



## PRIVACY NOTICE FOR SUPPLIERS

### 1 GENERAL PROVISIONS

Protecting the personal data of our suppliers is one of our priorities. We have prepared this privacy notice (hereinafter referred to as the “**Privacy Notice**” or “**PN**”) to inform you, our suppliers (or employees of our suppliers where applicable), of the method employed by the Division of **DHL Supply Chain**, i.e. the companies DHL Supply Chain s.r.o., DHL Solutions k.s. and DHL Automotive s.r.o. (hereinafter referred to as the “**DHL Supply Chain Division**” or “**we**”) to collect, maintain, and further process your personal data in respect of purchasing and delivering goods and services and the entire supplier relationship management.

Processing of your personal data is required for proper performance of our contractual obligations or fulfilment of our statutory duties and/or for the protection of our legitimate interests and also for the purposes that are specified in this Privacy Notice.

Through this Privacy Notice, we would like to provide you with information on the method that we employ to collect, process and protect your personal data (chapters 3 and 6 below) and on your rights and the way in which you can exercise them (chapter 7 below).

Personal data refers to any information concerning an identified or identifiable natural person, in particular our suppliers and other persons whose personal data may be processed by us, including the employees and other contact persons of our suppliers.

We strongly recommend that you familiarise yourself with this Privacy Notice. In case of any questions, do not hesitate to contact us at any time using the contact details provided below.

In the event of inconsistency or discrepancy between the Czech version and any of the other linguistic versions of this document, the Czech language version shall prevail

### 2 PERSONAL DATA CONTROLLER AND CONTACT DETAILS

The Controller of your personal data is one or more of the following companies depending on the company you or your employer have relationship with:

- DHL Supply Chain s.r.o., with its registered office at Loděnická 963, ZIP 691 23, Pohořelice, incorporated in the Commercial Register administered by the Regional Court in Brno, File No. C 43542, ID No.: 492 40 650,
- DHL Solutions k.s., with its registered office at Nádražní 2967/93, Moravská Ostrava, ZIP 702 00, Ostrava, incorporated in the Commercial Register administered by the Regional Court in Ostrava, File No. A 20956, ID No.: 282 13 866,
- DHL Automotive s.r.o., with its registered office at Nepřevázka 153, ZIP 293 01, incorporated in the Commercial Register administered by the Municipal Court in Prague, File No. C 56691, ID No.: 256 34 917.

**Contact details** for personal data protection concerns are as follows:

E-mail: dsccz.dp@dhl.com

Address: DHL, Loděnická 963, ZIP 691 23, Pohořelice

### 3 PROCESSING OF PERSONAL DATA OF GOODS AND SERVICE PROVIDERS

If you are our supplier, a contracting party of a contract concluded with us (or an employee or a different contact person of our suppliers and other contracting parties), we need to know and further process your personal data to be able to perform our contractual obligations and to ensure effective communication between the contracting parties.

Personal data that we process is primarily for the purpose of concluding a contract and performance thereunder. The legal basis of such processing is a contract or our legitimate interest where applicable (in particular if you deal with us as the supplier's employee or a different contact person).

We acquire personal data directly from the supplier (i.e. directly from you, if you are our supplier, or from your employer with whom we have a contractual relationship). To be able to process only accurate and up-to-date data, we may also update our suppliers' data at regular intervals using public sources (in particular ARES, Commercial Register, Register of VAT Payers, official websites of suppliers).

#### 3.1 Scope of Processed Data.

We only process personal data that is necessary for the fulfilment of our duties that we acquire from the aforementioned sources. In particular, the following data is concerned:

- name, surname and other identification details;
- contact details (e-mail, telephone numbers, position, professional qualifications);
- contact and identification details of your employer, if you deal with us as its employee or a different contact person;
- certificates, authorisations, certified statement, positions and other details demonstrating your professional competence and qualifications, including a certificate of integrity if a clean criminal record is required by legal regulations;
- details concerning performance under the contract (history of purchases and payments or other details on the history of provided services or products) and other related details arising from the contract;
- localisation details of vehicles, in the case of suppliers providing the transport of consignments for our customers;
- technical details of the vehicle;
- certificate of integrity (for transport services provided to the customer Viapharma)

#### 3.2 Purpose and Processing Time.

We process your personal data in particular for the purpose of the performance of our contractual obligations to our suppliers and for the provision of effective communication between contracting parties. Therefore, we process personal data, in particular, for the following purposes:

