

PRIVACY NOTICE
KINTO SHARE USERS – TME Employees
EFFECTIVE DATE: September 2023

This Privacy Notice (the “**Privacy Notice**”) explains how your personal data is collected and processed by TME (“**Kinto**”, “**we**”, (provider) or “**us**”) when you register for and use our car sharing service KINTO SHARE. There are several solutions for flexible mobility services within Kinto and such services together form the brand KINTO. This Privacy Notice describes how we collect and process your personal data within KINTO SHARE. If you share your personal data for the purpose of using other Kinto/Toyota/Lexus services, we kindly ask you to read the privacy notice for that respective service.

1. Who is responsible for the collection and use of your personal data?

Kinto is responsible for collecting and processing of your personal data (data controller). Our contact details are:

Toyota Motor Europe NV/SA

Attention : TME Data Protection Contact Point
Avenue du Bourget/Bourgetlaan 60
1140 Brussels
Belgium

Kinto process your personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation) (“**GDPR**”).

2. How do we process your personal data?

We process your personal data in connection with your application for membership, your registration for a KINTO SHARE account, when you book and use a vehicle, and upon the termination of your membership and KINTO SHARE account. We collect your personal data directly from you as well as from external sources which are listed below. The personal data that we process is described below under Section “Processing of your personal data” as well as in our Privacy Policy that is accessible at our website : <https://www.kinto-mobility.eu>. .

3. What is KINTO SHARE?

KINTO SHARE is a car sharing service. It comprises:

- car sharing service
- the mobile app KINTO SHARE (the “**App**”) and the web portal (the “**Web Portal**”) that will be used to make and manage reservations and account and to grant access to the requested vehicle; and
- support centre via telephone, email, the Web Portal or the App.

Processing of your personal data

This section explains **how**, **why** and by **whom** your personal data is processed when you register with and use KINTO SHARE.

Step 1 – Creation and verification of your Kinto SHARE account

a) Creation

To register and use KINTO SHARE, you need a membership. In order to apply for such membership, you will have to register in the Web Portal and download the App.

When you register you must provide your email address, full name, date of birth, phone number, home address, selfie, driver's license and create a unique password. This information constitutes your **"Registration Data"**. Once your Registration Data is submitted, you will have to confirm your phone number by providing a code that you've received by text message. You will also be required to confirm your acceptance of the KINTO Share terms of use (the **"Terms of Use"**). Should you want to receive marketing communications about our services, including our newsletter, new promo codes etc. the possibility of consenting will be offered to you.

Summarising table - When creating your account:	
➡ <i>What personal information do we collect about you? ("Registration Data")</i>	Your full legal name Your professional email address of Toyota – or when you deliver a private address – proof of employment or professional relationship with Kinto share or TME entities (Employees, Freelancers, contractors, interims, interns) Date of birth Your phone number Your home address Your selfie Your Driver's license information
➡ <i>How do we collect your personal information?</i>	You provide us with your data
➡ <i>What do we use your personal information for?</i>	To approve your application and in order to conduct preparatory measures to provide you access to your KINTO Share account Sharing marketing communication that you have consented to
➡ <i>How long do we keep it for?</i>	The data will be retained until the car sharing agreement is terminated and for an additional 90 days in order to establish, exercise or defend any legal claims <u>Your selfie will be deleted after verification is done</u>

b) Registration

1. Registration of your KINTO SHARE account

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Once your account is created, it needs to be verified in order for you to use the KINTO SHARE service. To do this, you will need to login to the App, using your Registration Data, and provide the following additional personal data (“**Account Information**”).

- A photo of you (portrait orientation), made on your phone at the moment of registration (a selfie)
- A photo of your driving license, both front and back.
 - Clearly showing:
 - your driving licence number;
 - the expiration date of your driving licence if there is one;

Validity of your driving’s license: We will use your driving licence information to verify its validity compared to the Belgian Authorities register of driving licences if applicable. If you do not have a Belgian driving licence, we will instead manually verify your driving licence information with the photos of you and your driving licence that you have provided us with. During your valid membership, we will also check from time to time that you have a valid driving licence by searching in the Belgian Authorities register of driving licences. When you have an international driver’s license you should make sure that your license is in conformity with the local laws where the car is being used. The vehicles can only be used in the countries that are covered by the insurance and specifically mentioned within the terms and conditions of the services.

Legal basis for processing: The processing of your Account Information as described above is made in order to conclude the car sharing agreement you entered into with us and in compliance with current legislation.

