

INNERWORKINGS, INC.  
BINDING CORPORATE RULES

**1. INTRODUCTION**

These Binding Corporate Rules (“Rules”) explain how the InnerWorkings group respects the privacy rights of its customers, employees, suppliers, vendors, and other individuals whose personal data InnerWorkings collects and uses. The Rules seek to ensure that personal data will be treated in a consistent, secure manner and with full respect for privacy rights and freedoms.

These Rules are binding on each member of the InnerWorkings group of entities; an up-to-date list of these entities is available from the office of the General Counsel and is also set out in Appendix 3 to these Rules. InnerWorkings group entities are based in the following countries: Argentina, Australia, Belgium, Brazil, Canada, Chile, China, Colombia, Costa Rica, Czech Republic, Denmark, Dominican Republic, Ecuador, El Salvador, France, Germany, Greece, Guatemala, Honduras, Hong Kong, Hungary, India, Ireland, Italy, Luxembourg, Mexico, Netherlands, Panama, Peru, Poland, Portugal, Puerto Rico, Russia, Singapore, South Africa, South Korea, Spain, Switzerland, Turkey, UAE, Ukraine, United Kingdom, United States and Venezuela. As binding, these Rules impose a duty on all InnerWorkings entities to respect and comply with the Rules.

These Rules are also binding on all employees of each InnerWorkings entity. InnerWorkings’ Board of Directors has authorized the creation of these Rules and the Board and management team will work to ensure that the group is compliant with the Rules described herein. The Board has full authority to monitor compliance with the Rules for each member of the InnerWorkings group of entities and, where necessary, investigate complaints and enforce corrective action.

Specifically, the objective of the Rules is to be compliant with European data protection laws. Article 46(1) of the General Data Protection Regulation (“GDPR”) allows the transfer of personal data to a country or territory outside the European Economic Area (“EEA”) or to an international organisation in the absence of a European Commission decision pursuant to Article 45 of the GDPR only if the controller or processor has provided appropriate safeguards, and on condition that enforceable data subject rights and effective legal remedies for data subjects are available. EU Privacy and Electronic Communications Directive (2002/58/EC), amended by Directive 2009/136/EC, mandates protection of personal data relating to the delivery of communication services, including that personal data is safeguarded. The Directive also provides that notice must be provided to the individual and the National Regulatory Authority in the event of a breach of personal data.

Pursuant to Article 46(2)(b) of the GDPR, Binding Corporate Rules are one of the alternative tools providing the appropriate safeguards so that a multinational company’s entities can transfer personal data outside the EEA as an alternative to the Privacy Shield Principles or the Standard Contractual Clauses and other tools. In line

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with European data protection laws, InnerWorkings, its Board, and its management are dedicated to providing appropriate safeguards for the processing and transfer of personal data through these Rules.

**2. SCOPE**

The purpose of these Rules is to set out a framework to ensure an adequate level of protection for all personal data that is transferred from InnerWorkings entities within the EEA to InnerWorkings entities outside the EEA.

These Rules apply to all transfers of personal data relating to InnerWorkings' employees, customers, suppliers and vendors whether by automatic means or manually, between:

- (a) any EEA based InnerWorkings entity and any non-EEA based InnerWorkings entity;
- (b) any non-EEA based InnerWorkings entity and any other non-EEA based InnerWorkings entity, to the extent that the first non-EEA based InnerWorkings entity received the relevant personal data as a result of a transfer from an EEA based InnerWorkings entity; and
- (c) any EEA based InnerWorkings entity and any other EEA based InnerWorkings entity.

A description of the personal data to which these Rules apply is set out in Appendix 1 to these Rules (Description of Data) and a description of the purposes for which this personal data is processed and transferred is set out in Appendix 2 to these Rules (Purposes of Processing). Appendix 3 to these Rules contains details of the structure of the Inner Workings group together with the contact details of each group entity

Each InnerWorkings entity will ensure that all processing of personal data is carried out in accordance with applicable data protection laws. Where there are no such data protection laws or the relevant data protection laws do not meet the standards set out in these Rules, the InnerWorkings entity will process personal data in compliance with these Rules.

In the event that any national law imposes a higher level of protection for personal data than that described in these Rules, then the relevant national law will take precedence over these Rules in respect of the point of conflict only.

