

## 1 Scope and Purpose

The Policy applies worldwide to all Benchmark employees and Benchmark subsidiaries. Sites may not adopt policies inconsistent with this Policy. Where Applicable Law impose a higher level of protection than this Policy, Benchmark shall apply the higher level of protection.

It is the policy of Benchmark Electronics, Inc. and its subsidiaries and affiliated companies ("Benchmark") to protect all Personal Data in its possession or otherwise under its control. Benchmark has adopted this Privacy Policy (this "Policy") to establish appropriate practices and requirements to protect all Personal Data and to ensure that it is collected, used and disclosed only in accordance with applicable law.

## 2 References

None

## 3 Definitions

These definitions can also be found in Global Record, Benchmark Glossary.

**Applicable Law:** Any applicable privacy and data protection legislation.

**Data Breach:** A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Personal Data transmitted, stored or otherwise processed.

**Personal Data:** Any information that can directly or indirectly be used to identify a natural person, whether that individual is an employee, a customer or employee of a customer, a vendor or employee of a vendor, a job applicant or any other third party. Examples of Personal Data are first and last name, mailing address, telephone number, email address, government-issued identification numbers, photos, credit card information, and banking information.

**Processes/Processing:** Any operation performed on Personal Data by automatic means or otherwise. This includes the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, disclosure by transmission, dissemination, visual access or making available in any other form, linking, alignment or combination, blocking, erasure or destruction of Personal Data.

**Sensitive Personal Data:** A subset of Personal Data (i) relating to racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sexual preference; sex life; or the commission or alleged commission of any crime and possible penalties; or (ii) that is otherwise deemed sensitive or subject to

heightened requirements or obligations under applicable privacy and data protection laws and regulations.

**Service Provider or Third Party:** Any person or business that Processes Personal Data on behalf of Benchmark. For example, persons or businesses providing benefits administration, data aggregation, management, administration, and CRM application providers.

## 4 Requirements

### 4.1 Application of Local Laws

Each Benchmark subsidiary is responsible for compliance with this Policy. If there is reason to believe that local law requirements or other legal obligations contradict the duties under this Policy, the relevant subsidiary must inform the Chief Compliance Officer (“CCO”). In the event of conflicts between applicable local laws, rules or regulations and Benchmark Policy, Benchmark will work to find a practical solution that reconciles the requirements.

### 4.2 Purpose Limitation and Justification

Benchmark shall Process Personal Data only for specified, relevant and legitimate business purposes.

Benchmark shall only Process Personal Data to the extent it has a legal basis to do so. Benchmark shall only Process Sensitive Personal Data when required by law, for the establishment, exercise or defense of legal claims, on the basis of explicit consent of the individual concerned, or on the basis of derogations set out in Applicable Law, for example, in the area of scientific research.

Where Benchmark is required by law or by internal policies to request and receive the consent of the individual prior to the Processing of certain Personal Data then Benchmark shall seek such consent and honor it. Benchmark shall keep a record of consents obtained and put in place effective means for individuals to withdraw their consent.

Unless required by law or regulation, or based on consent, Benchmark shall not use Personal Information for purposes incompatible with the purpose for which the Personal Data was collected.

### 4.3 Proportionality, Integrity and Retention

Benchmark shall limit the Processing of Personal Data to what is necessary in light of the pursued purposes and will use reasonable means to keep Personal Data accurate, complete, up-to-date and reliable for their intended use.

In the development and design phases of its Processing operations, Benchmark shall take into consideration and document the privacy principles of privacy-by-design and privacy-by-default.

In compliance with Benchmark's data retention policies, Benchmark shall retain Personal Data for only as long as needed to meet the legitimate business purposes for which the information was collected and as required by applicable laws or regulations. Where Personal Data is no longer needed in a form that allows for the identification of the individual concerned, the Personal Data shall be deleted or rendered anonymous.

#### **4.4 Transparency**

Benchmark shall inform individuals in a clear and conspicuous manner of the purposes of the Processing, categories of Personal Data collected, the identity of the company Processing Personal Data, how to contact Benchmark with any inquiries or complaints, and the choices and means offered for limiting use and disclosure of Personal Data. Individuals shall be provided with any additional information required by local Applicable Law.

Applicable Law may provide for derogations to the transparency requirement in exceptional cases, for example, where providing such information imposes a disproportionate burden. Such derogations should not be relied upon without prior consultation with the Chief Compliance Officer.

#### **4.5 Rights of Individuals**

Benchmark shall consider requests made by individuals for access, rectification, restriction, erasure, portability and not to be subjected to automated decision-making, and shall comply with such requests where required to do so by law or Benchmark policies. Requests shall be free of charge, unless Applicable Law provides otherwise.

Furthermore, individuals have the right to object to processing of their personal data if the processing is based on the legitimate interests of Benchmark. However, the individuals must give specific reasons why they are objecting to the processing of their data, based upon their particular situation. Benchmark will provide these individuals with a response in accordance with Applicable Law.

#### **4.6 Disclosures to Service Provider or Third Parties**

Benchmark shall disclose Personal Data to third parties only for sound business reasons, consistent with Applicable Law (including disclosures to law enforcement authorities in connection with their duties), to protect the interests of Benchmark, or with the authorization of the individual concerned.

Benchmark may disclose Personal Data to Service Providers provided it puts in place contractual guarantees that require Service Providers to ensure at least the same level

of privacy and security protection to the Personal Data as Benchmark provides pursuant to this Policy or is required to provide under Applicable Law and to refrain from any uses or further disclosures not authorized by Benchmark. Service Providers shall be required to inform Benchmark of any Data Breaches without undue delay.

#### **4.7 Security**

Benchmark shall establish appropriate administrative, technical, organizational, and physical measures to safeguard and appropriately protect Personal Data from unauthorized use, disclosure, destruction, and alteration. Such safeguards will take into account the state of the art and sensitivity of the Personal Data concerned.

In the event of a suspicion of or an actual Data Breach, such suspicion or Data Breach shall be reported to the Legal Department and Director of Global Security in order to take corrective measures and proceed according to Applicable Law, in accordance with Benchmark's Data Breach Policy.

Benchmark shall maintain a record of data breaches that will be made available to competent regulatory authorities upon request.

#### **4.8 International Transfers**

Personal Data may not be transferred to a country outside the country of origin unless the transfer has been approved by the Legal Department, which will ensure an adequate level of data protection or suitable safeguards are in place. If a vendor or third party is engaged to Process Personal Data, a data transfer agreement must be in place with that external provider. An external provider can Process Personal Data only in accordance with instructions from Benchmark.

#### **4.9 Privacy Impact Assessments**

Where required by Applicable Law, Benchmark shall conduct privacy impact assessments for Processing operations presenting significant risks for the individuals concerned.

#### **4.10 Record of Processing Operations**

Benchmark shall maintain a centralized record of Processing operations. The record shall be made available to competent authorities upon request.

### **5 Consequences of Violation**

Directors, employees, temporary staff and consultants who fail to comply with this Policy shall be subject to appropriate discipline and sanction, up to and including termination of employment or contract.

### **6 Questions**

Questions regarding this Policy should be directed to Benchmark's Legal Department at [legal@bench.com](mailto:legal@bench.com).

**Revision History**

Date	Rev	Reason for Change:	ECO Number:
01/30/2023	B	Due to changes to Delegation of Authority policy, we would like to broaden our Privacy Policy to apply globally. Modified title to remove Benchmark Electronics. Updated to current template.	CORP005080
8/16/2018	A	Initial release.	CORP004069