Retention period: your Account Information will be retained until the car subscription agreement is terminated and for an additional time when needed for compliance, legal, authority obligations, to exercise or to defend any legal claims. Amongst others in some cases, we have to comply with legal obligations such as replying to requests from authorities including the Belgian Authorities or any law enforcement institutions.

2. *Rejection or suspension of the KINTO Share account activation and/or use*

Rejection or suspension of activation: Your account can be rejected if you don’t fulfill the eligibility requirements and in some cases your account can be suspended when by example there is an outstanding payment.

Legal basis for processing: The legal basis for the processing is legitimate interest. Following a rejection or suspension, you may contact us to solve these questions or receive an explanation as of why you cannot use a KINTO Share account or why you are suspended.

Step 2 – Using KINTO SHARE

1. *Using KINTO SHARE*

Categories of personal data and description of processing: Kinto uses your Registration Data and Account Information so that you can create and manage reservations. Your Registration Data and Account Information is used in the following ways:

- Administration of reservation history and reservation requests (for example vehicle preference including the vehicle identification data, use of the fuel card to identify non-permissible fuelling in accordance with the Terms of Use and in order to prevent fraud, meter settings of the vehicle before

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and after the rental, potential registered damage reports or reports on loss of vehicle, date and time for the reservation and distance);

- On-going reservations (for example time and date for unlocking through the App, registration of damage in the damage log after conducted damage control and description of the damage including a photo in the App); and
- Limited geolocation information linked to the Kinto vehicle you reserve (for example GPS location in order to ensure that the vehicle is returned) or to deliver support on request. We reduce the data in accordance with the regulations to limit the current technical standards of the systems within the vehicles as in service today.

Purpose of processing: The information above constitutes your “**User Information**”. The User Information is used to manage your reservations and ensure that the use of KINTO Share is conducted according to contract.

Legal basis for processing: The processing relies on the performance of the contract, as processing this data is necessary in order to perform the car sharing contract you enter into with us.

Data retention: your data will be retained until the car sharing agreement is terminated and for an additional period in order to establish, exercise or defend any legal claims. We might keep your data longer to comply with legal obligations such as replying to requests from authorities including the Belgian Authorities or the Belgian Police.

Summarising table – When using the KINTO SHARE service	
➡ <i>What personal information do we collect about you? (“User Information”)</i>	Your vehicle preferences Your reservation details (past reservations, reservation requests and ongoing reservation) Travelled distance Damage reports Parking fines Geolocation data (start and stop geolocation)
➡ <i>How do we collect your personal information?</i>	You provide us with your data Your chosen vehicle provides us with its data Traffic control and parking systems Claim handlers
➡ <i>What do we use your personal information for?</i>	To manage your reservations and ensure that the KINTO Share is conducted according to the contract To administer payments and refunds To provide customer support service To provide you with options for available car models that fit into your preferences To administer the return of the car or its change To ensure the rented vehicle is returned to the right place To register new damages which you report through the App Quality control and service improvement

Step 3 – KINTO SHARE assistance

Categories of personal data and description of processing: Through KINTO SHARE we provide you support 24 hours a day, 7 days a week. In order to communicate with you in an efficient way, we use your Registration Data, Account and User Information. For example, we may need to know how long your reservation is, or how long have you been driving for, or need access to your reservation history to help you with current reservations and the picking up of vehicles. We also need to be able to contact you when you register new damages in the damage log, describe them and send photos in the App.

Legal basis for processing: The processing is necessary to ensure that you use KINTO SHARE in a satisfactory way and that damages on our vehicles are reported.

Data retention: Your data will be retained until the car subscription agreement is terminated and for an additional period in order to establish, exercise or defend any legal claims. We might keep your data longer to comply with legal obligations such as replying to requests from authorities including the Belgian Authorities or the Belgian Police.

Step 4 –Cancelling your KINTO SHARE account

1. Voluntary termination

Categories of personal data and description of processing: You may terminate voluntarily your membership with us by contacting us, and your membership will then terminate the first day of the following month. In some cases, Kinto may have the right to immediately terminate your car sharing contract with you, for example if you have never used the service in 5 years. Kinto uses your Account Data in order to terminate your membership as described above.

Legal basis for processing: The processing is necessary in order for us to provide you your membership and fulfil the car sharing contract entered into between you and us.