InnerWorkings Europe Limited (UK) is the InnerWorkings entity which has been authorised by the Board, and by all other members of the InnerWorkings group of entities, to act on their behalf for the purpose of ensuring the group's compliance with data protection responsibilities in the EEA and with these Rules. Data subjects can

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enforce these Rules against InnerWorkings Europe Limited (UK) as a third party beneficiary as described below.

In these Rules, the terms “personal data,” “processing,” “controller,” “processor,” “third party,” “supervisory authority,” “data subject,” “profiling,” “consent” and “personal data breach” have the meanings set out in Article 4 of the GDPR. “Sensitive personal data” means special categories of personal data and personal data relating to criminal convictions and offences as described in Articles 9 and 10 of the GDPR. In these Rules, “they” and “their” means any individual whose personal data InnerWorkings processes and “we,” “us,” and “our” means InnerWorkings. InnerWorkings interprets the terms of these Rules in accordance with the GDPR and EU Directive 2002/58/EC.

**3. PURPOSE**

InnerWorkings will process personal data fairly, lawfully and in a transparent manner, including in accordance with the conditions set out in applicable data protection laws (such as Articles 4 - 36 of the GDPR). In particular, InnerWorkings will ensure it has a lawful basis for all processing activities.

InnerWorkings will only transfer and process personal data for specific and legitimate purposes, only if it is necessary, and only if there is a legitimate basis for doing so (for example, if it has the data subject’s fully informed and freely given consent). If InnerWorkings wants to process a data subject’s personal data for a purpose other than the purpose for which it was originally obtained, InnerWorkings will make the data subject aware of such a change unless there is a legitimate reason for not doing so (for example, where it is necessary to safeguard national security, the prevention or detection of crime, legal proceedings, tax purposes, or where otherwise permitted by law). In certain instances, national laws may require InnerWorkings to obtain a data subject’s consent to any such new purposes.

Additionally, InnerWorkings will only process data subjects’ sensitive personal data (which includes personal data relating to their racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, health, sex life, or criminal convictions) if it is necessary and where InnerWorkings has obtained a data subject’s explicit consent, which must be genuine and freely given (unless there is another legitimate basis for processing without his or her explicit consent).

**4. DATA QUALITY**

InnerWorkings will keep personal data accurate and up to date. InnerWorkings encourages data subjects to inform InnerWorkings when their personal data changes by posting ways in which to update information in the InnerWorkings Privacy Policy.

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InnerWorkings will ensure that personal data will be adequate, relevant and limited to what is necessary for the purposes for which it is transferred and further processed.

InnerWorkings will ensure that personal data is not processed for longer than necessary for the purposes for which it is obtained and further processed and shall retain personal data in accordance with InnerWorkings' Document Retention and Destruction Policy and relevant schedule, as amended from time to time.

**5. AVAILABILITY AND TRANSPARENCY**

InnerWorkings shall ensure that these Rules (or the essence of them) are readily available to data subjects in their local language and the Rules shall be published on the InnerWorkings intranet site. An individual may request a hard copy of these Rules from InnerWorkings Europe Limited (UK) at the address set out below, or from the local InnerWorkings entity in his or her country.

InnerWorkings Europe Limited (UK) One Cranmore  
Cranmore Drive  
Solihull  
B90 4RZ, Birmingham, U.K.

Before any InnerWorkings entity processes personal data, it will ensure that data subjects have been provided with the following information through its Privacy Policy:

- (a) the identity and contact details of the InnerWorkings controller(s) and its (their) representative(s) and/or data protection officer(s), if any;
- (b) the categories of personal data and sensitive personal data that the InnerWorkings entity will process and where such data is not obtained from the data subject, the source from which such data originates;
- (c) the purposes for which the personal data is intended to be processed as well as the legal basis for the processing;
- (d) where the processing is based on the legal basis of legitimate interests, the legitimate interests being pursued by the controller or by a third party;
- (e) the recipients or categories of recipients of the personal data;
- (f) where applicable, the fact that the controller intends to transfer personal data from inside the EU to outside the EEA and the existence of appropriate safeguards, the means by which to obtain a copy of them or where they have been made available (noting that where such transfer is intragroup, these Rules shall be the appropriate safeguards);
- (g) the period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period;
- (h) the existence of the data subject's rights of access, rectification, erasure, restriction, the right to object and the right to portability of their data,

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- (i) the existence of the right to withdraw consent at any time (where relevant); the right to lodge a complaint with a supervisory authority;
- (j) information about third party beneficiary rights (including the right of compensation and judicial redress) and how to exercise the same;
- (k) whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data; and
- (l) the existence of automated decision-making, including profiling and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Where the personal data has not been obtained from the data subject, the obligation to inform the data subject as set out above, does not apply if the provision of such information proves impossible or would involve a disproportionate effort or if recording or disclosure is expressly laid down by applicable law.

