

Lubrizon's Key Privacy Rules

Data privacy laws safeguard information about individuals – their personal data¹.

At Lubrizon, we respect the privacy rights of our employees, customers, suppliers and business partners. We are committed to managing personal data in a professional, lawful and ethical way.

As personal data are everywhere, privacy rules apply to virtually every business process in Lubrizon. If we do not comply with privacy rules, we risk causing harm to individuals, being ordered to cease any processing, and potential fines or litigation. We are also putting Lubrizon's reputation at risk.

When in doubt about how to apply these key privacy rules, or if you have any other questions relating to data privacy, please contact the European Data Privacy Compliance Team at GDPR-EU@lubrizon.com.

Compliance

Comply with privacy laws. Always follow Lubrizon's Data Privacy Policy and Code of Ethics when processing personal data.

Purpose Limitation

Only process personal data for specific, defined, legitimate business purposes.

Data Minimization

Do not excessively process personal data; do not process more personal data than necessary; do not access more personal data than strictly necessary for the performance of your job.

Time Limitation

Do not keep personal data longer than necessary, and then ensure they are securely and irreversibly deleted.

Protection of Personal Data

Treat personal data as confidential and use appropriate physical and IT security safeguards. Tell Lubrizon immediately if you know of or suspect any security breach.

Information

Inform individuals, using clear and easy to understand language, about why you are collecting their personal data, what you are going to do with their data and for how long.

Contractual Protection

Safeguard personal data before disclosing or sharing them with third parties, by entering into proper contracts.

Individual's Rights

Respect the right of individuals to access, correct, restrict and remove their personal data.

Risk Identification

Identify privacy risks before processing personal data, such as in a new IT system, business process or service.

¹ Personal data are broadly defined as any information relating to an identified or identifiable individual such as name and contact details. Some private information, such as race or ethnic origin, health data, sexual orientation, criminal behaviour or trade union membership is sensitive personal data and subject to more stringent requirements. Processing means any action involving personal data, including collecting, using, accessing, viewing and even deleting them.