

# PERSONAL DATA PROTECTION POLICY AND GUARANTEE OF DIGITAL RIGHTS AT ACCIONA

## 1.- INTRODUCTION

Our goal at ACCIONA is to guarantee that all areas of the company can safely and sustainably develop their activity. We are therefore committed to protecting facilities and processes and are very especially committed to safeguarding the integrity and rights of people.

In the digital society in which we live, personal data security has become one of the top priorities of organisations. That is why guaranteeing the sanctity of that information must be an indisputable objective at a global and highly interconnected company such as ours.

One of ACCIONA's principles is respect for the legislation of each one of the countries in which it operates. This means that it must adapt its information systems to the specific regulations that govern the processing of data of any person who, for whatever reason, may be related to the company, and specifically regarding the protection of their personal data. This commitment extends of the digital rights of ACCIONA's workers regarding aspects that are as important as reconciling work and family life or guaranteeing the right to privacy with respect to the use of video surveillance devices or geolocation systems.

The main purposes of this policy are to establish the company's commitment regarding personal data protection and to define a framework that allows ensuring and improving said protection, thereby respecting the principles and rights that are established in applicable regulations.

## 2.- SCOPE OF APPLICATION

This policy must be complied with by all organisational units or companies and entities of the ACCIONA Group (defined as those over which Acciona, S.A. directly or indirectly exercises control over the capital and/or management thereof), as well as their employees, suppliers, shareholders and customers (among others), which record or process personal data.

In consortiums or joint ventures in which ACCIONA does not hold control, ACCIONA's representatives will observe the precepts of this policy and will promote the application thereof, to the extent possible.

In turn, it will be applicable in all phases of the life cycle of information that may contain personal data (generation, distribution, storage, processing, consultation and destruction).

## 3.- PRINCIPLES RELATED TO PERSONAL DATA PROTECTION

The principles assumed by ACCIONA regarding personal data protection indicate how personal data should be collected, processed, transferred and stored, as well as how the rights of data subjects are exercised, in order to ensure the right to privacy and all other fundamental rights of citizens. The principles related to personal data processing are the following:

- Personal data should be processed legitimately, fairly and transparently.
  - Personal data should be collected for explicit and legitimate purposes that are determined at the time of collection.
  - Personal data should be adequate, relevant and limited to what is necessary for the purposes for which they are processed.
  - Personal data should be accurate and always be kept up to date.
  - Personal data should be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
  - Personal data should be processed such that the security thereof is ensured.
  - Proactive responsibility.
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## 4.- COMMITMENTS AND RESPONSIBILITIES REGARDING PERSONAL DATA PROTECTION

ACCIONA's commitments regarding personal data protection, which ensure compliance with the specified principles, are detailed below:

- Compliance with applicable legal and regulatory requirements and alignment with internationally recognised standards and good practices.
- Driving the development and implementation of our own body of regulations, thereby establishing the bases for integrating protection in the processing of personal data in all processes of the organisation and guaranteeing respect for the rights of data subjects.
- Integrating personal data protection in all phases of the life cycle of information, technology systems and organisational or technological processes, therefore protecting all media that are in charge of processing, communicating or storing information.
- Understanding personal data protection as an integral process oriented at continuous improvement (planning, doing, verifying and acting).
- Developing a management model based on the criteria of legality and proportionality, and aligned with business strategies, which will allow adequate analysis and management of the risks that might affect the principles of personal data protection and therefore adopting the necessary measures for the protection thereof.
- Ensuring the governability of this management model by creating an organisational structure for the protection of personal data and the definition of responsibilities from a proactive approach.

Based on the aforementioned and for the appropriate adoption of said commitments, the following responsibilities are established:

- ACCIONA Management will require and ensure compliance with personal data protection by the entire organisation and by all people with access to personal data, including its suppliers, contractors and shareholders, among others.
- Every division or business unit will be responsible for implementing the necessary measures that ensure an adequate level of security within the scope of their business.
- Any person with access to ACCIONA information that may contain personal data, whether internal personnel or external personnel, will be bound to comply with the aspects set forth in the policy, regulations, procedures and any other document pertaining to personal data protection. A breach thereof will be subject to application of the corresponding disciplinary scheme determined by ACCIONA.

The development of these commitments and responsibilities will allow ACCIONA to obtain the following benefits:

- Improvement of personal data protection based on a process of continuous improvement and the availability of resources, knowledge, procedures and tools.
- Consolidation of trust in the organisation by customers, shareholders and suppliers, accompanied by an improved public image.
- Assurance of compliance with legal and ethical requirements, thus decreasing the costs resulting from a breach of personal data protection regulations, through the progressive implementation of security controls.