**6. DATA SUBJECTS' RIGHTS**

Subject to exemptions provided by applicable law each InnerWorkings entity will ensure that all data subjects whose personal data is processed or transferred under these Rules have the right to:

- (a) obtain the information which relates to them which is being processed by InnerWorkings. Provided that the data subject makes a request to InnerWorkings in writing, specifically he or she is entitled to:
  - (i) be informed of whether InnerWorkings holds and processes personal data about them;
  - (ii) be provided with a description of any personal data that InnerWorkings holds about the data subject, the purposes for which any such personal data are being held, and the recipients or classes or recipients to whom the information is, or may be, disclosed; and
  - (iii) a copy of the personal data held by InnerWorkings, in an intelligible form. InnerWorkings may ask a data subject for any information that InnerWorkings reasonably requires to confirm the identity of the person making the request and for InnerWorkings to locate the relevant information to which the subject access request relates.

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- (b) obtain the rectification, erasure or blocking of data in particular where the data is incomplete or inaccurate;
- (c) object, at any time, to the processing of their personal data (unless the processing is required by applicable law). Where the objection is justified the relevant InnerWorkings entity will ensure that it ceases the processing that is of concern; and
- (d) object, on request and free of charge, to the processing of personal data relating to him or her for the purposes of direct marketing by InnerWorkings, by contacting InnerWorkings at [privacy@inwk.com](mailto:privacy@inwk.com).

Any requests under this section should be sent to: (a) the registered address of the data subject's local InnerWorkings entity, which can be found on InnerWorkings' website at [www.inwk.com](http://www.inwk.com); or (b) InnerWorkings Europe Limited (UK), One Cranmore, Cranmore Drive, Solihull, B90 4RZ, Birmingham, U.K or (c) [privacy@inwk.com](mailto:privacy@inwk.com).

**7. AUTOMATED INDIVIDUAL DECISIONS**

InnerWorkings will not make evaluations or decisions about a data subject that would significantly affect them based solely on processing by automated means, unless the evaluation or decision:

- (a) is taken in the course of the entering into or performance of a contract, provided the request for the entering into or the performance of the contract, lodged by the data subject, has been satisfied or that there are suitable measures to safeguard his or her legitimate interests, such as arrangements allowing him to put across his or her point of view; or
- (b) is authorized by applicable law which also lays down measures to safeguard the data subject's legitimate interests.

**8. SECURITY AND CONFIDENTIALITY**

InnerWorkings will take appropriate technical and organizational measures to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure, or access, in particular where the processing involves the transmission of data over a network, and against other unlawful forms of processing (including taking reasonable steps to ensure the reliability of employees who have access to personal data). InnerWorkings employees will process personal data in accordance with these Rules, and any employees who breach these Rules may be subject to disciplinary action, including dismissal. Sensitive personal data will be processed with enhanced security measures.

InnerWorkings will require that service providers also adopt appropriate security measures and will enter into contractual arrangements with InnerWorkings that

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provide that the service provider has in place appropriate technical and organizational security measures to safeguard personal data (the requirements of these contracts are discussed further in section 10 of these Rules).

InnerWorkings will also adhere to its Global Information Security and Privacy Policy, which requires physical, technological, and administrative safeguards for the storage and transfer of personal data. In the event of a security incident, InnerWorkings will adhere to its Incident Response Plan which sets out how incidents will be assessed, contained, investigated and notified, as appropriate. In particular, in the event of a personal data breach, the InnerWorkings entity that becomes aware of the breach shall document the breach and, without undue delay, notify the breach to InnerWorkings Europe Limited (UK) as the entity with delegated data protection responsibilities. InnerWorkings Europe Limited (UK) will work with that entity to decide whether the personal data breach needs to be notified to a supervisory authority/authorities and to any affected data subjects. The details of any personal data breach shall be documented and such documentation shall be made available to the relevant supervisory authority/authorities on request.

