

Privacy Notice for Suppliers

This Privacy Notice informs about the principles and basis for the processing of personal data by Eurofins. Please read the following carefully to understand Eurofins' practices regarding your personal data and how it is processed.

Controller Information

The controller of your personal data is the Eurofins Legal Entity that purchases services or goods from you or from the organisation you represent and whose contact details are made available to you in the relevant procurement, contractual or ordering documentation (hereinafter referred to as the "Controller", "Eurofins" or "we").

What personal data do we collect?

The personal data (personal information) we collect typically includes:

- data about your identity, such as your name;
- where you act on behalf of the organisation, details about your profession, such as organisation/company name, department, function, and job title;
- information on how to contact you, such as your email address, direct business phone number, mobile phone number and mailing address;
- data about your communication preferences, such as language and means of communication;
- information relating to your role in the supply of goods or services to Eurofins;
- data required to grant you access and authenticate you to our dedicated procurement, supplier management, invoicing or payment systems, where such systems are made available;
- data relating to the purchase, supply, delivery and management of goods or services, such as order details, delivery dates, delivery addresses, service reports, shipping information and correspondence relating to orders;
- information required to assess your qualifications, authorisations or certifications where relevant to the goods or services supplied;
- data required for financial, tax and accounting purposes, including bank account details, payment information, transaction value, VAT number, invoice details and payment status;
- data relating to supplier onboarding, supplier qualification and supplier performance management activities;
- information required to conduct supplier due diligence, risk assessments, sanctions screening, anti-bribery, conflict of interest, anti-money laundering or other compliance checks;
- information relating to complaints, claims, audits, investigations or disputes arising in connection with the supply of goods or services;

- data necessary to continuously improve procurement processes, supplier relationships and service quality, including responses to surveys or supplier assessments, where you choose to provide such information;
- image, time and reason of the visit recorded by physical security systems, including surveillance of our premises or facilities, in case of your in-person visit.

Why do we collect and process your data?

Eurofins processes personal data for the following purposes and based on one or more legal grounds recognized under applicable data protection and privacy laws, including where processing is necessary to perform a contract, comply with legal obligations, pursue legitimate business interests, protect vital interests, or where you have provided your consent.

Establishing contractual relationships:

We process personal data to contact you and establish a business relationship with you or the organization you represent, including the negotiation, conclusion, administration, performance and execution of contracts, purchase orders and other arrangements relating to the supply of goods or services, as well as related communications between the parties. This may apply, in particular, where you are a sole trader, self-employed individual, contractor, consultant, or other individual whose personal data is directly linked to a business relationship or contractual arrangement.

Managing and operating our supplier relationships and business activities:

We may process personal data to:

- contact you and establish, manage and maintain a business relationship with the legal entity or organization that you represent or act for/on behalf of;
- manage supplier onboarding, supplier qualification, supplier performance and supplier relationship management processes;
- provide access to Eurofins procurement, ordering, supplier management, invoicing and payment systems;
- perform know-your-supplier (KYS), due diligence, compliance, integrity and risk assessments, including assessments relating to financial standing, professional qualifications, sanctions, anti-corruption, anti-bribery, anti-money laundering, conflict of interest, export controls and other applicable compliance requirements;
- prevent, detect and investigate fraud, corruption, financial crime, security incidents and other unlawful activities;
- process, evaluate and respond to requests, inquiries, tenders, proposals, quotations and contractual matters;
- monitor, assess and improve supplier engagement, procurement processes and the quality of supplied goods and services;
- establish, exercise, defend against or pursue legal claims and enforce contractual rights;
- conduct internal audits, compliance reviews, investigations and business controls;
- share information within the Eurofins network of companies for administration, governance, procurement, risk management, compliance and operational purposes;

- operate, maintain and secure our systems, software, databases and infrastructure, including information security, cybersecurity, business continuity and incident management activities;
- maintain the physical security of our personnel, visitors, premises and assets during visits to Eurofins facilities.

