



Privacy Notice – Suppliers, customers and service providers

This Privacy Notice applies to suppliers, customers and service providers, and their representatives.

Institute Produits Synthèse (IPSEN) AB, corporate identity number 556701-3106, Färögatan 33, SE- 164 51 Kista, Sweden (“Ipsen”), is the data controllers in relation to the activities in this privacy notice.

Data collected

We collect data about individuals from suppliers, customers and service providers and directly from individuals who work for them and from relevant third parties. We may collect, use and store the following information about individuals, depending on the work we are doing:

- Contact information, name, email address, telephone numbers, postal address
- Job function, title, job title and company details and relevant business activity records
- Car registration, picture and badge number and CCTV footage
- Payment details, bank account details
- Records and results of any Health and Safety or Security training undertaken if visiting our site.

Please notify your Ipsen contact if you or your employee’s personal details are not up to date.

Purpose and legal basis of data processing

We will only process supplier, customer and service provider personal data for specific purposes as needed to support relevant activities, including:

- Managing our working relationship in general
- Sharing data as needed as part of a tendering or contracting processes
- Managing health and safety and security at our sites, including giving access to and recording information about training we require and CCTV recordings
- Giving access to relevant IT resources, tools and systems
- Providing customer service support and dealing with enquiries
- Managing audit requirements
- Making payments and managing accounting and tax information and corporate reporting
- Dealing with possible misconduct or fraud cases
- Complying with legal and corporate requirements and supporting any relevant litigation

The legal bases for processing personal data for above purposes, are:

- Necessary in order to perform a contractual agreement (GDPR Article 6 1(b)), such as basic information processing and making payments.
- To comply with legal obligations, such as meeting Health and Safety requirements (GDPR Article 6 1 (c)).
- In our or your legitimate interests (GDPR Article 6 1 (f)), where we always seek to maintain a balance between our legitimate interests and individuals' privacy.
- In some limited cases and where appropriate we may rely on your prior consent (GDPR Article 6 1 (a)).

Data recipients

Information related to you will only be accessed by employees at Ipsen with a relevant and tangible need to see your information. Information related to you may also be made available to other entities within the Ipsen group of companies for the purpose of managing our relationship with you. We will also, as necessary share data with third parties who work with Ipsen to support our activities, for example, audit providers, distributors, payment processing, external lawyers, IT service and system providers. These third parties are obliged to protect the security and confidentiality of any personal data and comply with data protection legislation.

Term of retention

We will only retain your information in order to meet our operational needs and to comply with legislative requirements for retention in line with Ipsen's Retention and Archiving guidance.

International transfers of data

Your personal data may be processed by service providers or companies affiliated with Ipsen in non-EU countries which do not ensure an adequate level of protection to personal data. In order to ensure that your personal data are protected, Ipsen will, where necessary, ensure that the recipient has entered into data transfer agreements which include appropriate standard contractual clauses, or will adopt Binding Corporate Rules (BCRs) for transfers of personal data within the group of companies. Such contract or BCRs can be made available to you upon request.

Your rights

You may have the following rights regarding your information depending on the circumstances and applicable legislation:

Right	What does this mean?
1. The right of access	You have the right to obtain access to the information processed by Ipsen.

2. **The right to rectification** You are entitled to have your information corrected if it is inaccurate or incomplete.
3. **The right to erasure** This is also known as ‘the right to be forgotten’ and, in simple terms, enables you to request the deletion or removal of your information where there is no compelling reason for Ipsen to keep using it. This is not a general right to erasure; there are exceptions.
4. **The right to restrict processing** You have rights to ‘block’ or suppress further use of your information in certain circumstances. When processing is restricted, Ipsen can still store your information, but may not use it further.
5. **The right to data portability** You have rights to obtain and reuse your personal data in a structured, commonly used and machine-readable format in certain circumstances.
6. **The right to object** You have the right to object to certain types of processing, in certain circumstances.

If you would like to exercise any of these rights, please send us a Data Subject right request by completing this form.

If you have any concerns about this Privacy Notice, please feel free to email the Global DPO on dataprivacy@ipsen.com.