



Privacy Policy for Volkswagen Factory Tours

A. Controller

With this privacy policy, we inform you about the collection, processing, and use of your personal data by Volkswagen AG, Berliner Ring 2, 38440 Wolfsburg, registered in the commercial register of the Braunschweig District Court under the number HRB 100484 ("Volkswagen AG") when using the factory tour service of Volkswagen Guest Relations at the Wolfsburg location.

B. Collection, Processing, and Use of Your Personal Data

To offer you a factory tour as a visitor at the Wolfsburg location, personal data is collected and stored. The processing of your data serves the planning, execution, and billing of your factory tour and thus the fulfillment of the contract (Art. 6 para. 1 lit. b GDPR). The following data is processed for the factory tour:

- **Contact Information** (Data: First name, last name, phone, email, group name, type of access (e.g., accessibility requested))
- **Confirmation Letter** (Data: First name, last name, phone, email, group name, date, alternative date, time, tour language, number of persons, price, contact person, type of access (e.g., accessibility requested))
- **Visit to the Wolfsburg Plant** (Data: Date, time, group name, first name, last name, date of birth, place of birth, type of access (e.g., accessibility requested))
- **Cost Assumption Declaration** (Data: First name, last name, company name, street and house number, postal code, city, country, payment method, signature)
- **Billing** (Data: Address with first name, last name, company name, street and house number, P.O. box, postal code, city, country, indication of service time, service description)

We also process your data to check and document your access to security-relevant areas of Volkswagen AG properties (e.g., plants, rented areas, rented office spaces). The data processing ensures that Volkswagen AG is aware of all visitors in security-relevant areas of Volkswagen AG properties. The data processing thus serves the purpose of safeguarding house rights in Volkswagen AG properties. This purpose includes protecting Volkswagen AG properties against unauthorized entry by persons, preventing general dangers such as theft, burglary, sabotage, industrial espionage. Furthermore, data processing serves to prevent crimes against property, health, body, and life of affected persons, support in clarifying the aforementioned crimes, and protect Volkswagen AG property. It also serves to protect the physical integrity of Volkswagen AG employees and pursue Volkswagen AG's legal claims. The processing of your data is based on a legitimate interest of Volkswagen AG. The primary interest of data processing is: documentation of access to the factory premises and exercising house rights as well as protecting Volkswagen AG employees and property, Art. 6 para. 1, sentence 1, lit. f) GDPR. You have the right to object to data processing (see under D).

The following data is processed for checking and documenting your access:

- **Access to the Wolfsburg Plant** (Data: Date, time, first name, last name, date of birth, place of birth)

C. Transfer of Your Data to Third Parties

The data we process about you is based on the information you have provided to us. We may also process data we receive about you from third parties or take over from systems. These could include the following data sources:



person who requested the factory visit for your group, the inviting department of Volkswagen AG, or Volkswagen AG systems (e.g., ZUBESY).

Your data for the purpose of access to the factory premises and properties of Volkswagen AG is processed by the department "SF-W, Plant Security VW AG" at Volkswagen AG.

For the billing of your factory tour, we use Volkswagen Group Services sp. z o.o., Poznań, Poland as a processor to support commercial services. The service provider has committed to comply with appropriate technical and organizational measures for data security within the framework of a processing contract (Art. 28 GDPR) and acts on our instructions. The transfer of your data to the processor thus serves the fulfillment of a contract for the factory tour (Art. 6 para. 1 lit. b GDPR).

Your data for the purpose of the factory tour, especially the contact data and confirmation letters to Guest Relations, are stored for a maximum of 2 years after the factory tour and all contract data for tax reasons for 15 years and then deleted.

Your data for the purpose of access to the factory premises and properties of Volkswagen AG will be deleted no later than 1 year after the end of the visit. For minors, deletion occurs immediately.

D. Your Rights

You can exercise the following rights against Volkswagen AG at any time free of charge. Further information on exercising your rights can be found in Section E.

- **Right of Access:** You have the right to obtain information from us about the processing of your personal data.
- **Right to Rectification:** You have the right to request the correction of inaccurate or incomplete personal data concerning you.
- **Right to Erasure:** You have the right to request the deletion of your data if the conditions of Art. 17 GDPR are met. For example, you can request the deletion of your data if it is no longer necessary for the purposes for which it was collected. You can also request deletion if we process your data based on your consent and you withdraw this consent.
- **Right to Restriction of Processing:** You have the right to request the restriction of the processing of your data if the conditions of Art. 18 GDPR are met. This is the case, for example, if you dispute the accuracy of your data. For the duration of the verification of the accuracy of the data, you can then request the restriction of processing.
- **Right to Object:** If the processing is based on an overriding interest or your data is used for direct marketing purposes, you have the right to object to the processing of your data. In the event of an objection, we ask you to inform us of your reasons for objecting to the data processing. You also have the right to object to data processing for direct marketing purposes. This also applies to profiling, insofar as it is related to direct marketing.
- **Right to Data Portability:** If the data processing is based on consent or the fulfillment of a contract and is also carried out using automated processing, you have the right to receive your data in a structured, commonly used, and machine-readable format and to transfer it to another data processor.
- **Right to Withdraw Consent:** If the data processing is based on consent, you have the right to withdraw consent for data processing at any time free of charge with effect for the future.



- **Right to Lodge a Complaint:** You also have the right to lodge a complaint with a supervisory authority (e.g., the State Commissioner for Data Protection of Lower Saxony) about our processing of your data.

E. Your Contacts

Contacts for exercising your rights

The contacts for exercising your rights and further information can be found on the following website: <https://datenschutz.volkswagen.de> .

Data Protection Officer

Our Data Protection Officer is available to you as a contact person for data protection-related concerns:

Data Protection Officer of Volkswagen AG Berliner Ring 2, 38440 Wolfsburg

dataprivacy@volkswagen.de

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