

**Definition of Terms:**

**Information System (IS)** - a functional system ensuring purposeful and systematic collection, processing, storage and access to information. It includes technical means (computer and communication technology), software, information base (data), work and organizational procedures in individual companies within the Société Générale (SoGe) group.

**Contact person of the Company** - an employee of the Company who is authorized to act on behalf of the Company in matters pursuant to this document (manager with personnel authority).

**Movable asset** - any item, in particular a laptop and similar devices, provided by the Company for the Specialist's use under a loan agreement.

**Service** - any type of provision (for example, provision of a service, performance of a work) provided by the Company's Contractual Partner under a contract concluded with the Company.

**Contractual Partner** - a cooperating entity that, on the basis of a contractual relationship, provides Services to the Company through a Specialist (s).

**Specialist** – a person who is in an employment or other contractual relationship with the Contractual Partner, through which the Contractual Partner provides Services that are the subject of the Contractual Partner's performance. The Specialist is an IS user and works directly or indirectly with confidential information provided by the Company. For this reason, he is obliged to get acquainted with the valid Security Policy of the Company and with internal regulations concerning IS security and to follow them. **If the Contractual Partner is a natural person (entrepreneur), the Specialist also means the Contractual Partner.**

**Company** – a member company of the Société Générale Group: ALD Automotive s.r.o., U Stavoservisu 527/1, 108 00 Praha 10, Česká republika, IČO: 61063916 (**ALD**); ALD Automotive Slovakia s. r. o., so sídlom Panónska cesta 47, 851 04 Bratislava, Slovenská republika, IČO: 47 977 329 (**ALD SK**); ESSOX s.r.o., České Budějovice, Senovážné nám. 231/7, PSČ 37021, Česká republika, IČO: 26764652 (**ESSOX**); Factoring KB, a. s., náměstí Junkových 2772/1, 155 00 Praha 5, Česká republika, IČO: 25148290 (**FKB**); KB Penzijní společnost, a. s., se sídlem: náměstí Junkových 2772/1, Praha 5, PSČ 155 00, Česká republika, IČO: 61860018 (**KBPS**); Komerční banka, a.s., Na Příkopě 33 čp. 969, Praha 1, PSČ 114 07, Česká republika, IČO: 45317054 (**KB**); Komerční banka, a.s., pobočka zahraniční banky, Hodžovo náměstí 1A, Bratislava, PSČ 811 06, Slovenská republika, IČO: 47 231 564 (**KB SK**), jako organizační složka KB; Komerční pojišťovna, a.s., Praha 8, Karolinská 1, čp. 650, PSČ 18600, Česká republika, IČO: 63998017 (**KP**); Modrá pyramida stavební spořitelna, a.s., Bělehradská 128, čp.222, Praha 2, PSČ 12021, Česká republika, IČO: 60192852, (**MPSS**); SG Equipment Finance Czech Republic s.r.o., náměstí Junkových 2772/1, Praha 5 – Stodůlky, PSČ 155 00, Česká republika, IČO: 61061344 (**SGEF**); SG Equipment Finance Czech Republic s.r.o. - organizační složka, Hodžovo nám. 1A, Bratislava 1, PSČ 811 06, Slovenská republika, IČO: 31785972 (**SGEF SK**); STD2, s.r.o., Václavské náměstí 796/42, Nové Město, 110 00 Praha 1, IČO:27629317; VN 42, s.r.o., Václavské náměstí 796/42, Nové Město, 110 00 Praha 1, IČO: 02022818; KB Advisory, s.r.o., se sídlem Václavské náměstí 796/42, Nové Město, 110 00 Praha 1, IČO: 020 21 161; My Smart Living, s.r.o., se sídlem Václavské náměstí 796/42, Nové Město, 110 00 Praha 1, IČO: 077 63 166; Finbricks, s.r.o., se sídlem Václavské náměstí 796/42, Nové Město, 110 00 Praha 1, IČO: 10669205.

The Specialist is obliged to respect the below stated rules and principles:

1. The Specialist is obliged to follow the internal regulations of the Company, with which he was acquainted with the Company, and to complete the training specified by the Company.
2. The Specialist is **obliged to have his personal account set up in the DS domain**, i.e. his personal number. The specialist is obliged to keep his account in the DS domain **active** (login at least once every 3 months, including changing the password according to the Company's password policy). Possible expiration of the account could lead to operational risks (e.g. preventing access to internal systems of critical infrastructure, removing access), and thus to non-fulfillment of obligations arising from the contract between the Company and the Contractual Partner.
3. The Specialist is obliged to use IS resources and IS outputs only for the **performance of Services that are the subject of performance of the Contractual Partner** in accordance with the concluded contract between the Company and the Contractual Partner or on the basis of **instructions of the Company's Contact Person** given the agreed scope of the Service.
4. The Specialist is obliged to use the information and data obtained within the IS only for the **performance of the Services which are the subject of the performance of the Contractual Partner, and to pass them only to authorized entities<sup>1</sup>**. Information and data that is not intended for public publication outside the Company must be kept confidential.
5. The specialist is obliged to **use only authorized accesses to the IS** while working with the IS. It is forbidden to try to gain unauthorized access to the IS, share your access data with another user, or use other people's access profiles and permissions to the IS. It is also forbidden to try to modify or circumvent the existing IS security.
6. If the Specialist finds that he is **allowed access to other parts of the IS** than those resulting from the performance of the Service, the Specialist is **obliged to immediately notify the Responsible Employee of the Company**, to ensure the removal of redundant rights in accordance with the need-to-know principle and applicable internal regulations.
7. The Specialist is obliged to **keep the information used for authentication to the IS and access to cryptographic keys** (for example, password, PIN) **secret** and must never disclose it to other persons. In case of compromise or suspicion of this information, it is necessary to immediately make a change (if possible) and inform the Responsible Employee of the Company about the given fact.
8. If the Specialist is assigned authentication items to systems and cryptographic keys (e.g., chip card, security box), he **may not lend / share them with other persons**. At the same time, they must ensure their **safe storage** and immediately notify the Contact Person of the Company about a loss.
9. The specialist **may not use and further disseminate suspicious and unverified information** and data delivered by e-mail or on portable data media (CD medium, USB disk, etc.).
10. It is **forbidden to make unauthorized interventions in the IS**, especially to install software, set system parameters, make hardware modifications; only employees of the Company are authorized to perform these activities. It is also prohibited to delete or modify data that is not directly related to the Service.