**9. PROCESSORS THAT ARE MEMBERS OF THE INNERWORKINGS FAMILY OF ENTITIES**

If an InnerWorkings entity processes personal data on behalf of another InnerWorkings entity, the InnerWorkings entity which is the controller will enter into a contract with the InnerWorkings entity which is the processor. This contract shall contain all of the provisions required by Article 28 of the GDPR and, in particular, stipulate that the processor entity shall act only on the written instructions of the controller entity and require the processor entity to have in place appropriate technical and organizational security measures to safeguard the personal data.

**10. THIRD PARTY PROCESSORS AND INTERNATIONAL TRANSFER**

If an InnerWorkings entity acting as a controller uses a third party processor to process personal data on its behalf, it will in compliance with the requirements of applicable law:

- (a) ensure that such processor provides sufficient guaranties to implement appropriate technical and organizational security measures governing the processing to be carried out and to protect the rights of data subjects, including to ensure the ongoing confidentiality, integrity, availability and resilience of relevant systems and services and the ongoing availability and access to personal data;
- (b) ensure and be able to demonstrate compliance with those measures;
- (c) ensure by default only personal data are processed which are necessary for the specific purpose(s) of the processing;

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- (d) obtain binding contractual commitments in writing which satisfy the requirements of Article 28 of the GDPR and, in particular, require the processor to safeguard the security of the personal data including by requiring that the third party processor shall: (i) act only on the documented instructions of the InnerWorkings controller entity in relation to the processing of that personal data; (ii) have in place appropriate technical and organizational security measures to protect the personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, in particular where the processing involves the transmission of data over a network and against all other unlawful forms of processing at least equivalent to those required to be taken under applicable law; (iii) ensure that persons authorized to process personal data are subject to binding obligations of confidentiality; (iv) not sub contract or delegate the processing to another third party without the consent of the InnerWorkings controller entity; (v) assist the InnerWorkings entity to comply with its obligations under applicable law and make available all information necessary to demonstrate such compliance including by participation in and conduct of appropriate audits and assessments, evaluations and tests; (vi) maintain all relevant records of processing activity required to be kept under applicable law; (vii) at the option of the InnerWorkings entity, delete or return all personal data; and (viii) restore availability and access to personal data following an incident. Such contractual commitments shall specify the subject matter and duration of the processing, the nature and purpose of the processing, the type of personal data and categories of data subject and the obligations and rights of the controller.

An InnerWorkings entity will not transfer personal data to a third party (other than to another InnerWorkings entity subject to these Rules) outside of the EEA without ensuring an adequate level of protection for the personal data, as required under applicable law including where appropriate by requiring that contractual clauses (such as the EU standard contractual clauses) are in place with any third party processor and/or controller to require an adequate level of protection of the personal data transferred.

## **11. TRAINING**

InnerWorkings will provide appropriate training to InnerWorkings' employees who have permanent or regular access to personal data, who are involved in the collection of personal data, or who are involved in the development of tools used to process personal data. The training shall be provided to ensure these employees are aware of their obligations under these Rules.



## **12. ACCOUNTABILITY AND AUDIT**

All InnerWorkings group entities shall be responsible for and be able to demonstrate their compliance with these Rules. In particular, each entity shall: (i) maintain records of all categories of personal data processing activities carried out by them (such records to contain the information set out in Article 30(1) of the GDPR); (ii) carry out data protection impact assessments in accordance with Article 35 of the GDPR prior to any processing of personal data that is likely to result in a high risk to the rights and freedoms of natural persons; and (iii) implement data protection principles by design and by default as required by Article 25 of the GDPR.

Additionally, under these Rules each member of the InnerWorkings group is under a duty to conduct - through its internal audit function (or using an external auditor appointed by InnerWorkings) - and to cooperate with, an audit at least annually (or within a shorter timescale as specifically requested by the Chief Compliance and Privacy Officer and/or InnerWorkings' internal audit function) to evaluate and report on all aspects of InnerWorkings' compliance with these Rules.

The results of the audit will be reported by the InnerWorkings internal audit function, or an external auditor (as appropriate), to the relevant Management Team, the Chief Compliance and Privacy Officer and InnerWorkings' Audit Committee (a committee of the Board of Directors), which will ensure that any corrective action takes place as soon as reasonably practicable. If requested, InnerWorkings' internal audit function will also provide a copy of the results of the audit to supervisory authorities (subject to applicable laws and respect for any confidential, privileged, or commercially sensitive information provided).

