

Visitor Privacy Notice

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This notice provides information on the Volvo Group's processing of personal information of occasional and professional visitors to the Volvo Group premises ("Privacy Notice"). If you are visiting or have visited the premises of a Volvo Group company, we may process personal information about you.

For the purpose of this notice, the "Volvo Group" means AB Volvo (publ.) and entities directly or indirectly controlled by AB Volvo including but not limited to entities belonging to any of the Volvo Group principal Business Areas (as may exist from time to time) such as Volvo Trucks, Volvo Buses, Volvo Construction Equipment, Renault Trucks, Arquus, Volvo Penta, Mack Trucks, Volvo Financial Services, Volvo Group Connected Solutions, Volvo Technology, Volvo Group Purchasing, Volvo Group Real Estate, Volvo Treasury, Volvo Information Technology, Volvo Group Trucks Operations, Volvo Autonomous Solutions and Volvo Energy.

This Privacy Notice applies only when Volvo Group is collecting or otherwise processing personal information for Volvo Group's purposes (i.e., when Volvo Group (either alone or in common with other entities) is a personal information processor and therefore determines the purposes for which and the manner in which any personal information is processed).

This Privacy Notice does not apply when Volvo Group is collecting or otherwise processing personal information on behalf of another company, such as Volvo Group's independent dealers, importers, suppliers, and customers.

In addition to this Privacy Notice, some Volvo Group systems, applications, and processes may contain their own privacy notices, which provide additional details about what specific personal information is collected and how it is stored, used, and transferred.

Identity and contact details of the personal information processor and Volvo Group China Privacy

The Volvo Group company that you are or have been visiting (below referred to as "Volvo") is the personal information processor that Volvo obtains from you and the other sources described below.

"Personal information process" means that it is Volvo that decides on the purpose and means for the processing of your personal information. Volvo is responsible for the processing of your personal information under applicable data privacy laws and regulations.

If you have questions regarding the processing of your personal information, please contact Volvo Group China Privacy at privacy.China@volvo.com.

What categories of personal information may Volvo process, on which legal ground(s) and for what purposes?

For the purposes of this Privacy Notice, "personal information" refers to various information related to an identified or identifiable natural person recorded electronically or by other

means, but does not include anonymized information. In other words, it is any piece of information than can be linked to you.

For the purposes of this Privacy Notice, the term "process" or "processing" means any use of personal information, including but not limited to the collection, recording, organization, storing, adaptation, alteration, transferring, making available, blocking, deletion or destruction of personal information.

Legal ground

- **The processing is necessary for the performance of statutory duties or obligations**
Volvo may process your personal information if such processing is necessary to comply with a legal obligation, e.g. to comply with court orders and legal reporting requirements.
- **The processing is necessary for the response to public health emergencies, or for the protection of life, health, and property safety of natural persons in emergencies.** Volvo may process your personal information to protect the vital interest of you and others if Volvo has valid reasons to believe that such processing of your personal information may prevent or reduce any significant potential harm to you or others.

Volvo may process the following categories of data which, in itself or in combination with other data, may constitute personal information and for the general purposes stated in Table 1 below.

Please note that the below list is a list of examples only and not intended as an exhaustive list, and that Volvo will not necessarily process all the data listed below about you, and some of the purposes for processing will overlap and there may be several purposes which justify our use of your personal information.

Table 1 – Categories of Personal information, Purpose and Legal Ground for Processing

Categories of Personal information	Purposes of Processing	Legal Ground for Processing
Contact data , such as name, title, place of work and e-mail address	<ul style="list-style-type: none"> • Enabling registration of visitors in Volvo's visitor registration systems • General administration of visits 	<ul style="list-style-type: none"> • The processing is necessary for the conclusion or performance of a contract in which the individual is a party, or necessary for human resources management in accordance with the labor rules and regulations established in accordance with the law and the collective contracts signed in accordance with the law(to manage visits to Volvo premises) • Consent (deemed necessary)

