



# Privacy Notice Supplier Contacts



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## 1. Introduction

In the framework of its business operations, SCA processes personal data relating to, among others, its suppliers and potential suppliers as well as other business contacts. We always take care to process personal data in a responsible and correct manner in accordance with applicable laws and regulations, such as the EU General Data Protection Regulation (GDPR).

In this information concerning personal data processing (the “**Information**”), you can read more about how we process personal data relating to our suppliers.

## 2. Data controller

The SCA Group consist of several companies and operations. Each SCA company is the controller in relation to the processing of personal data within the framework of the business relationship between the SCA company and the company for which you are the contact person or representative. The company that you have contact with within the SCA Group is thus the sender of this Information to you.

The designations “we”, “our” and “us” below pertain to the specific company within the SCA Group.

## 3. What categories of persons do we process personal data about?

We process personal data in relation to the following categories of suppliers, all of whom come into contact with our purchasing organization at SCA:

1. **Contact person at a potential supplier**, meaning we process personal data about the contact person or representative of a supplier who could be interested in supplying products and/or services to SCA. See further details of our processing of personal data in relation to potential suppliers in Section 4.
2. **Contact person at a supplier**, meaning we process personal data about the contact person or representative of a supplier who has an ongoing business relationship with SCA. See further details of our processing of personal data in relation to suppliers in Section 5.

In this Information, you can read all about our personal data processing in relation to the above categories of supplier. To enable you to easily find information regarding the processing of your personal data, we have divided the information below into each supplier category and it is thus sufficient that you read the section stated above for each supplier category. If, for example, you are a contact person for an active supplier and want to know more about our processing of your personal data, it is sufficient for you to read Section 5 below.

## 4. Our processing of your personal data as a contact person at a potential supplier

### 4.1. Which personal data do we process about you?

We may process the following personal data about you as a contact person or representative of a potential supplier:

- name,
- contact information (such as address, e-mail address and telephone number),
- role/title,
- information on the company you work for,
- information in the offer, and
- information that we receive during communication, such as in e-mail correspondence or similar.

In the event that we do not receive the above mentioned personal data directly from you, we gain access to such data through other business contacts or public sources, such as websites or similar.

### 4.2. Why and on what legal basis do we process your personal data?

#### **To obtain offers**

We process your name and contact information for the purpose of obtaining offers from the supplier you work for and thereby to be able to evaluate the business offering. The legal basis for processing your personal data in this case is a legitimate interest, meaning that processing is necessary for our legitimate interest in being able to determine the terms of the transaction, such as price and delivery terms.

#### **To maintain contact and establish new business relationships**

We process your name, contact information and information about the supplier you work for in a supplier register with the aim of being able to follow up our contacts with you during a relevant period. The legal basis for processing in this case is a legitimate interest, meaning that processing is necessary for our legitimate interest in being able to follow up contacts with potential suppliers and thereby establish new business relationships.

#### **To communicate by e-mail**

To the extent that e-mail correspondence contains personal data, we process this data to maintain or establish business relationships and to enable internal and external communication. The legal basis for the processing in this case is a legitimate interest, meaning that processing is necessary for our legitimate interest in being able to maintain or establish business relationships and to communicate by e-mail internally and externally.

## 5. Our processing of your personal data as a contact person at a supplier

### 5.1. Which personal data do we process about you?

We may process the following personal data about you as a contact person or representative of a supplier:

- name,
- contact information (such as address, e-mail address and telephone number),
- role/title,
- information on the company you work for,
- information in the offer,
- information in the supplier agreement,
- information that we receive during communication, such as in e-mail correspondence or similar.,
- nationality, user name and access rights (needed when you log in to our systems, such as Sharepoint), and
- accounting information.

In the event that we do not receive the above mentioned personal data directly from you, we gain access to such data through other business contacts or public sources, such as websites or similar.

### 5.2. Why and on what legal basis do we process your personal data?

#### **To obtain offers**

We process your name and contact information for the purpose of obtaining offers from the supplier you work for and thereby to be able to evaluate the business offering. The legal basis for processing your personal data in this case is a legitimate interest, meaning that processing is necessary for our legitimate interest in being able to determine the terms of the transaction, such as price and delivery terms.

#### **To maintain contact and manage the business relationship**

We process your name, contact information and information about the supplier you work for in a supplier register in order to be able to maintain contact with you as a supplier and manage measures relating to the business relationship. The legal basis for processing in this case is a legitimate interest, meaning that the processing is necessary for our legitimate interest in being able to maintain contact with our suppliers and otherwise maintain order in the business relationship.