Data retention: when your car sharing contract terminates, we will retain your personal data for a period in order to establish, exercise or defend any legal claims. We might keep your data longer to comply with legal obligations such as replying to requests from authorities including the Belgian Authorities or the Belgian Police.

2. Automatic termination

Categories of personal data and description of processing: Your membership will terminate automatically if you are not employed anymore by TME. At the last day of your employment or contractual relationship with a Toyota entity you have to return the vehicle of Kinto Share, your membership will end automatically after 24 hours. When it's not returned you are in breach of the agreement with Kinto Share and additional fees may be charged. Kinto uses your Account Data in order to terminate your membership as described above.

Legal basis for processing: The processing is necessary in order for us to provide you your membership and fulfil the car sharing contract entered into between you and us.

Data retention: when your car sharing contract is terminated, we will retain your personal data for a period as long as needed in order to establish, exercise or defend any legal claims. We might keep your data longer

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to comply with legal obligations such as replying to requests from authorities including the Belgian Authorities or the Belgian Police.

Step 5 – Our communication with you

Categories of personal data and description of processing: Kinto use your Registration Data, Account and User Information to communicate with you for the following purposes:

- to keep you updated (through mail or so-called push messages) on your use of the App, e.g. notification of upcoming reservations, end of reservation, expiration of your documents etc.;
- to inform you of updates to the Terms of Use and this Privacy Notice;
- to respond to any queries, you may have relating to Kinto's use of your personal data accurately and promptly;
- to make changes you have requested to your Account Data;
- to survey you on your user experience of KINTO Share
- to ask you if you approve of processing of your personal data for marketing purposes; and
- to improve our products and give information about similar products

Legal basis for processing: As you registered for the services we might send you information about products or promotional offers that are similar to our products. Your information will be kept as long as needed to deliver and optimize the services to you and in accordance with applicable law. More information on this topic can be received by sending a request to our DPO.

Step 6 - Using your personal data for other purposes

Product development and R&D: Kinto uses your Account and User Information in order to:

- improve the performance of Toyota vehicles, its mobile apps, its existing products and services and in order to develop new ones;
- conduct research and development, carry out data analysis and create user group profiles from aggregated data to enhance and improve KINTO SHARE and to develop new mobility services and solutions; and
- secure, maintain and support its networks, systems and applications.

The abovementioned personal data is only processed to a limited extent and during the period required to transform such personal data into aggregated data. The legal basis Kinto relies on to process your Account and User Information for the abovementioned purposes and for the limited processing period is the legitimate interest to be able to provide the customer collective with relevant services and to develop products and services.

Solving disputes: Kinto also use your Account and User Information if it's necessary in connection with a dispute in which they are or may become involved either directly with you or with a third party. The purpose of the processing is based on legitimate interest, as it is necessary for them or a third party to solve such dispute.

Compliance with legal obligations: Kinto also process your personal data in order to comply with legal obligations to which they are subject. Kinto may, for example, share financial information in accordance with valid legislation.

Step 7 Sharing your personal data

Within the framework of your use of KINTO Share, Kinto shares your personal data with others in the following ways:

- Account and User Information is shared with a call center so that they can provide KINTO Share support to you.
- Kinto shares your personal data with Toyota Motor Europe (“**TME**”) in connection with their **utilisation of the technical platform** used for the provision of services relating to KINTO Share. TME as a separate controller could have access to the technical platform where your personal data is stored. Such access however mainly involves aggregated data.
- Kinto will share some of your personal data with Stripe, to proceed with the payment of the services.
- **Sales and marketing activities** may be carried out by other companies within the Toyota group. If this is the case, Kinto could share your personal data with such companies, but only in accordance with your marketing preferences and always as long as you have provided your consent
- If Kinto were to become involved in a dispute, we may share your personal data with other parties, or a third party such as a collection agency.
- Kinto uses external service providers in connection with the development, marketing and provision of KINTO SHARE. These service providers may, in certain cases, obtain access to your personal data when providing services to Kinto. For example, we use external service providers to support and maintain the IT systems, platforms and applications that are needed to provide the KINTO SHARE service. All our service providers are bound by strict obligations regarding confidentiality and data security in accordance with GDPR. In such cases where our service providers process personal data about you, on our behalf, we enter into data processing agreements which fulfils the requirements of GDPR with such parties.

3. Will my personal data be transferred to other countries?

Your personal data may be stored and processed by Kinto, TME as well as other Toyota companies or third-party service providers in multiple countries, including countries other than your country of residence. Your personal data may, for example, be transferred to the United Kingdom, Japan and/or the United States.

