

Data Privacy Notice for Albemarle Integrity Helpline

Purpose for Processing Personal Data

Albemarle's purpose for processing Personal Data submitted through the Integrity Helpline is to investigate and take appropriate action towards misconduct within Albemarle's organization.

Processing of Personal Data in connection with investigations of submissions to the Albemarle Integrity Helpline is carried out on the legal basis of being legitimate business interests of Albemarle. Albemarle, in processing Personal Data, provides for safeguards to limit any undue impact on the Data Subject (e.g., data minimization, privacy-enhancing technologies and restricted access).

What Albemarle Needs

Albemarle needs sufficient information from you to investigate your submission, including any evidence you have to support it.

When Albemarle receives an Integrity Helpline submission, Albemarle establishes a case file containing the details of the complaint. You can choose to report anonymously, but otherwise, the file will include your identity, contact details and any other information you have given Albemarle about individuals involved in the complaint. Albemarle will treat the information you provide confidentially.

You can provide an Integrity Helpline submission anonymously if you prefer, but providing contact details allows for efficient communication of follow up questions or if additional information is needed, and will enable Albemarle to more easily provide feedback and information about any action Albemarle has taken related to your submission. If you decide to remain anonymous, a communication tool is available that allows for you to communicate with the investigator.

Why Albemarle Needs It

Albemarle needs to know the details of your complaint so that a determination can be made on the organization's compliance with the relevant legislation and fulfill our duties. Your contact details can assist us in fulfilling those duties.

What Albemarle Does With It

Albemarle will treat the information you provide as confidential and will not disclose it without proper legal authority. Albemarle will use the information to do an independent compliance investigation in the matter and remediate potential misconduct.

How Long Will Albemarle Keep It

Albemarle will keep the information as long as needed for the investigation. After closing the investigation, Albemarle keeps the information for 7 years, or longer if there is an additional legal requirement to retain the data.

What Are Your Rights?

While Albemarle is investigating your submission, your rights relating to your personal data are outlined in our Privacy Policy: <https://www.albemarle.com/privacy-policy#2>

Does Albemarle Use Any Data Processors?

Yes, Albemarle contracts with Convercent as a solution provider for Integrity Helpline services.

Convercent

3858 Walnut Street, Suite #255

Denver, CO 80205

303-526-7600.

You can find more information about Convercent on their website: www.convercent.com

Who Can You Contact?

Albemarle hopes that this Privacy Notice helps you understand, and feel more confident about the way Albemarle processes your personal data in relation to our Integrity Helpline. If you have any further queries about this Privacy Notice and the reporting tool in general, please contact:

Dataprivacy@albemarle.com