich, Klüh Security GmbH (property and personal security), Düsseldorf, BWT Datentechnik GmbH (conference technology), Berlin, and Volkswagen Deutschland GmbH & Co. KG (conference business organization), Wolfsburg. Contract processing agreements have been concluded with these contract processors. In addition, your personal data will be transferred to other service providers in the fields of decoration, exhibition construction, conference technology and catering, should these service providers be commissioned for your event and you have consented to the data transfer on the 'space request' form (Art. 6 para 1 p. 1 (b) GDPR).

The data is processed exclusively in Germany. Your personal data will be deleted or made anonymous after the invoice has been processed for a maximum of four years from the date of issue, unless other retention periods (e.g. tax retention periods of 15 years from the date of issue) are required.

C. Your rights

You are entitled to exercise the following rights vis-à-vis Volkswagen AG at any time free of charge. Further information on how to exercise your rights can be found in section D.

Right of access: You have the right to obtain information from us regarding the processing of your personal data.

Right to rectification: You have the right to demand rectification of any personal data that is incorrect and/or incomplete.

DRIVE

VOLKSWAGEN GROUP FORUM

Right to erasure: Providing the requirements specified in Art. 17 GDPR have been met, you have the right to demand erasure of your data. Thus, you may demand the erasure of your data insofar as this information is no longer required for the purposes for which it was collected. Furthermore, you may demand erasure if we process your data based upon your consent and you subsequently withdraw this consent.

Right to restriction of processing: You have the right to demand the restriction of processing of your data providing the requirements specified in Art. 18 GDPR have been met. This is the case, for example, if you dispute the correctness of your data. You may demand the restriction of processing during the time your data is being checked for correctness.

Right to object: Insofar as the processing is undertaken based upon an overriding interest or your data is used for the purpose of direct marketing, you shall have the right to object to the processing of your data. An objection is permissible if the processing is either in the public interest or in the exercise of official authority or on the basis of a legitimate interest of Volkswagen AG or a third party. In the event of an objection, we would ask you to inform us of your reasons for objecting to data processing. You also have the right to object to data processing for direct marketing purposes. This shall also be valid for profiling insofar as this is undertaken in conjunction with direct marketing.

Right to data portability: Insofar as the data processing is undertaken based upon a consent or a fulfilment of a contractual agreement and this is also undertaken while using an automated processing system, you shall have the right to receive your data in a structured, commonly used and machine-readable format and to transfer those data to another data processor.

Right of revocation: Insofar as the data processing is undertaken based upon consent, you shall have the right to withdraw your consent for the data processing with effect for the future, at any time free of charge.

Right to lodge a complaint: You also have the right to lodge a complaint with a supervisory authority (e.g. to the State Data Protection Officer for Lower Saxony, Germany) regarding the processing of your data.

DRIVE

VOLKSWAGEN GROUP FORUM

D. Your contacts

Contact for exercising your rights

The contact for exercising your rights and for further information can be found on the following website: <https://datenschutz.volkswagen.de>.

Data Protection Officer

Our Data Protection Officer is your contact person for support in all data protection matters involving Volkswagen AG:

Data Protection Officer, Volkswagen AG

Berliner Ring 2, 38440 Wolfsburg

datenschutz@volkswagen.de

Status: July 2021