

**INFORMATION NOTICE TO SUPPLIERS**

**Section 1 – Identity and contact details of controller**

According to the relevant data protection law, your personal data will be processed by:

*Unilabs, Laboratoire d'analyses médicales SA - Unilabs Group Services branch*

*Place Cornavin 12, PO Box 1907, 1211 Geneva 1, Switzerland*

**Section 2 – Purposes of the processing and legal basis**

Your personal data will be processed for the following purposes and in accordance with the legal basis as set out below:

Purpose	Legal basis
Manage supplier contract	Performance of a contract
Manage supplier relationship	Legitimate interest of Unilabs to assess the supplier performance
Select supplier	Legitimate interest of Unilabs to evaluate suppliers' skills for the proposed service and the need to take the necessary measures prior to the conclusion of the supplier contract
Analyse supplier spend	Legitimate interest of Unilabs to assess the supplier performance
Process supplier invoices and generate payment run	Performance of a contract

**Section 3 – Profiling**

Not applicable – no profiling

**Section 4 – Indirect collection of data**

Not applicable – no indirect collection of data

**Section 5 – Categories of recipients of the personal data**

Your personal data will be shared within Unilabs Group, including other Unilabs companies, with authorised personnel in charge of Procurement, Operations, Accounting & Finance, IT.

### **Section 6 – Data retention period**

The personal data collected from you is retained for as long as needed to fulfil the purposes of collecting the personal data. When personal data is no longer needed it is deleted.

Personal data might be kept if it is necessary according to legal requirements.

### **Section 7 – Transfer of personal data**

Due to the international dimension of Unilabs Group, your personal data will be transferred outside of the European Union to countries recognised by the European Commission as ensuring an adequate level of protection such as Switzerland where the headquarters is based.

### **Section 8 – Data subjects rights**

In relation to your personal data, you have the following rights:

- A right of access that you may exercise by asking a copy of your personal data;
- A right to correct your personal data if they are inaccurate or incomplete and a right to obtain the restriction of the processing of your personal data;
- A right to erase your personal data, in cases where your personal data are processed on the basis of your consent, the performance of a contract to which you are party and our legitimate interests;
- A right to data portability, in cases where your personal data are processed on the basis of your consent and/or the performance of a contract to which you are party;
- A right to object, on grounds relating to your particular situation, to the processing of your personal data in cases where your personal data are processed on the basis of our legitimate interests.

### **Section 9 – Means of exercising**

These rights can be exercised by sending an e-mail at the following address: [dpo@unilabs.com](mailto:dpo@unilabs.com)

### **Section 10 – Right to lodge a complaint with DPA**

You have also the right to lodge a complaint with a Data Protection Authority, either in the Member State of your habitual residence, place of work or place of an alleged infringement of the GDPR.

### **Section 11 – Contact details of the Data Protection Officer**

[dpo@unilabs.com](mailto:dpo@unilabs.com)