## 5.- ORGANISATIONAL STRUCTURE FOR PERSONAL DATA PROTECTION

To guarantee adequate management of personal data protection, the following governing bodies are established:

- **Personal Data Protection Committee:** formed by representatives of the corporate areas of ICT, HR, Legal Advising, Compliance, Corporate Security and the Personal Data Protection Department. This body, through periodic meetings, will be in charge of establishing personal data protection guidelines; defining short-, medium- and long-term strategies; ensuring appropriate management of risk; and leading the governance model of personal data protection.
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- **Unit responsible for personal data protection at ACCIONA:** the Personal Data Protection Department, which reports to the Legal Advising Department, will be in charge of implementing and managing the personal data protection policy, developing the body of regulations and defining – together with the heads of ICT, Corporate Security and HR – the appropriate security measures for ensuring personal data protection.
- **Heads of personal data protection at each organisational unit or company of ACCIONA:** they will be in charge of ensuring implementation of the security measures established at the organisational unit or company to which they belong in order to guarantee the security of personal data, therefore integrating personal data protection into the business processes.

## 6.- RIGHT TO PRIVACY AND THE USE OF DIGITAL DEVICES AT THE WORKPLACE

- ACCIONA places ICT resources at the disposal of users who may require such resources for developing their professional activity. The use of those resources means respect for applicable legislation, respect for the principles set forth in ACCIONA's Code of Conduct and strict compliance with regulations on the use of ICT resources.
- ACCIONA establishes the criteria for using ICT resources placed at the disposal of users through its internal regulations on ICT resources. In any event, those regulations respect the minimum standards for the protection of user privacy in accordance with social uses and legally recognised rights.
- All ICT resources that the Company places at the disposal of users must be used appropriately by the same in the performance of their professional duties and tasks.
- The use of those resources for non-professional purposes will be limited and, in any event, must be in moderation according to the rules, restrictions or prohibitions that are specified in the internal regulations on ICT resources.

## 7.- RIGHT TO DISCONNECT FROM WORKPLACE

- The digital revolution, the boom in ICT resources and both automation and globalisation processes represent a challenge and a paradigm shift in all areas, especially in labour relations.
- The implementation of ICT resources at the workplace should be beneficial, and this is in fact evidenced by the multiple advantages that have come about (i.e. an increase in efficiency and productivity and improved flexibility). However, a series of disadvantages have also become apparent (i.e. the risk of being permanently connected and over-exposure to information). We must weigh those disadvantages and provide a solution, or at least mitigate them.
- Considering the aforementioned, ACCIONA undertakes to respect and enforce respect for the right to disconnect from work.

## 8.- RIGHT TO PRIVACY REGARDING THE USE OF VIDEO SURVEILLANCE AND SOUND RECORDING DEVICES AT THE WORKPLACE

- ACCIONA, within the scope of its authority, may process images through camera or video camera systems for the purpose of preserving the security of people and property, as well as its facilities, in accordance with the corresponding regulations.
  - ACCIONA will inform about the existence of video surveillance and recording devices (installed within the scope of its authority) by putting up informative signs in a sufficiently visible location, thereby identifying (at least) the existence of processing, the identity of the data controller and the possibility of exercising the rights provided for in applicable regulations.
  - ACCIONA may process the images obtained through camera or video camera systems for the purpose of exercising its control functions over workers in accordance with legal provisions. In this case, ACCIONA will provide workers and their representatives with advance, express, clear and concise notice.
  - In no case will the installation of sound recording or video surveillance systems be permitted, within the scope controlled by ACCIONA, in locations that are designed for worker rest or relaxation.
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## **9.- RIGHT TO PRIVACY RELATED TO THE USE OF GEOLOCATION SYSTEMS AT THE WORKPLACE**

- ACCIONA may process the data obtained through geolocation systems for exercising supervisory functions.
- In advance, ACCIONA must expressly, clearly and unequivocally inform workers in accordance with legal provisions.

## **10.- INTERNATIONAL IMPLEMENTATION**

The units that are responsible for data protection in each country, in coordination with the Personal Data Protection Department of Acciona, S.A., will establish the necessary internal procedures for developing and adapting the principles set forth in this Policy, in accordance with applicable local legislation at any given time.

The responsible unit of ACCIONA's Personal Data Protection Department will inform the Personal Data Protection Committee of the regulatory adaptations that are carried out locally regarding personal data protection.

## **11.- ENTRY INTO FORCE**

This personal data protection policy will enter into force as from the publication date hereof.