

Kynetec & Kleffmann Group – Website General Privacy Notice for Clients, Suppliers, Research Participants, and Job Applicants – Canada Addendum

Document Classification	Public
Document Purpose	This document sets out Kynetec & Kleffmann Group's Privacy Notice Addendum for individuals in Canada in accordance with the relevant Data Protection Legislation.

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Kynetec & Kleffmann Group – General Privacy Notice for Clients, Suppliers, Research Participants and Job Applicants – Canada Addendum

Effective Date	01.10.2026
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This Privacy Notice Addendum is to be read together with the General Privacy Notice for Clients, Suppliers, Research Participants and Job Applicants (the “General Notice”).

This Addendum applies to individuals located in Canada, whether you interact with Kynetec or Kleffmann as a Client, Supplier, Research Participant or Job Applicant. It does not replace the General Notice; it should be read alongside it. Where a topic is already fully addressed in the General Notice, this Addendum cross-refers to the relevant section rather than repeating it. Where Canadian law requires something the General Notice does not already cover, that content is set out in full below.

This Addendum is intended to meet our obligations under the Personal Information Protection and Electronic Documents Act (PIPEDA), which applies nationally, and, where you are located in the relevant province, the Alberta Personal Information Protection Act, the British Columbia Personal Information Protection Act, and Quebec's Act respecting the protection of personal information in the private sector.

To comply with Canadian Legislation, this Addendum and the General Privacy Notice will be made available in French. If there is any difference between the English and French versions, the French version will prevail for individuals in the relevant province(s) in Canada.

1. Personal Information We Collect & How We Use It

The categories of personal information we collect, the purposes we use it for, and the basis on which we do so are described in Section 2 (Personal Data we collect) and Section 3 (Use of personal data) of the General Notice, which apply equally to individuals in Canada.

2. Providing your Personal Information is Voluntary

Except where we are legally required to collect certain information, providing us with your personal information is your choice. If you choose not to provide certain information, we may not be able to:

- Register you as a Client or Supplier, or perform our contract with your company (Clients and Suppliers)
- Process, assess, or progress your job application, or carry out required background or right-to-work checks (Job Applicants)
- Include you in our research panel, invite you to participate in research, or act on your research responses (Research Participants)

Where this applies to a specific request, we will let you know at the time.

3. Who Within Our Organisation Can Access Your Personal Information

Access to your personal information within Kynetec and Kleffmann group companies is limited to personnel who need it to carry out the purposes described in Section 3 of the General Notice. Depending on the purpose for which your information was collected, this may include our client or supplier account management, finance, human resources or recruitment, IT, and research operations teams. We do not give broader internal access than is needed for these purposes.

4. How We Share Your Personal Information, Including Outside Canada

How we share personal data; with group companies, in a business transfer, with public bodies, and with our agents, contractors and service providers, is described in Section 4 of the General Notice. The countries in which our group companies and safeguards for international transfers are described in Section 4.1 and Appendix A.

For individuals in Canada, this means your personal information may be processed and stored outside Canada, and, if you are located in Quebec, outside Quebec, including in the countries listed in Appendix A, subject to the safeguards described in Section 4.1 of the General Notice (such as standard contractual clauses or reliance on an applicable adequacy decision).

5. Cookies and Other Tracking Technologies

Section 2 of the General Notice explains that we use cookies to collect certain information about visitors to our website, and refers you to our Cookie Policy for details.

Some of the technologies described in our Cookie Policy, for example, the cookies used to keep track of a visitor's identity and to de-duplicate contacts once you have submitted a form to us, can be used to recognise you and link your browsing activity to your identity. Our Cookie Policy sets out the categories of cookies we use, and explains how you can manage or disable non-essential cookies, either through our cookie consent banner or through your browser settings.

6. Your Rights, and Who To Contact

Your rights to access, correct, and otherwise control your personal information are described in Section 7 of the General Notice, and our general contact details are in Section 10.

For matters relating to Canada specifically, you can also contact: the DPO at Weston Court , Weston, Newbury, Berks, RG20 8JE, UK or via email: data.protection@kynetec.com.

If you are not satisfied with our response, you have the right to complain to the relevant supervisory authority:

Regulator	Scope	Contact
Office of the Privacy Commissioner of Canada (OPC)	Federal - PIPEDA (applies nationally, including to interprovincial and international handling of personal information)	Toll-free: 1-800-282-1376 priv.gc.ca
Office of the Information and Privacy Commissioner of Alberta (OIPC)	Alberta - Personal Information Protection Act (PIPA)	www.oipc.ab.ca
Office of the Information and Privacy Commissioner for British Columbia (OIPC)	British Columbia - Personal Information Protection Act (PIPA)	Tel: (250) 387-5629 www.oipc.bc.ca
Commission d'accès à l'information du Québec (CAI)	Quebec - Act respecting the protection of personal information in the private sector	www.cai.gouv.qc.ca

7. Retention

Our approach to how long we keep your personal information is described in Section 8 of the General Notice, and applies equally in Canada.

8. Changes to this Supplement

We may update this supplement from time to time, in the same way as described for the General Notice in Section 9. We encourage you to review it periodically.