InnerWorkings agrees that supervisory authorities may conduct audits of relevant InnerWorkings entities for the purposes of demonstrating compliance with these Rules on giving reasonable prior notice and during business hours (unless this requirement is in conflict with local law), with full respect to the confidentiality of the information obtained and to the trade secrets of InnerWorkings. Each InnerWorkings entity shall comply with any directions issued by supervisory authorities issued following such audits.

## **13. COMPLIANCE**

InnerWorkings has a Compliance Committee which is chaired by the General Counsel and is composed of senior management of InnerWorkings. The Chief Compliance and Privacy Officer is responsible for overseeing all privacy and data protection issues, including ensuring compliance with all aspects of these Rules. The Chief Compliance and Privacy Officer reports to the General Counsel. The Chief Compliance and Privacy Officer is supported by local teams responsible for overseeing and ensuring compliance with these Rules on a day-to-day basis at a local

level. The local privacy teams report any substantial or major privacy issues to the Chief Compliance and Privacy Officer.

**14. ACTIONS IN CASE OF NATIONAL LEGISLATION PREVENTING COMPLIANCE WITH THE RULES**

Where InnerWorkings has reason to believe that legislation applicable to an InnerWorkings entity prevents InnerWorkings from fulfilling its obligations under these Rules and has a substantial effect on InnerWorkings' ability to comply with these Rules, InnerWorkings will promptly inform the Chief Compliance and Privacy Officer (unless otherwise prohibited by a law enforcement authority).

InnerWorkings will ensure that where there is a conflict between national law and these Rules, the Chief Compliance and Privacy Officer will make a responsible decision regarding what action to take and will consult with the relevant supervisory authority.

**15. COMPLAINT HANDLING**

InnerWorkings shall follow the Complaint Handling Procedure in relation to any complaints received from data subjects regarding InnerWorkings' compliance with these Rules and/or if the data subject claims to have suffered any loss as a result of an alleged breach of these Rules. All claims for compensation, and complaints - including compensation claims that relate to an alleged breach of these Rules - will be the responsibility of the InnerWorkings Europe Limited (UK). Such complaints may be submitted in the data subject's local language in any of the ways set out in the Complaints Handling Procedure - including by making contact with the local Group entity, by calling the Group's hotline, or by contacting InnerWorkings Europe Limited (UK) at:

Solihull Business Park  
5 Cranbrook Way  
Solihull  
B90 4GT, Birmingham, U.K.

**16. THIRD PARTY BENEFICIARY RIGHTS AND LIABILITY**

All companies within the InnerWorkings group must comply with these Rules. Any data subjects whose personal data are used and/or collected in the EEA and transferred to InnerWorkings entities outside of the EEA shall have the right to enforce these Rules as a third party beneficiary and shall have the right to seek compensation for damage where they establish facts which show that such damage is likely to be attributed to a breach of the Rules, including, but not limited to, a judicial award of compensation for damage suffered by the data subject as a result of breach of these Rules. Any such claims can be brought by the data subject in the EEA jurisdiction in which InnerWorkings exported the personal data outside of the EEA

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and the jurisdiction of InnerWorkings Europe Limited (UK). Data subjects also have the right to lodge a complaint before applicable supervisory authorities. The claims which may be brought include claims to enforce the following rights:

- that the data subject has been informed or will be informed before any transfer of their personal data that their data could be transmitted to a third country not providing adequate protection;
- to obtain a copy of the binding corporate rules upon request;
- to be replied to in a reasonable time and to the extent reasonably possible about queries concerning the processing of this personal data outside the Community;
- to declare that a member of the corporation bound by the rules is not co-operating with the competent supervisory authorities and/or is not abiding by the advice given by the supervisory authority with regard to the processing of the data transferred;
- to declare that the legislation applicable to any of the members of the corporations outside the Community prevents him from fulfilling his obligations under the binding corporate rules;
- to declare that the processing of personal data of any member of the corporation bound by the rules is not in accordance with the binding corporate rules;
- to claim liability and, where appropriate, compensation in accordance with the terms set up in the binding corporate rules;
- to be able to use European jurisdiction in accordance with the terms set up in the binding corporate rules; and
- to declare that the rules have been varied contrary to the binding corporate rules or without respecting the procedural obligations set up thereof, or that any member of the corporation does not honour its obligations once he is no longer bound by the rules,

InnerWorkings Europe Limited (UK) takes responsibility for and agrees to take the necessary action to remedy the acts of other InnerWorkings entities outside of the EEA and to pay compensation for any damages resulting from the violation of these Rules by other InnerWorkings entities. Any claim arising out of or relating to a breach of these rules will be the responsibility of InnerWorkings Europe Limited (UK).