Categories of Personal information	Purposes of Processing	Legal Ground for Processing
Time data , such as date and time of when the visit occurred	<ul style="list-style-type: none"> • Enabling registration of time of visits 	<ul style="list-style-type: none"> • The processing is necessary for the conclusion or performance of a contract in which the individual is a party, or necessary for human resources management in accordance with the labor rules and regulations established in accordance with the law and the collective contracts signed in accordance with the law (to manage visits to Volvo premises) • Consent (deemed necessary)
Vehicle detail data , such as registration number of the vehicle that you state upon registration	<ul style="list-style-type: none"> • Enabling visitor access to parking lots 	<ul style="list-style-type: none"> • The processing is necessary for the conclusion or performance of a contract in which the individual is a party, or necessary for human resources management in accordance with the labor rules and regulations established in accordance with the law and the collective contracts signed in accordance with the law (to manage visits to Volvo premises) • Consent (deemed necessary)

Categories of Personal information	Purposes of Processing	Legal Ground for Processing
Security data , such as access cards, access rights and use of access cards and access rights given to you	<ul style="list-style-type: none"> • Enabling visitor to access Volvo facilities in a secure manner • Enabling identification and verification of visitors 	<ul style="list-style-type: none"> • The processing is necessary for the conclusion or performance of a contract in which the individual is a party, or necessary for human resources management in accordance with the labor rules and regulations established in accordance with the law and the collective contracts signed in accordance with the law (to enable secure access to Volvo facilities) • Consent (deemed necessary)
IT-related data , such as user-ID, passwords and log-in details for your use of Volvo public networks (if applicable)	<ul style="list-style-type: none"> • Enabling access to Volvo public internet networks 	<ul style="list-style-type: none"> • The processing is necessary for the conclusion or performance of a contract in which the individual is a party, or necessary for human resources management in accordance with the labor rules and regulations established in accordance with the law and the collective contracts signed in accordance with the law (to manage public internet access control, data protection and cyber security in general) • Consent (deemed necessary)

Categories of Personal information	Purposes of Processing	Legal Ground for Processing
Image material , such as video footage that is being recorded on a Volvo Group company closed-circuit television system (“CCTV”) installed on the applicable Volvo Group company premises or other video and related security/monitoring systems whether on Volvo Group premises or not but to which we have a legitimate purpose in viewing / accessing	<ul style="list-style-type: none"> • Manage safety and security at Volvo Group facilities 	<ul style="list-style-type: none"> • The processing is necessary for the response to public health emergencies, or for the protection of life, health, and property safety of natural persons in emergencies (Maintain security safeguards to prevent fraud or theft; and (where applicable) assist with regulatory compliance) • Consent (deemed necessary)

Specifically about CCTV monitoring

Volvo may use CCTV monitoring (as defined above) where permitted by law. CCTV monitoring is generally used to control and prevent unauthorized access to Volvo’s premises and equipment, however in some countries it may also be used for the purpose to ensure compliance with health and safety guidelines and procedures and for overall production improvement purposes. CCTV images and recordings are securely stored and only accessible on a need-to-know basis (for example, to look into an incident).

From where will Volvo obtain your personal information?

Volvo will obtain the personal information from yourself or the person you are visiting us together with, as it is possible for visitors to enter the names of their group of visitors. Further, if you are visiting a Volvo employee, that person may provide personal information about you to the reception for registration purposes.

Some personal information might also be automatically generated from Volvo’s IT-system and CCTV systems, such as log information and/or image materials.

What happens if you do not provide Volvo with any personal information?

Your decision to provide any personal information to Volvo is voluntary , however for security purposes, all visitors must register themselves in connection with visits to Volvo Group premises. If you do not wish to provide your personal information in connection with a visit, we may not be able to grant you access to the Volvo Group premises.

How will Volvo share your personal information?

Your personal information may be shared with other Volvo Group companies and with certain categories of third parties (as further detailed below), which may involve transferring your personal information to other countries.

Sharing of personal information within the Volvo Group

The Volvo Group is a global organization with offices and operations throughout the world, and your personal information may be transferred or be accessible internationally throughout the Volvo Group's global business and between its various entities and affiliates.

Any transfers of your personal information to other Volvo Group companies (including transfers personal information for a party outside the territory of the People's Republic of China) will be subject to a standard contract established by the Cyberspace Administration, or a security assessment or certification endorsed or approved by the relevant authority from time to time.. Such agreement reflect the standard provisions, security assessments or certifications contained in the data privacy laws of the People's Republic of China (including the Personal Information Protection Law). Taking such measures in place means that all Volvo Group entities have to comply with the same personal information protection rules. It also means that your rights stay the same no matter where your data is processed by Volvo Group..