Compliance with laws and regulatory requirements:

We may process personal data to comply with applicable laws, regulations and regulatory requirements, including those relating to:

- accounting, bookkeeping and financial reporting;
- tax reporting and record retention requirements;
- public procurement requirements, where applicable;
- trade compliance, sanctions and export control requirements;
- anti-money laundering, anti-bribery and anti-corruption laws;
- statutory audit and compliance obligations;
- court orders, legal proceedings and requests from competent authorities;
- contractual performance, product quality, warranties, payments and other rights and obligations arising under applicable laws.

Consent:

Where required by applicable law, we may process your personal data based on your freely given consent, for example to enable participation in supplier events, seminars, training sessions, surveys, newsletters or other voluntary activities for which consent is requested. Where processing is based on consent, you may withdraw your consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before the consent was withdrawn.

What are your rights related to the processing?

Depending on the country, state, or jurisdiction in which you are located and subject to applicable data protection and privacy laws, you may have certain rights regarding the personal data that Eurofins holds about you. These rights may include the right to:

- request access to your personal data;
- request correction or updating of inaccurate, incomplete, or outdated personal data;
- request deletion or anonymization of your personal data where permitted by applicable law;
- request restriction or limitation of the processing of your personal data;
- object to certain processing activities, including processing based on our legitimate interests where applicable;
- request a copy of your personal data in a portable format, where applicable;
- withdraw consent at any time where consent is the basis for processing. Withdrawal does not affect the lawfulness of processing carried out before consent was withdrawn;
- opt out of receiving marketing communications from us;

- lodge a complaint with a competent data protection, privacy, or other regulatory authority, where permitted under applicable law.

Please note that these rights may be subject to limitations, exceptions, or conditions under applicable laws and regulations. To exercise any of your rights or to submit a privacy-related request, please contact us using the contact details provided in the procurement, order, contractual, or other business documentation. We may require additional information to verify your identity before processing your request.

To whom may your personal data be transferred?

Your personal data may be transferred to any Eurofins company (see <https://www.eurofins.com>).

We do not sell, trade or otherwise disclose your personal information to third parties, except as described below:

- trusted companies or individuals processing your personal data on our behalf in accordance with our instructions and applicable data protection laws;
- service providers supporting procurement, IT, security, accounting, financial, legal, consulting and administrative functions;
- financial institutions, payment service providers and auditors where necessary for financial and contractual management;
- companies, organisations or individuals outside Eurofins where disclosure is reasonably necessary to:
 - fulfil and enforce contractual obligations;
 - comply with applicable law, regulation, legal process or binding authority request;
 - detect, prevent or investigate fraud, security incidents or technical issues;
 - protect the rights, property or safety of Eurofins, our personnel, customers, suppliers or the public;
- regulators, supervisory authorities and law enforcement agencies where disclosure is required by law or reasonably necessary in connection with legal proceedings, investigations or compliance obligations;
- third parties involved in mergers, acquisitions, reorganisations, insolvency proceedings or transfers of all or part of Eurofins' business or assets.

Will your personal data be transferred outside your jurisdiction?

Your personal data may be transferred, accessed, or processed by Eurofins companies and authorized third parties located in countries other than the country in which you reside. Where required by applicable law, Eurofins will ensure that such transfers are subject to appropriate safeguards designed to provide a level of protection for personal data substantially equivalent to that required under applicable data protection laws. Such safeguards may include recognized international data transfer mechanisms, contractual commitments, technical and organizational security measures, or your consent where required by applicable law.

How long will we keep your data?

Personal data will be retained for the period necessary to fulfil the purposes for which it was collected, including the management of the supplier relationship and performance of contracts.

Personal data will not be deleted before expiry of applicable statutory retention periods and limitation periods for claims arising from contractual or legal relationships.

Where personal data is processed on the basis of consent, it will be retained until consent is withdrawn or the purpose is achieved, whichever occurs first.

How to contact us?

If you have any questions about this Privacy Notice or would like to exercise your rights in relation to your personal data, please contact us via our contact point:

dp-compliance@eurofins.com