Your personal data will thus be transferred to countries located outside of the European Economic Area (“EEA”). Such transfer will only occur where there are an adequate level of protection in the relevant country, or if appropriate safeguards in place, such as, Binding Corporate Rules, or Standard Contractual Clauses, in order to protect your integrity and ensure that the processing of your personal data is made in a way corresponding to the requirements of GDPR, including technical, organisational and legal safeguards.

For further information on how we protect your integrity when transferring personal data to third countries, please contact us as specified in Section “How can I exercise my privacy rights?” of this Privacy Notice.

4. What are my rights in relation to my personal data?

According to the GDPR, you have certain rights in relation to our processing of your personal data for the purpose of KINTO SHARE.

- *Information:* You have the right to obtain concise, transparent, intelligible and easily accessible information about how we use your personal data and your rights related thereto. This is in part why we are providing you with the information in this Privacy Notice.

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- *Access to personal data*: You have the right to access your personal data, for example to confirm our use in accordance with law.
- *Rectification*: You are entitled to have your personal data rectified if they are inaccurate or incomplete.
- *Erasure*: You have a 'right to be forgotten'. This means in short that you, subject to certain conditions, can request the deletion or removal of your personal data where the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, where you have withdrawn your consent or where we have no compelling legitimate grounds for the processing which override your interests, rights and freedoms in relation to your personal data.
- *Restriction of processing*: You have, subject to certain conditions, a right to block or prevent further use of your personal data. When processing is restricted, we can still store your personal data, but our use of your personal data will be restricted.
- *Data portability*: Subject to certain conditions, and insofar it does not affect the rights and freedom of other data subjects, you have the right to digitally obtain personal data that relate to yourself and have such personal data transferred to another data controller. The right can for example be used when you have provided us with personal data for the purpose of performing a contract with you and facilitates for you to move, copy or transfer your personal data easily between our IT systems or to external data controllers, without affecting its usability.
- *Objections to processing*: Where the processing is based on our legitimate interest, you have the right to object to such processing unless we have a compelling and legitimate reason to continue processing your personal data. You may at all times object to the processing of your personal data for direct marketing purposes.
- *Complaints*: You have the right to lodge a complaint about the way we handle or process your personal data with the Belgian Data Protection Authority ("DPA"). [Lodge a complaint | Autorité de protection des données
Gegevensbeschermingsautoriteit \(dataprotectionauthority.be\)](https://dataprotectionauthority.be)
- *Automated decision making*: As a main rule, you have the right not to be subject to a decision that is based solely on automated processing (including profiling) and that produces legal (or similarly significant) effects to you. Please see further information below in Section "Rejection of activation of KINTO SHARE account".

5. How can I exercise my privacy rights?

Kinto is the responsible party for collecting and processing of your personal data (data controller) and we ask you to send all requests regarding exercising your privacy rights to Kinto. If needed, Toyota will then contact the appropriate responsible persons within KINTO SHARE or other companies within the Toyota group (including TME) with whom we might share your personal data, in order to manage your requests, questions and complaints.

You contact us through our data protection contact point:

Data.Protection@toyota-europe.com

Toyota	:	Motor	Europe	NV/SA
Attention		TME	Data Protection	Contact Point
Avenue		du	Bourget/Bourgetlaan	60
1140				Brussels
Belgium				

Your requests will be answered as soon as reasonably practicable and always in accordance with the applicable time periods set out in the GDPR. When you contact us, we may ask for further information necessary for us to verify your identity. The purpose of such request for additional information is to ensure that we do not provide you with information on other data subjects than yourself, which would be a violation of the GDPR. Please note that even though you have requested the erasure of your personal data, there may still be a need to retain certain personal data if required or authorised by law.

6. Keeping your personal data accurate and up to date

It is important that the personal data that we hold about you is always accurate, complete and up to date. You can rectify some of your personal data directly through the App. In some cases, you may need to, due to technical reasons, contact our customer service in order to rectify personal data. For any other request, please contact us as specified in Section “How can I exercise my privacy rights?” of this Privacy Notice.

7. Changes to this Privacy Notice

This Privacy Notice will be updated from time to time. Our application and web portal will always display the current version, and by ticking the tick-box, we will be assured that you have taken part of the most recent version. If you have any questions regarding any changes to this Privacy Notice, please contact us as set out in Section “How can I exercise my privacy rights?” above.