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**ISSUING AREA:** Compliance Department

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2	25/04/2023	Adaptation to the new Privacy Governance Model	NPSI 101 (29/01/2018)
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**INDEX**

1.	Introduction .....	2
2.	Object.....	2
3.	Scope .....	2
4.	Definitions .....	2
5.	Responsibilities .....	3
6.	General obligations in the processing of personal data: Confidentiality .....	4
7.	Additional obligations for the processing of personal data of individuals located within the european union and the united kingdom .....	4
8.	Additional obligations for the processing of personal data outside the european union.....	6

## 1. INTRODUCTION

Information is a key factor in the development of Ferrovial's activities. Therefore, it is essential to protect the Personal Data handled in daily work, such as that related to employees, trainees, candidates, clients, suppliers, providers, and professional contacts.

In this regard, Ferrovial's Code of Ethics and Business Conduct (the "Code of Ethics") establishes that Ferrovial will take all necessary measures to preserve the confidentiality of Personal Data and provides that Employees who, in the course of their professional activity, have access to information of other Employees will respect and foster the confidentiality of such information and will use it responsibly and professionally.

Ferrovial's values reflected in the Code of Ethics imply a commitment to the highest standards of integrity, transparency, respect for the law and human rights. Ferrovial therefore demands that its business be conducted in accordance with these principles and with the utmost respect for applicable national and international laws.

## 2. OBJECT

The purpose of this Policy is to establish the general guidelines for action to be observed in the Processing of Personal Data, as well as to establish the roles for the different agents involved in the Processing of Personal Data by Ferrovial reflected in a data protection governance regime ("Privacy Governance Model"), which is attached to this Policy as Annex 1.

## 3. ALCANCE

This Policy must be observed by Ferrovial, as well as by all its Employees who, in the exercise of their functions, are directly or indirectly involved in the Processing of Personal Data.

The Processing of Personal Data shall be carried out in accordance with (i) the applicable legislation on Personal Data protection, (ii) Ferrovial's Code of Ethics and (iii) this Policy.

In the event that a potential conflict is presented by complying with this Policy and with local data protection legislation, the DPO shall verify whether this Policy is compatible with the data protection legislation applicable in the jurisdictions in which Ferrovial is present (or which otherwise applies to Ferrovial) and, if necessary, shall adopt the appropriate measures for its adaptation and specific application in those jurisdictions.

In Participating Entities where this Policy does not apply, Ferrovial will strive to ensure, via the decision-making bodies of the respective companies, the application of the principles included in the Code of Ethics and in this Policy. Ferrovial will also strive to ensure that Third Parties that provide services or otherwise work with it (partners, suppliers, advisors, etc.) apply those principles.

## 4. DEFINITIONS

- **Business Unit:** refers to the Construction, Cintra, Airport, Energy divisions of Ferrovial, as well as Headquarters, or Digital Infrastructures divisions of Ferrovial.

- **Compliance Department:** the compliance department of Ferrovial SE.
- **Employees:** the employees and executives of Ferrovial.
- **Ferrovial or Group:** means Ferrovial SE, the companies forming part of its consolidated group and, in general, all entities under its direct or indirect control. "Control" shall mean the ability to exercise more than 50% of the voting rights or to appoint or remove a majority of the board, except in companies whose statutorily imposed control structures dictate otherwise and who shall not be considered part of the Group for purposes of this Policy.
- **GDPR:** collectively, the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the Processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (the "EU GDPR") and the UK General Data Protection Regulation as defined by the UK Data Protection Act 2018 as amended by the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (the "UK GDPR").
- **Participating Entities:** entities that Ferrovial neither wholly owns nor controls, but in which Ferrovial owns an interest.
- **Personal Data:** any information about an identified or identifiable natural person (the "data subject"). An identifiable natural person is any person whose identity can be established, directly or indirectly, in particular by means of an identifier, such as a name, an identification number, location data, an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.
- **Policy:** Personal Data Protection Policy.
- **Privacy Governance Model:** The Personal Data protection governance framework at Ferrovial.
- **Processing:** any operation or set of operations which is performed upon Personal Data or set of Personal Data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- **Supervisory Authority:** the independent public authority established by a European Union Member State in accordance with the provisions of Article 51 of the GDPR, or established by the legislation applicable in the jurisdiction in question.

## 5. RESPONSIBILITIES

### 1) First Line (Employees):

- Ensure proper processing of Personal Data in compliance with applicable data protection legislation.
- Maintain records of approvals and contracts where Processing of Personal Data is regulated.
- Monitor all third parties as appropriate.

**2) Second Line (Compliance Department):**

- Manage risk through implementation and operation of compliance programs.
- Update this Policy as necessary.
- Provide training to Employees on data protection legislation and best practices.

**3) Third Line (Internal Audit):**

- Conduct audits to ensure that this Policy is being followed.
- Assess the effectiveness of the controls in place and reports findings or recommendations to senior management and the Board of Directors.

**6. GENERAL OBLIGATIONS IN THE PROCESSING OF PERSONAL DATA: CONFIDENTIALITY**

The following obligations must be observed by Ferrovial and its Employees when, in the exercise of their functions, they are directly or indirectly involved in the Processing of Personal Data:

**a) Confidentiality and Privacy of Employees' Personal Data**

- Employees who, in the course of their professional activity, have access to Personal Data of other Employees shall respect and promote the confidentiality of such information and shall use it in a responsible and professional manner.
- Only such Personal Data of Employees which is necessary to ensure the effective management of the Employees' employment relationship, or which must be collected in accordance with applicable regulations, will be requested and used.
- Necessary measures shall be taken to preserve the confidentiality of the Personal Data held and to ensure that the transmission of such Personal Data, where necessary, complies with applicable legislation.