- **Performance of Contractual Obligations.** We process personal data to be able to perform our contractual obligations (in particular in relation to purchasing goods and services), to be able to settle possible complaints related to the goods and services, and to keep records on suppliers. Performance of contractual obligations also includes the process of selection of a suitable supplier and measures (including checks on the position, certifications and qualifications of the supplier) taken prior to the conclusion of the contract and over the term of the contract. We store the data over the entire term of the contractual relationship between us and our supplier.
- **Monitoring of Consignments.** If you are an external supplier providing us with transport services (or an employee of such a supplier), we will monitor the localisation details, including GPS coordinates during the transport of our consignments. Such personal data processing is executed for the purpose of the



protection of our legitimate interest, our assets and assets of our clients and also for the purpose of effective navigation of drivers.

- **Physical Protection.** In addition, we process the personal data of our suppliers and their employees for purposes of dealing with permission to enter/drive onto our safeguarded premises. Detailed information on the processing of personal data to ensure physical protection can be found in the CCTV Privacy Notice available at the reception of each individual premises.
- **OSH.** If you provide us with services or other performance in which duties to provide occupational safety and health (“OSH”) are imposed on us, we can process your personal data also for the purpose of the fulfilment, inspection and demonstration of the performance of such duties. In this respect, we can also process documentation demonstrating the fulfilment of these duties, including the required documentation where applicable.
- **Accounting Documents.** Some personal data can be stated in accounting documents (i.e. in particular in invoices). According to the applicable legal regulations (e.g. Accounting Act or VAT Act), we have the duty to maintain such documents for a period of up to 10 years. Consequently, if a legal duty to archive such document is imposed on us, we archive also your personal data specified on the respective accounting document with such documents.
- **Determination, Execution, and Defence of Legal Claims.** After our relationship with you as a supplier expires, we may maintain some of your personal data, the processing of which is necessary for the protection of our rights and possible defence of legal claims, including recovery of outstanding payments, over the duration of periods of limitation.

#### 4 PERSONAL DATA RECIPIENTS

4.1 We may share personal data that we collect in the aforementioned ways with third parties that provide certain services related to the provision of our services, the processing of orders, and the administrative support or use of software applications. Such persons play the role of personal data processors. Therefore, we can share your personal data in particular:

- with other companies within DPDHL Group for the purpose of administrative support if certain services are provided on a shared basis or for the purpose of the supplier relationship management;
- with suppliers of accounting and related services;
- certain personal data of yours may be exceptionally accessed also by our IT systems, software and related services (including suppliers supplying GPS systems for the monitoring of vehicles) and other providers who are in the position of personal data processors. In particular, the following suppliers are concerned:
  - TomTom; D&COMM spol. s r.o. Korunovační 6, ZIP 170 00 Prague 7, ID No.: 62412736
  - LogisCarE a.s.; with its registered office V jirchářích 148/4, Nové Město, ZIP 110 00 Prague 1, ID No.: 035 52 462;
- with insurance companies and insurance brokers that we use in relation to the settlement of individual claims;
- certain personal data of yours may be exceptionally made available to external auditors and tax advisers or legal representatives if it is necessary for the recovery of debts or posting of claims or for the protection of our legitimate interests;
- if we are approached by the authorities exercising their powers and asking us to disclose information part of which might be your personal data, we will be obliged to disclose your personal data to the extent necessary based on duties imposed on us by the applicable law or a different legal act.



## **4.2 Guarantees**

We have concluded agreements on personal data processing with our personal data processors as per the previous paragraph that guarantee at least the same level of your personal data protection as this Privacy Notice.

## **5 DATA SECURITY**

We have put in place and maintain adequate technical and organisational measures, internal information security controls and processes in line with best business practice corresponding to the potential risk for you as a data subject. At the same time, we take into account the state of technological development in order to protect your personal data from accidental loss, destruction, alteration, unauthorised disclosure or access. These measures may include, but are not limited to, taking reasonable steps to ensure the responsibility of the relevant employees having access to your data, employee training, regular backups, data recovery procedures and incident management, and software protection of devices on which personal data is stored etc.