In the event of a claim by a data subject that he/she has suffered damage that could likely be attributed to a breach of these Rules, the burden of proof to show that the damages suffered by the data subject due to a breach of the Rules are not attributable to the relevant InnerWorkings entity will rest with InnerWorkings Europe Limited (UK). If InnerWorkings Europe Limited (UK) can prove that the InnerWorkings entity outside the EEA is not liable for the violation, it may discharge itself from any responsibility.

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**17. CO-OPERATION WITH SUPERVISORY AUTHORITIES**

Each InnerWorkings entity will cooperate with any competent supervisory authority and will comply with the advice of competent supervisory authorities on any issues related to the interpretation and application of these Rules.

InnerWorkings entities shall cooperate and assist each other to handle requests or complains from data subjects or investigations or inquiries by supervisory authorities.

**18. UPDATES OF THE RULES**

InnerWorkings will notify the relevant supervisory authorities at least once a year of any changes made to these Rules or any changes to the list of InnerWorkings entities bound by these Rules and will provide a brief explanation of the reasons for any such changes. Where there is a major change to these Rules, InnerWorkings will notify the relevant supervisory authorities either in advance of the change or promptly thereafter.

InnerWorkings will communicate any substantive changes to these Rules to the affected InnerWorkings entities. The Chief Compliance and Privacy Officer (or another party as appointed by the Chief Compliance and Privacy Officer with delegated responsibility) will maintain an up-to-date list of InnerWorkings entities bound by these Rules, maintain a record of any updates to these Rules, and provide any necessary information to data subjects or supervisory authorities upon request.

No transfer of personal data will be made to a new InnerWorkings entity until the exporter of the data has made sure that the new member is effectively bound by these Rules and can deliver compliance.

Effective Date:

## Appendix 1

### Description of Data

These Rules apply to the following three categories of personal data: employee (HR) data, customer data, and supplier/ vendor data.

#### **Employee (HR) data includes:**

Name/title, employee status, User ID, government ID, date of birth, gender, email/telephone/business and home address, department, hire date, job title, salary, employment application information, employee profile (work history, languages, education), performance/goals, development plan, rating/evaluation information, CV, health insurance information, background check information, race/ethnic/religion information (only if required for payroll purposes), photograph (optional).

#### **Customer data includes:**

Name, mailing address, e-mail address, social media identifiers/usernames, birthday, phone and fax number, corporate and/or business name and company data, job title, account name, order/purchase and order history, registration history, IP address, country/geographic location, payment and billing information, digital identifiers, information needed to conduct a credit check, behavioral information, data exporter/importer-webpage browsing data, language preferences, client lists and information included on such lists.

#### **Supplier/vendor data includes:**

Name, mailing address, e-mail address, social media identifiers/usernames, birthday, phone and fax number, corporate and/or business name and company data, job title, account name, contractual information, IP address, country/geographic location, payment and billing information, information needed to conduct a credit check, language preferences, supplier lists and information included on such lists.

## **Appendix 2**

### **Purposes of Processing**

The categories of personal data described in Appendix 1 to these Rules are processed for the purposes described below:

#### **Employee (HR) data:**

Employee (HR) data of employees of the EEA InnerWorkings Group companies may be stored on the local servers of those EEA Group companies to enable each EEA Group company to perform day to day HR management functions.

Employee (HR) data of employees of the EEA InnerWorkings Group companies is also transmitted to the United States and stored on network servers in the United States for the purpose of centralised decision making and ensuring consistent HR administration and management across the Group as a whole, in areas including: recruitment, remuneration, performance management, promotions, employee resource and workflow management, workforce mobility, benefits management, equal opportunities monitoring, management forecasting and compliance with legal and regulatory obligations.

Employee (HR) data of employees of the EEA InnerWorkings Group companies may also be transferred between InnerWorkings Group companies both within and outside of the EEA on an exceptional basis for purposes including the temporary working arrangements and re-location/secondment of individual employees.

#### **Customer data and supplier/vendor data:**

Customer data and supplier/Vendor Data of the EEA InnerWorkings Group companies may be stored on the local servers of those EEA Group companies for purposes including: providing products and services to clients, charging for such products and services and providing support and maintenance activities in relation to such products and services, contacting customers and suppliers and validating their identities, performing credit checks and debt collection, performing market research and behavior analysis, advertising, record keeping and to meet legal and regulatory obligations.