All of the above is subject and without prejudice to the provisions of the Procedure for the Use of Technological Resources and any other internal rule that replaces, develops or complements it, and always within the framework of applicable legislation at any given time.

**b) Confidentiality regarding Personal Data of third parties**

- The confidentiality and privacy of the Personal Data of third parties shall be preserved, without prejudice to legal, administrative, or judicial provisions that require them to be disclosed to third parties or made public.
- The rights of interested third parties to access their Personal Data, and/or promote its modification or rectification, when necessary, shall be upheld.
- Employees, in the performance of their professional activity, shall preserve the confidentiality of Personal Data according to the terms set out above and shall refrain from any inappropriate use of such data.

**7. ADDITIONAL OBLIGATIONS FOR THE PROCESSING OF PERSONAL DATA OF INDIVIDUALS LOCATED WITHIN THE EUROPEAN UNION AND THE UNITED KINGDOM**

In addition to the General Obligations established in section 6 above, the following obligations must be observed by the entities of the Group established in the European Union or the United Kingdom (the "UK"), or those entities to which the GDPR applies, regardless of their domicile, as well as by all

Employees of such entities who, in the performance of their duties, are directly or indirectly involved in the Processing of Personal Data.

In addition to the General Obligations established in section 6 above, the following obligations must be observed by the entities of the Group established in the European Union or the United Kingdom (the "UK"), or those entities to which the GDPR applies, regardless of their domicile, as well as by all Employees of such entities who, in the performance of their duties, are directly or indirectly involved in the Processing of Personal Data.

**1) Data Protection Principles** - The following principles shall be respected in the Processing of Personal Data:

- **Lawfulness, fairness, and transparency:** Personal Data shall be processed lawfully, fairly and transparently.
- **Purpose limitation:** Personal Data shall be collected for specified, explicit and legitimate purposes and may not be further processed in a way that is incompatible with those purposes.
- **Data Minimization:** only Personal Data that are adequate, relevant and limited to what is necessary in relation to the purposes for which they were collected will be processed.
- **Accuracy:** Personal Data processed will be accurate and will be updated if necessary.
- **Storage limitation:** Personal Data shall be kept in a form that, by default, does not allow the identification of data subjects for longer than is necessary for the purposes of their Processing.
- **Integrity and confidentiality:** adequate security shall be ensured by implementing appropriate risk-based measures.
- **Accountability:** Personal Data protection obligations must be complied with in a verifiable manner.

**2) Lawfulness of Processing** - The Processing of Personal Data will only be lawful if one of the following conditions is met:

- Consent of the data subject by a clear affirmative act reflecting a freely given, specific, informed, and unambiguous indication of his or her wishes.
- Processing necessary for the performance of a contract to which the data subject is a party or for the implementation, at the data subject's request, of pre-contractual measures.
- Processing necessary for compliance with a legal obligation applicable to the controller.
- Processing necessary for the protection of vital interests.
- Processing necessary for the public interest or the exercise of public authority.
- Processing is necessary for the purposes of the legitimate interests except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject.

**3) Information and transparency** - Appropriate measures shall be taken to provide the data subject with all the information relating to the Processing of his or her Personal Data provided for in the applicable regulations from time to time. The information shall be provided in a concise, transparent, intelligible and easily accessible manner, using clear and simple language.

**4) Accountability** - Appropriate technical and organizational measures must be implemented to ensure and be able to demonstrate that the Processing of Personal Data is in compliance with the law, in particular:

- Risk analysis of the Processing of Personal Data.

- Privacy Impact Assessment, as defined in the GDPR, in cases of high risk.
- Internal record of Processing activities.
- Privacy by Design and by Default, as defined in the GDPR.
- Security measures based on the risk detected.
- Notification of any "Personal Data breaches" within 72 hours to the Supervisory Authority which are likely to result in a risk to data subjects, and to data subjects without undue delay which are likely to result in a high risk to data subjects.
- Designation of a Data Protection Officer in certain cases.

**5) Data Protection Rights** - The rights of data subjects, such as access, rectification or erasure, restriction and objection, as well as the right to the portability of Personal Data and the right not to be subject to a decision based solely on automated Processing of their Personal Data, including profiling, shall be upheld.

**6) International Transfers of Personal Data** - Personal Data may only be disclosed outside the European Union (EU) and the UK (as applicable) in one of the following cases: (i) if the European Commission considers that the recipient country offers an adequate level of protection, (ii) if there are adequate safeguards for the protection of the Personal Data, (iii) if the consent of the data subject is given, or (iv) if there is any other exception provided for in the applicable rules on the protection of Personal Data.

## 8. ADDITIONAL OBLIGATIONS FOR THE PROCESSING OF PERSONAL DATA OUTSIDE THE EUROPEAN UNION

In addition to the General Obligations established in section 6 above, the following obligations must be observed by the entities of the Group whose registered office is not located in the European Union or UK and/or who Process Personal Data to which the GDPR does not apply, as well as by all Employees of such entities who, in the performance of their duties, are directly or indirectly involved in the Processing of Personal Data:

### 1. Identification of applicable regulations

The DPO shall examine the data protection legislation applicable from time to time in the jurisdictions in which Ferrovial is present or which otherwise may apply to Ferrovial.

### 2. Adaptation of the Personal Data Protection Policy

If, in view of such legislation, any adaptation of this policy is necessary, the DPO will take appropriate steps to adapt this policy and its specific application in such jurisdictions.

To the extent that they do not contravene any locally applicable provisions, Ferrovial entities established outside the European Union or the UK, or which are not otherwise subject to GDPR, shall take as their standard of reference the obligations set out in section 6 of this policy.