#### **To be able to enter into supplier agreements**

We process your name, contact information and information about the supplier you work for in order to establish agreement documentation regarding what has been agreed between the supplier you represent and SCA. Such personal data is also processed to be able to manage orders, information and invoicing in connection with the purchase. The legal basis for processing in this case is a legitimate interest, meaning

that processing is necessary for our legitimate interest in being able to manage the conclusion of agreements, establish documentation regarding the agreement we have with a supplier and implementing relevant measures in connection with the fulfillment of the purchase.

#### **To communicate by e-mail**

To the extent that e-mail correspondence contains personal data, we process this personal data to maintain or establish business relationships and to enable internal and external communication. The legal basis for processing in this case is a legitimate interest, meaning that processing is necessary for our legitimate interest in being able to maintain or establish business relationships and to communicate by e-mail internally and externally.

#### **To be able to provide our suppliers with system access**

We process your name, contact information, nationality, user name and information on access rights for the purpose of giving you, as a contact person for the supplier, access to our systems and work tools. The legal basis for processing in this case is a legitimate interest, meaning that processing is necessary for our legitimate interest in being able to maintain tools and functions to enable cooperation with our suppliers.

#### **To enter into confidentiality and cooperation agreements**

We process your name, title and information about the supplier for the purpose of entering into a confidentiality agreement and/or a cooperation agreement with you as a contact person or representative of the supplier, or if you work as an independent consultant. The legal basis for our processing in this case is a legitimate interest, meaning that processing is necessary for our legitimate interest in being able to secure a personal commitment regarding cooperation or confidentiality ahead of signing supplier agreements, etc.

## **6. To whom do we forward personal data and where do we process personal data geographically?**

We may give out your personal data if the need arises in conjunction with one of the following situations:

- a) We may disclose your personal data to other companies in the SCA Group. Your personal data may also be disclosed to and processed by third parties outside the SCA Group, such as to our cooperative partners and to our service providers who process personal data on our behalf, so-called processors. We have contracts with our processors that ensure that they process your personal data in accordance with this Information and our instructions. Examples of third parties to whom we disclose your personal data are legal advisors and public authorities.
- b) We may also share your personal data to permit a merger, an acquisition or a sale of all or part of SCA's assets.

As a general rule, SCA and SCA's cooperative partners process your personal data only within the EU and EEA. If personal data is processed outside the EU and EEA, SCA will take measures to ensure that the data remains equally secure and also take the measures required to legally transfer personal data to countries outside the EU and EEA.

## 7. How long do we process your personal data for the different purposes?

SCA will not keep your personal data for longer than necessary, taking into account the purpose for which they were collected. Therefore, we regularly delete personal data that is no longer needed.

Personal data processed by SCA to ensure that we can buy relevant goods and services from our supplier contacts, or that we process to manage business relationships and purchasing, is processed as long as you or the supplier you work for are suppliers to SCA.

Some personal data ceases to be necessary for SCA during the ongoing business relationship and some in direct connection with the business relationship ending, while SCA must store other information for a shorter or longer period of time if required in order to fulfill legal or tax requirements, official decisions, accounting requirements, etc.

If you want more information about the period during which we process your data, please contact us for additional information, see the contact details to SCA in Section 9 below.

## 8. Your rights

When we process your personal data, you have certain legal rights. Note that the exercise of these rights is subject to certain requirements and conditions as specified in the General Data Protection Regulation (GDPR).

### 8.1. Your right to information and access

You are entitled, without cost, to request in writing information about the personal data we process in relation to you. If your request is unfounded or excessive, for example if you often request extracts or erasure and at frequent intervals, we may either reject your request, or charge a fee that covers the administrative costs arising for us from your request.

### 8.2. Your right to rectification and erasure

If your personal data is inaccurate or incomplete, you have the right to request that we rectify or supplement such personal data.

You have the right to request erasure of your personal data in certain circumstances that are described in the General Data Protection Regulation (GDPR). Provided that your request falls within one of these circumstances, we will erase your data.

### 8.3. Your right to request restrictions

Under certain circumstances as specified in the General Data Protection Regulation (GDPR), you have the right to request restriction of processing. Where you have this right, such personal data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defense



of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest.



## 8.4. Your right to data portability

You have the right in a structured, commonly used and machine-readable format to receive the personal data about you that you have provided and have the right to transmit this data to another controller when such a transfer is technically possible.

## 8.5. Your right to lodge a complaint

If you are dissatisfied with how we have processed your personal data, we ask that you contact us, refer to our contact details in Section 9. You also have the right to submit a complaint about our personal data processing to:

Integritetsskyddsmyndigheten, PO Box 8114, SE-104 20 Stockholm, Sweden, or by e-mail: [imy@imy.se](mailto:imy@imy.se).

## 9. Contact SCA

You can contact us in the following way:

- by e-mail [gdpr@sca.com](mailto:gdpr@sca.com)
- by telephone on +46 60 19 33 30 (Switchboard). Ask for Head of Administration GDPR or Legal Counsel.