<sup>1</sup> An individual authorised to handle the information in accordance with the Company's information confidentiality categorizing model or, as the case may be, based on an authorisation or approval given by an owner of the information.

11. The Specialist is **obliged to comply with the license agreements associated with IS assets and outputs from the IS**, always also in accordance with the contract concluded between the Company and the Contractual Partner or on the basis of instructions from the Company's Contact Person given the agreed scope of the Service.
12. The Specialist is obliged to notify the Contact Person of the Company of all defects and problems with the IS, to **inform about the breach of IS security**, possible **risks and identified security deficiencies and incidents related to IS**.
13. The specialist is obliged to **secure the used IS resources against misuse** (especially logging out of applications and the system, launching a password-protected screen saver in case of any absence, physical security of computer equipment). Furthermore, he is obliged to **store the outputs from the IS**, stored on removable media or in printed form in a **safe place**.

Any breach of the aforesaid rules and principles can be considered a breach of a cooperation agreement and, consequently, the Company may cancel the contract with the Contracting Partner immediately, while the Contracting Partner shall be obliged to compensate the Company for any damage demonstrably incurred by the Company.

The Company and the Specialist further agree that for the loan of movable assets the Company becomes the lender and the Specialist is the borrower, with the precise terms of the loan of the movable assets to be agreed in a loan agreement; the Company and the Specialist shall enter into such agreement as soon as the need arises on the part of the Company for the Specialist to have and use the Lender's movable assets to carry out business for the Company.

I, the below signed Specialist, hereby acknowledge that:

- (i) My IS activities are monitored due to the special nature of the company's activities and access to individual information systems and to the Internet is logged for control purposes; Email communication sent outside KB and the SoGe group is monitored as well as uploading data to the Internet web repositories, web emails and social networks. Activities on the device intended for managing the production environment are recorded. The aim of such monitoring is to protect client data so that sensitive client or other information does not leave the Bank. This obligation is imposed on the Bank by legislation. The inspection is taking place automatically, i.e., without human intervention, against the background of electronic communication from the KB environment. Outgoing information is monitored – i.e., messages, their attachments, data uploaded outside KB systems and the like;
- (ii) The Company owning the information system with which I work or shall work shall process my personal data for the purposes connected with the security of the Company's IS and registering in the HR system for the duration of the contractual cooperation with the Contractor and for the subsequent ten years.

The Company has informed me that:

- (i) The processing of the below personal data is a legitimate interest of the Company and may be objected to;  
*Note: If the Specialist has entered into the Contract with the Company in person as a Contractual Partner, it is, from the point of view of the registration in the HR system, a statutory performance of the Contract without the right to object;*
- (ii) I shall be entitled to ask the Company for access to my personal data processed by the Company;
- (iii) I shall be entitled to ask that the recorded personal data be corrected or deleted, or their processing be limited;
- (iv) I shall be entitled to approach the Office for Personal Data Protection (if the Company breaches its duties).

This document has been made out in two counterparts, of which the Company shall receive one and the Specialist one.

By my signature hereto, I hereby confirm that I have familiarised myself with the above regulations and duties.

In \_\_\_\_\_ dated: \_\_\_\_\_

<b>To be filled in by the Specialist</b>	
Surname, first name, title:	
Date of birth:	Nationality:
Telephone number (GSM):	(this telephone number shall be listed in the KB list of contacts)
Permanent residence address:	
Contracting partner:	Please fill in one of the options (contract type: Specialist Contractual partner)
Specialist in the position of Contractual partner (IČO):	

Signature of the Specialist

Société Générale Group's Company:	<b>To be filled in by a representative of the Société Générale Group's Company</b>
Company department/division:	
Contact person of the Company (manager with personnel authority) [surname, first name, title]:	
Activity performed for the Company:	
Workplace address:	
Workplace attendance: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Contract type:	<input type="checkbox"/> Specialist of the contractual partner (form of cooperation: Specialist provided by the Contractual partner especially for Services paid by the Company of the contractual partners on the basis of hours/ <div style="border-bottom: 1px solid black; width: 50%; margin: 5px 0;"></div> daily rates)
	<input type="checkbox"/> Specialist of the contractual partner (form of cooperation: FTFP – fixed time fixed price, especially for support and maintenance services)
	<input type="checkbox"/> Other – especially user access to Information system (e.g., external audit, ...)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Required IT equipment: <input type="checkbox"/> YES <input type="checkbox"/> NO	
(note: a standard SD request is required to purchase IT equipment, please consult with your assistant)	
Starting date of the activities:	
<del>Expected date of the completion of the activities:</del>	

**Tick off if you need to make out a paper ID card of the Specialist.** Please attach a 3.5 x 4.5 cm photograph of the card holder (usual size of an ID or passport photo). The photograph must reflect the card holder's current appearance.

\_\_\_\_\_  
Signature of the Contact person of the Company  
(manager with personnel authority)