Customer data and supplier/vendor data of the EEA InnerWorkings Group companies is also transmitted to the United States and stored on network servers in the United States for the purposes of centralised decision making and global strategy, product and service fulfilment, record keeping and compliance with legal and regulatory obligations.

Customer Data and Supplier/Vendor Data may also be transferred between InnerWorkings Group companies both within and outside of the EEA on an exceptional basis, where the relevant customer relationship so requires.

**Appendix 3**  
**Group Structure and Contact Details**

DB Studios, Inc.	17032 Murphy Avenue Irvine, CA 92614 (949) 833-0100
E-Corporate Printers, Inc. INWK EMEA, LLC INWK Holdings LLC InnerWorkings Luxembourg IP S.à r.l. LLC Traderunner LLC Traderunner Inc.	600 West Chicago Avenue Chicago, IL 60654 (866) 766-5176
EYELEVEL, Inc.	1615 SE 3rd Avenue, 4th Floor Portland, OR 97214-2283
Print Systems, Inc	3225 N. Evergreen Drive NE, Suite 100 Grand Rapids, MI 49525 (616) 222-1755
Screened Images, Inc.	1440 Broadway, 22nd Floor New York, NY 10018 (212) 213-0900
INWK Costa Rica S.A. INWK de El Salvador, S. de R.L. De C.V. INWK de Guatemala S.A. Cirqit De Honduras S. de R.L. De C.V. InnerWorkings Servicios, S.A. InnerWorkings LATAM SA	8950 SW 74th Court Suite 1805 Miami, FL 33156 (305) 858-9500
Cirqit Servicios de Impresion S.A.	Av. Americo Vespucio Sur 700 Oficina 603 Las Condes, Santiago, Chile (56-2) 28969400
Innerworkings Servicios Ltda.	Av. Americo Vespucio Sur 700 Oficina 603 Las Condes, Santiago, Chile (56-2) 28969400
Eyelevel Distribution Services s.r.o. EYELEVEL s.r.o.	Logistic Terminal Nupaky 148 251 01 Ricany Prague East, Czech Republic
EYELEVEL Limited	Flat A, 20/F, Richwealth Industrial Building 77-87 Wang Lung Street Tsuen Wan New Territories Hong Kong
InnerWorkings Asia Pacific Limited PPA (International) Limited Xiamen Eyelevel Commercial Equipments Co., Ltd. Taizhou Eyelevel Store Fixtures Co., Ltd.	801 Pacific House 20 Queen's Road Central Hong Kong SAR, China (852) 9258 7626
EYELEVEL, LLC	2-ya Zvenigorodskaya street, 13 Block 43, Office 409 Moscow, 123022, Russia +7 (495) 9662141
EYELEVEL Design Ltda	Rua Professor Henrique Berg, n°158, sl.9 CEP 81.290-010

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	Curitiba – PR   Brasil
EYELEVEL Sociedad de Responsabilidad Limitada de Capital Variable  INWK Mexico S de R.L. De C.V.	Bosque de Alisos 58 Piso 3 Bosques de las Lomas, Cuajimalpa de Morelos Ciudad de México C.P. 05120
EYELEVEL Solutions Pty Ltd	34 Garden Street PO Box 562 Kilsyth, VIC 3137 Australia
Guangzhou InnerWorkings Trading Company Limited	Room 1301, North Tower, R&F Morgan Business Center 3rd Huaqiang Rd Tianhe District Guangzhou, China
InnerWorkings Andina S.A.S.	Calle 90 No 19 – 41, Of. 203 Bogota, D.C. 110221 Colombia (57-1) 635.4467
InnerWorkings IWARG S.A.	Esmeralda 950, Piso 8, Oficina 102 CABA, CP 1007 Buenos Aires, Argentina (866) 766-5176
InnerWorkings Belgium SPRL/BVBA	Avenue Charles-Quint 584 B-1082 Brussels Belgium +32 486 658 127
InnerWorkings Brasil Gerenciamento de Impressoes Ltda.  InnerWorkings Comercio de Produtos de Marketing Ltda.	Av. Magalhães de Castro, 4.800 13º Andar Capital Building, Cidade Jardim 05676-900 Sao Paulo, Brazil 55 11 5627 6680
InnerWorkings Canada, Inc.	511 Millway Avenue Concord, ON L4K 3V4 Canada (905) 761-7726
InnerWorkings Deutschland GmbH	Kurze Mühren 1 Hamburg, Germany 20095 +49 1514 1428 359
InnerWorkings Mena DMCC	1103, Reef Tower Cluster O, JLT Po. Box 5003352 Dubai, United Arab Emirates +043507440
InnerWorkings EMEA Holdings LP  InnerWorkings Europe Limited  EYELEVEL Solutions LTD.  Merchandise Mania Limited  Professional Packaging Services Limited	Solihull Business Park 5 Cranbrook Way Solihull B90 4GT, Birmingham, U.K. +44(0) 121 628 2900
InnerWorkings France SAS  Iconomedia Sarl  InnerWorkings UK Limited (Etrinsic Limited)	Place de Seine Bâtiment B 159 rue Anatole France 92300 Levallois-Perret France



