

Privacy Notice on Personal Data Processing on the Donations Questionnaire

The Mota-Engil Group (MEG) is currently committed to securing its personal data. Therefore, this **Privacy Notice on Personal Data Processing** aims to describe the good practices implemented for the collection and processing of personal data from employees within the **Donations Questionnaire**.

The aim of this document is to provide information to data holders about themselves starting from collection, retention, and motive for processing as per art. 13 and 14 of the (UE) Regulation 2016/679 and the Council dated 27 April 2016 regarding the protection of private individuals as to their personal data processing and free circulation of such data – hereinafter known as the General Data Protection Regulation (GDPR) which shall be a part of the Mota-Engil Code of Ethics and the Code of Business Conduct.

Private individuals' data provided through a specific form as well as any other personal data provided by any means whatsoever to MEG or any other controller appointed to that effect as well as any data generated through that process or that have been approved shall be dealt with by MEG as the controller in charge of data processing.

The MEG may also collect data pertaining to data holders from sources publicly available, public services and points of contact provided by the data holder to add to or confirm the data provided by data holders within said processing needs.

1. IDENTIFYING THE DATA CONTROLLER

The Mota-Engil, SGPS is the data controller in charge of collecting and processing data from private holders and shall therefore and as per applicable regulations decide which personal data are to be collected, the processing means and the purpose.

2. COLLECTED DATA

Following personal data will be collected within this process and strictly for MEG in-house purposes:

- Official Entity Name, Registration Number (Tax ID #), Email, number and date of registered under a special scheme that allows it to claim a tax advantage, List of all directors and trustees, bank document

Some data required from the data holder within this process may be a legal requirement and MEG will therefore advise the holder accordingly.

3. DATA PROCESSING PURPOSES

Personal data shall be processed for the purposes of:

- Compliance with SO 07/2021, which stipulates that all compliance policies and procedures, transversal to the Mota-Engil Group and part of the Integrity and Compliance Program, are mandatory, being the Conflicts of Interest Procedure included in the aforementioned Service Order.

4. LAWFULNESS OF PROCESSING

The MEG ensures that collection of holder's personal data is based on following lawfulness of processing:

- Contract Execution according to art.6 n. °1 al. b) the RGPD.

5. RETENTION PERIOD

Personal data shall be kept by the MEG for as long as needed to fulfil the above-mentioned purposes, except in such cases where the law provides for another retention period.

6. DATA TRANSFER

Holder's personal data may be processed by other MEG companies. Data transfer to third countries will only occur if conditions are met to ensure proper the protection level to data holders and only according to applicable laws and regulations.

7. RIGHTS OF DATA HOLDERS

The data holder may exercise several rights within the MEG:

- RIGHT TO ACCESS | holder as a right, except for given situations, to obtain from MEG confirmation that their data are subject or not to processing and should that be the case, holder as a right to access such data;
- RIGHT TO RECTIFICATION | the holder has a right, except for given situations, to obtain from MEG the rectification (updating and correcting) of inexact data concerning themselves;
- RIGHT TO ERASURE ('right to be forgotten') | the holder has a right, except for given situations, to obtain from MEG erasure of their personal data (right to be forgotten);
- RIGHT TO RESTRICTION OF PROCESSING | the holder has a right except in given situations, to obtain from MEG that processing of their data is restricted provided it is so permitted by law;
- RIGHT TO DATA PORTABILITY | the holder has a right, except in given situations, to obtain from MEG their data in a structured format which is easier to reuse and can be read electronically and the right to transmit such data to another controller without hindrance;
- RIGHT TO OBJECT | the holder has a right, except in given situations, to object the use of their date by MEG.
- The data holder may request more detailed information, namely as to the purposes, grounds for legitimate interest and retention periods, as well as to lodge complaints to MEG as to the way their personal data are

processed (see chapter "CONTACT"), without prejudice to also lodge complaints before the relevant authorities.

The law lays down the terms and conditions such rights can be exercised, and those terms and conditions shall apply when exercising such rights before the MEG and the same is true for the exceptions and limits thereof.

8. OBLIGATION OF THE DATA HOLDER

The data holder must use the platform in a meaningful and responsible manner, and they shall be responsible for any corrections or updates as to the data provided which must also true data.

9. SECURITY

The MEG implemented both technical and operational security standards as well as organisational and political ones encompassing in-house check-outs and procedures to protect personal data against loss, misuse, alteration or deletion. MEG authorised personnel and our outsourcers only will have access to personal data and those personnel and outsourcers must treat such data as confidential.

10. CONTACT

Please go to privacy@mota-engil.com for further details on this Privacy Notice.

11. UPDATES

This Privacy Notice is subject to updates from time to time and the MEG will update the "Last updated" at the end of the document. Please visit the Web page from time to time to keep updated. The MEG may, from time to time, advise on significant changes introduced to the Privacy Notice.

Last updated: 02-06-2025