Sharing of personal information with third parties outside of the Volvo Group

In addition to the sharing of personal information between Volvo Group companies as set out above, Volvo may also share your personal information with certain categories of third parties, including:

- **Business partners**, such as Volvo Group's suppliers and service providers in connection with their provision of products and services to the Volvo Group, such as IT service providers.
- **Professional advisors**, such as insurers, lawyers and other professional advisors in connection with insurance claims, audits and the receipt of advisory services.
- **Emergency service providers**, such as the police, fire brigade, ambulance and roadside assistance to protect the vital interest of you and other such as in connection with emergency assistance.
- **Law enforcement**, regulatory authorities and other public and judicial bodies in connection with legal obligations such as court orders or legal reporting requirements or if considered necessary in exceptional cases to protect the vital interest of you or others.

Any third party service providers and professional advisors to whom your personal information are disclosed, are expected and required to protect the confidentiality and security of your personal information and may only use your personal information in compliance with applicable data privacy laws and regulations.

Further, in the event that any Volvo Group company that is located within the People's Republic of China transfers personal information to external third parties that are located outside of the People's Republic of China the relevant Volvo Group company will satisfy itself that there are appropriate safeguards in place which provide adequate levels of protection of your personal information as required by applicable data privacy laws (including the Personal Information Protection Law). For example, this may include the use of standard contracts developed by Cyberspace Administration or pass the security assessments or certifications recognized or approved by the relevant authorities from time to time.

If you have questions about how Volvo will share your personal information, please contact the VOLVO Group Privacy Officer via the contact details set out above.

How does Volvo safeguard personal information?

Volvo utilizes appropriate and reasonable legal, technical and organizational security measures, including information technology security and physical security measures, to adequately protect personal information.

These measures are appropriate to the risks posed by the processing of personal information and to the sensitivity of the personal information and take into account the requirements of applicable local law. In addition, the measures are continuously improved in line with the development of available security products and services.

Volvo requires all persons to abide by applicable security policies related to personal information when using Volvo systems.

For how long will Volvo process your personal information?

Volvo will normally process your personal information for a maximum period of two (2) years after your visit. After this period, Volvo will only process the personal information as may be required to comply with local legal obligations or to satisfy any legal requirements in the event of an actual, threatened or anticipated dispute or claim.

Your data protection rights

You may be entitled, where provided for under applicable data privacy laws and regulations, to:

- Request access to the personal information Volvo process about you: this right entitles you to know whether we hold personal information about you and, if we do, to obtain information on and a copy of the specific pieces and categories of personal information.
- Request a rectification of your personal information: this right entitles you to have your personal information corrected if it is inaccurate or incomplete.
- Refusal to the processing of your personal information: this right entitles you to request that Volvo no longer processes your personal information.
- Request the erasure or deletion of your personal information: this right entitles you to request the erasure or deletion of your personal information, including where such personal information would no longer be necessary to achieve the purposes.
- Request the restriction of the processing of your personal information: this right entitles you to request that Volvo processes your personal information only in limited circumstances, including with your consent.
- Request portability of your personal information: this right entitles you to receive a copy (in a portable and, if technically feasible, readily usable format) of your personal information, or request Volvo to transmit such personal information to another data processor.
- In the event that our processing of your personal information or part thereof is based on your consent, to withdraw at any time your consent, in which case Volvo will cease any further processing activities of your personal information or the relevant part thereof

(however such withdrawal will not affect the legality of the data processing activities prior to the withdrawal).

Please note that Volvo may not always be obliged to comply with a request of deletion, restriction, objection or data portability. Assessment may be made on a case by case basis of Volvo's legal obligations and the exception to such rights.

You also have the right to lodge any complaints you may have regarding Volvo's processing of your personal information to a supervisory authority. For more information about these rights and how to exercise them, please contact the Volvo Group Privacy Officer via the contact details set out above.

What happens if this Privacy Notice changes?

Volvo encourages the periodic review of this Privacy Notice to stay aware of any changes to it.

We reserve the right to amend this Privacy Notice as needed. When we do, we will note near the top of this Privacy Notice the date that any such changes are made and/or when they become effective.