## **6 YOUR RIGHTS AS A DATA SUBJECT**

In compliance with applicable legal regulations you have the right to request information on the methods of your personal data processing and the right to the rectification of your personal data that we process as the personal data controller. In certain cases you have the right to request for the erasure of your personal data and you also have the right of access to your personal data or to its transferability (e.g. transfer to a different service provider). In some cases, you have the right to object and also the right to request the restriction of your personal data processing. The individual rights and method of exercise thereof are described in detail hereunder.

We will respond within one month from the date on which we receive your request and we reserve the right to extend the time limit by two months.

### **6.1 Method for Exercising Your Rights**

If you exercise any of your rights under this article or applicable law, we will inform you of the measure taken or the deletion of your personal data or the processing restriction in accordance with your request of each recipient to whom that data was provided in chapter 4 of this Privacy Notice if such communication is possible and/or does not require undue efforts.

If you wish to exercise these rights of yours and/or obtain relevant information, please contact us using the contact details provided in chapter 2 of this Privacy Notice.

If you exercise your rights, we may ask you to provide us some additional personal data that you previously provided to us. The provision of such data is necessary for the verification of whether the respective request was really submitted by you. We will respond within one month from the date on which we receive your request and we reserve the right to extend the time limit by two additional months in complicated cases.

### **6.2 Your Personal Data Rectification**

According to the applicable legislation, you are authorised to request the rectification of your personal data that you share with us. In case you wish to request for your personal data rectification, please contact us via the contact details specified in chapter 2 of this Privacy Notice.

We take reasonable measures to ensure that you can maintain your personal data to be accurate and up-to-date. You may always contact us with an inquiry as to whether we still process your personal data or not.

### **6.3 Your Personal Data Erasure**

You may request that your personal data be erased at any time using the contact details provided in chapter 2 of this Privacy Notice.



If you contact us with such a request, we will erase, without any undue delay, all personal data that we have unless we need your personal data for the fulfilment of contractual obligations or legal duties or for the protection of our legitimate interests as specified above.

#### **6.4 Your Personal Data Accessibility and Portability**

You have the right to request information on whether we process your personal data and to what extent. In addition, you have the right to request to be disclosed personal data that you have provided to us as well as other personal data concerning you as a person, including the acquisition of a copy of such data. If you wish to ascertain the extent to which we process data in connection with you, please contact us using the contact details provided in chapter 2 of this Privacy Notice.

If you exercise the right of transferability of your personal data that we process in relation to performance under a contract, you may request us to transfer it directly to a third party (a different data controller) that you specify in your request, unless such a request has a negative effect on the rights and freedoms of other persons, and provided that it is technically feasible.

#### **6.5 Right to Object**

In case we process your personal data based on our legitimate interest (e.g. if we process your data as the contact person of our supplier), you have the right to object to such processing at any time on the grounds of your specific situation. If in such a case, we are not able to demonstrate our serious legitimate reasons that outweigh your interests or rights and freedoms or if we fail to demonstrate that such data is necessary for the determination, execution and defence of our legal claims, we will no longer process such data and we will erase it without any undue delay. If you raise objections against the processing of your personal data for the purposes of direct marketing, your personal data will no longer be processed for such purposes.

You may object to processing using the contact details provided in chapter 2 of this Privacy Notice.

#### **6.6 Processing Restriction**

If you ask us to limit the processing of your personal data, for example, when you question the accuracy, legality or our need to process your personal data, we will limit the processing of your personal data to the minimum necessary (storage) and will only process it for determination, performance or defence of legal claims, or for the protection of the rights of another natural or legal person, or for other limited reasons prescribed by applicable laws. If the restrictions are cancelled and we continue to process your personal data, we will inform you without undue delay.

You may exercise your right to processing restriction using the contact details provided in chapter 2 of this Privacy Notice.

#### **6.7 Complaint at the Office for Personal Data Protection**

You have the right to file a complaint regarding your personal data processing performed by us at the Office for Personal Data Protection, Pplk. Sochora 27, ZIP 170 00 Prague 7. Official website: [www.uoou.cz](http://www.uoou.cz).

### **7 PRIVACY NOTICE AMENDMENTS**

We can modify or update this Privacy Notice on a continuous basis. We will keep you informed of any relevant amendments via e-mail sent to your contact e-mail addresses. The up-to-date version of this Notice can be always obtained at the following e-mail address: [dscz.dp@dhl.com](mailto:dscz.dp@dhl.com)