

## **PROCESSING OF PERSONAL DATA IN CONNECTION WITH ANNUAL SHAREHOLDERS' MEETING IN NOVOZYMES A/S**

In this privacy notice, we inform you about the processing of your personal data, when you register for annual shareholders' meetings in Novozymes A/S.

Responsible ("data controller") for the processing of your personal data is Novozymes A/S, Krogshoejvej 36, DK-2880 Bagsvaerd, Denmark, CVR. 10007127. Any questions may be addressed to [legal@novozymes.com](mailto:legal@novozymes.com).

### **Notice to convene the annual shareholders' meeting**

The notice to convene the annual shareholders' of Novozymes is based on the information registered about you in the register of shareholders, Novozymes' Investor Portal, e.g. name and e-mail, if registered. We process this information for the purpose of inviting our shareholders to participate in the annual shareholders' meeting and to enable shareholders to exercise their rights at the meeting.

### **Registration of attendance**

When you register as a shareholder that you and potentially an advisor will attend the general meeting, or that you appoint a third-party proxy, Novozymes, by way of the third party maintaining our register of shareholders, will issue an admission ticket, which contains personal information about you, including your name, address, e-mail and shareholding, and if relevant personal information about your advisor or proxy.

Your attendance to the annual shareholders' meeting will be registered, and so will your issuance of proxies and your votes.

We will also register the name and address of your third-party proxy and your advisor, if applicable, to ensure that they will have access to the meeting and will be able to exercise relevant legal rights.

### **Submission of questions prior to the annual shareholders' meeting and proposals**

If you submit questions or proposals, your personal data will be collected and recorded to verify your identity and your status as shareholder.

If you are entitled to submit questions, your name will be presented on the annual shareholders' meeting, and if you are entitled to have your proposal included on the agenda, your name will be included on the agenda.

### **Right to speak and ask questions at the annual shareholders' meeting**

If you exercise your right to speak at the annual shareholders' meeting, your personal data will be collected and recorded to verify your identity and your status as shareholder or proxy.

### **Webcast**

The annual shareholders' meeting will be webcast live on Novozymes' website. If you exercise your right to speak at the annual shareholders' meeting, this will be recorded and published on Novozymes' website for at least 5 years.

### **Minutes of the annual shareholders' meeting**

Minutes of the annual shareholders' meeting will be prepared and be made accessible on Novozymes' website for at least 5 years.

### **Keeping records**

In Novozymes, we store personal data collected in connection with convening, conducting and documenting the annual shareholders' meeting as further described herein, until no longer necessary to pursue the legitimate interests of Novozymes, our shareholders and other stakeholders.

### **Your rights:**

- You have the right to request access to and rectification or deletion of your personal data. Note, however, that you cannot request to have your information deleted, if Novozymes is legally obliged to keep it.
- You also have the right to object to the processing of your personal data and to request to have the processing of your personal data restricted.
- If processing of your personal information is based on your consent, you have the right to withdraw your consent at any time. Your withdrawal will not affect the lawfulness of the processing carried out before you withdrew your consent, or processing not requiring your consent. You may withdraw your consent by contacting us at [legal@novozymes.com](mailto:legal@novozymes.com).
- You may always lodge a complaint with a data protection supervisory authority, e.g. The Danish Data Protection Agency ("Datatilsynet").

There may be conditions or limitations on these right; it depends on the specific circumstances of the processing activity.

You can take steps to exercise your rights by contacting us at [legal@novozymes.com](mailto:legal@novozymes.com).