



# Declaration of staff member regarding data protection/privacy and client confidentiality/bank secrecy obligations

My last name:

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My first name:

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My date of birth:

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Name and address of the company that has employed/engaged me and which has entered into a contract with UBS (the "**Supplier**"): 

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As a bank, UBS Group AG and its Affiliates (hereinafter: "**UBS**") are subject to particularly strict obligations with regard to data protection/privacy requirements, non-disclosure/confidentiality obligations in relation to their clients' and other persons' data. These obligations also apply to me personally as a member of staff of the Supplier which has entered into a contract with UBS ("**Agreement**") and carries out work for UBS as set out in the Agreement.

**I therefore acknowledge that I am bound by the following obligations as provided for by the Agreement and/or applicable law:**

## Confidentiality

As a matter of principle all non-public information obtained in connection with the Agreement must be treated confidentially in line with the applicable confidentiality obligations under the Agreement. This applies in particular to:

- all information concerning clients of UBS, including knowledge of whether or not someone is a client of UBS (**banking secrecy / client confidentiality**);
- any personal data of a person be it a client or any other person such as an employee of UBS (**data protection / privacy**);
- non-public information about the business of UBS, such as its organisation, operational and technical processes, infrastructure and systems (including hardware and software), products and services, information on employees and contractual relations with third parties (**trade and business secrecy**).

In particular, without the prior express consent of UBS, I must not:

- procure information to someone for whom it is not intended;
- make private use of information or enable third parties to do so;
- put information at the disposal of third parties or make it available in any manner whatsoever;
- remove from the premises of UBS, in whole or in part, original business documents or copies thereof either on

paper or (electronic) data carriers, to misappropriate such documents in any other way or to make them available to third parties.

The **duties of confidentiality shall unrestrictedly survive** the termination of my employment or engagement with the Supplier.

## Data protection / privacy

When **processing personal data**, the provisions of the applicable data protection / privacy law and any other laws which govern the processing of personal data must be adhered to.

In particular, personal data must only be collected and processed in a lawful manner, must be processed in a proportionate manner consistent with the purposes for which the data has been collected in line with the Agreement, be kept up-to-date and accurate and not be retained for longer than needed for the purposes for which it was originally collected. When processing personal data the applicable security measures must be adhered to. Personal data may not be transferred to other persons, unless expressly permitted under the Agreement.

UBS reserves the right to retain all messages, in particular emails and chat messages ("**Messages**"). Messages are protected and accessed only in legally justified cases. To the extent that I have access to UBS networks, UBS computers or UBS removable media, I acknowledge I might be subject to measures to prevent the unauthorized transmission of UBS information via electronic distribution channels to external recipients or removable media, in particular by using software to prevent or detect suspected data leakage or monitor information transmission.

## Sanctions

A breach of the obligations set out in this Declaration may constitute a breach of applicable law and lead to sanctions (imprisonment, penalty or fine) under criminal law, claims for damages under civil law and may also impact my employment or engagement relationship with the Supplier.

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Place/Date

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Signature