# CONSENT FORM

**Introduction**

Tetra Pak processes personal data relating to its employees to manage employment relationships to support the business operations and to offer employees important services, for example, competence development, training, communication, and recruiting, and also to comply with its undertakings as an employer, for example pay structuring and wages processing as well as accomplishing other obligations according to laws and collective agreements and, in order to do so, notably uses electronic HR systems.

Tetra Pak takes the necessary steps to ensure that personal data processed in its systems and applications (notably eHR) is protected from incorrect use and disclosure to external parties.

As an employee of Tetra Pak you are required to sign this consent form. If you do not provide your consent, we may not be able to manage your employment relationship appropriately. Once signed, please return this consent form to your local Recruiter.

Together with this consent form, you have been informed about the Tetra Pak Group Procedure on Processing of Personal Data (the “**Procedure**”). The Procedure describes the categories of personal data that will be processed in the context of HR administration, the purposes for which they are processed, with whom they are shared, to which countries they are transferred and how you can exercise your data protection rights, amongst other things. Please read it carefully.

**Sensitive personal data**

As described in the Procedure, we may also process, depending on your country of employment, a limited amount of sensitive personal data relating to you, such as data relating to your health, union-membership or religious and philosophical beliefs.

We will only process such personal data where permitted by applicable law and only for the purposes of personnel and payroll administration, absence management, filing tax returns and equal opportunities monitoring, where applicable. Where we process such personal data, it may also be shared with other employees and companies of the Tetra Laval Group as well as our third party service providers for the same purposes.

**Authorised access to your personal data**

Your personal data will be stored in various data bases, which you, your immediate manager, their manager and authorised HR personnel notably in the relevant HR Service Centres, will have access to (and, in some specific cases, authorised third party service providers that provide part of the above services, or for technical support of the system).

**International transfer of personal data**

Personal data may be transferred to other countries within and outside of the European Economic Area (“**EEA**”), where required. We will only share and transfer personal data in accordance with applicable law. We have undertaken legal steps to provide an adequate level of protection to your personal data if they are transferred outside of the EEA.

**Other processing**

Some of your personal data (for example, your name and picture) may be also published on your employer’s and other Tetra Laval Group internal websites for communications purposes.

**Your rights**

You can exercise your rights of access, correction, blocking and deletion of your personal data, if the data is incorrect, inaccurate or outdated, and the right to object to certain data processing activities in accordance with applicable law.

To exercise your rights, you should make a written request to the attention of your local HR Service Centre. Alternatively, you can access some of your personal data through Orbis and you can also update some of your personal data and make any appropriate corrections directly via this portal. For access to your full personal data, please send a written request as explained above.

For further information about your rights and whom to contact to exercise them, please see the Procedure.

**Your consent**

By giving your consent below you accept that Tetra Pak and other companies in the Tetra Laval Group, including their authorised personnel and third party service providers, which have access to your personal data, are entitled to process your personal data for the purposes described above and in the Procedure.

**I have read and understood the Procedure and this consent form. I hereby consent to the processing of my personal data (including as regards sensitive personal data, international data transfers and publishing personal data) as described in these documents.**

Employee Name (printed or typed): \_\_\_\_\_\_

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_

Received by HR Responsible: (name) \_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_