INNERWORKINGS, INC.  
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French Branch)	+33 (0)1 77 35 84 75
InnerWorkings Hellas M.I.K.E	Agiou Dimitriou 3, Kifissia, 14562 Athens, Greece
InnerWorkings India Private Limited	Unit No.32, Level 2, Kalpataru Synergy, Opposite Grand Hyatt Santacruz East, Mumbai 400 055 India
InnerWorkings Istanbul Grafik, Reklam, İletişim ve Matbaa Hizmetleri Ticaret Limited Şirketi InnerWorkings Turkey Baskı Malzemeleri Ticaret Limited Şirketi	Gümüşsuyu Mah. İnönü Cad. No:39 Akun Apt. D:7 Beyoğlu Istanbul, Turkey +90 212 293 25 50
InnerWorkings Iberica S.L. InnerWorkings Latin America, S.L.	Carrer Pau Claris, nº162-164 3ª Planta Puertas 1ª-2ª-3ª-4ª 08037 Barcelona, Spain
InnerWorkings Italia S.R.L.	Milano, Via Bragadino 3 20144 Milan, Italy
InnerWorkings Japan KK	4F Dai21 Arai Building, 1-20-6 Ebisu Minami Shibuya-ku, Tokyo 150-0022
InnerWorkings Korea Ltd.	4/F, Haesung Building 942 Daechi-dong, Gangnam-gu Seoul, Korea +82 2 3450 1501
InnerWorkings Luxembourg IP S.à r.l.	560A, rue de Neudorf L-220 Luxembourg Luxembourg
InnerWorkings Nederland BV	Hogehilweg 16 1101 CD Amsterdam Netherlands +32 486 658 127
InnerWorkings (NI) Limited Xpando Media (Ireland) Ltd. d/b/a Innerworkings Ireland	Railway House, The Waterways Sallins, Co. Kildare Ireland +045 855660
InnerWorkings Peru S.A.C.	Av. Miró Quesada 425 Prisma Tower, Oficina 1806-1807 Magdalena del Mar, Lima, Perú (51-1) 421.0698
InnerWorkings Polska Spolka z Ograniczona Odpowiedzialnoscia	Al. Krakowska 271 02-133 Warsaw, Poland
InnerWorkings Portugal, Unipessoal LDA	Avenida da República 679 4450 Matosinhos Porto, Portugal
InnerWorkings Rus LLC	2-ya Zvenigorodskaya street, 13 Block 43, Office 409 Moscow, 123022, Russia +7 (495) 9662141
InnerWorkings Singapore Private Limited	3 Raffles Place #06-01 Bharat Buildings Singapore 048617 +65 9654 2844

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InnerWorkings South Africa (Pty) Ltd. PN-IW Investor (Pty) Limited South Africa	Central Office Park, Building 12 Ground floor 257 Jean Avenue, Centurion Gauteng, South Africa
InnerWorkings Trading & Commerce (Shanghai) Co. Ltd.	1/F No. 138 Fengqiao Road Putuo District Shanghai, PRC 022262
InnerWorkings Ukraine LLC	Regus Horizon Park, 154 office 4, M. Hrinchenka str., Kyiv, 03680 Ukraine
INWK Uruguay S.A. INWK Panama S.A. INWK Puerto Rico Inc. INWK Republica Dominicana S.R.L.	8950 SW 74th Court Suite 1805 Miami, FL 33156 (305) 858-9500
InnerWorkings Switzerland GmbH	Säntisstrasse 12 8008 Zurich, Switzerland