

Privacy Information notice

Vendors

06/01/2025

Version 1.0

ARCHIMED is committed to the respect of your privacy and to the protection of your personal data. This information notice aims at informing you of the details of the data processing implemented by ARCHIMED, especially in the context of the contractual relationship with you.

These personal data processing are implemented by ARCHIMED SAS, whose head office is located at 9 rue des cuirassiers, 69003 Lyon, acting as a data controller.

Why are we processing your personal data?

First of all, we would like to remind you that we process your personal data exclusively for legitimate purposes that enable us to run our business properly. Under no circumstances will your personal data be used for purposes other than those listed below.

The purposes for which we process your personal data are:

- **The selection of vendors:** demand for information and quotation, evaluation of vendors.
- **The management of contractual relationships:** order management, management of invoices and payments.
- **Management of vendors contacts.**
- **Management of litigations.**

What categories of personal data do we process about you?

In the context of the data processing we carry out, we ensure that we only collect data that is strictly necessary for the fulfillment of the aforementioned purposes. The collection and processing of this data is therefore mandatory for the good running of our operations.

Here is the list of personal data that we may process about you:

- **Identification and contact data:** name, surname, professional email address, professional phone number);

- **Professional data:** company, job title

What are the legal bases for the processing of your personal data?

First of all, a legal basis is a mechanism created by the General Data Protection Regulation (GDPR) on which data processing must be based in order to be lawful. This ensures that organizations, such as ARCHIMED, cannot use your personal data for purposes that are not legitimate.

The legal bases on which we process your personal data are:

- **Execution of pre-contractual measures and the performance of the contract,** we may need to process your personal data in order to set up our commercial relationship, as well as during the execution of the latter when exchanges with your employees are necessary.
- **Out legitimate interests:** as part of our supplier management process, we have set up a database for reconciling vendors and associated contract data in order to facilitate internal management, or the management of litigations.

Who may have access to your personal data?

We do our best to share your personal data with as few people as possible, ensuring that the need is justified and legitimate.

Your data may be shared with various stakeholders, both internal and external to ARCHIMED. These recipients are:

- ARCHIMED's authorized employees in the course of their duties (purchaser, finance department, etc.).
- Authorized employees of other entities of the ARCHIMED Group.
- ARCHIMED's processors concerning information system and software used for the above-mentioned purposes (i.e. contract management platform).
- Legal councils, auditors and consultants in the context of their attributed missions.
- Legal and administrative authorities, in accordance with applicable laws.

ARCHIMED is a multinational organization with subsidiaries, partners and processors located in many countries around the world. For this reason, we may transfer your personal data (including by providing access to it, allowing it to be viewed, or by storing it) to other jurisdictions, including outside the European Economic Area, to countries that may not be considered to offer a level of protection equivalent to that of the country in which you reside.

If we need to transfer your personal data outside the European Union, we will ensure that adequate safeguards such as those prescribed by applicable data protection legislation are implemented (such as the European Commission's Standard Contractual Clauses where applicable).

How is your personal data protected?

We believe that IT security is essential to protect your privacy in the light of the various risks to the confidentiality, integrity and availability of your personal data.

We have therefore implemented various practical measures to reinforce the protection of our information system, such as:

- Multi-factor authentication and a strong password policy to secure access to our applications.
- Encryption of our computers and use of cloud solutions to limit the consequences of hardware loss.
- Regular back-ups of our systems, with regular integrity tests to validate their operation.
- Logging of all network activity, so that we can investigate any suspicious activity.
- Anti-virus and firewall systems.

We do our utmost to maintain state-of-the-art system security, as part of a continuous improvement process.

How much time do we keep your personal data?

We have implemented measures to ensure that the retention of your personal data does not exceed the periods strictly necessary for the fulfillment of the aforementioned purposes, or the satisfaction of legal retention obligations.

Data concerning vendors under a contractual relationship are kept for a duration of 5 years after the end of the contract.

Data concerning accounting (invoices and payment receipts) are kept for a duration of 10 years.

What are your rights and how to exercise them?

You have various rights enabling you to maintain control over your personal data:

- The right of access: you can obtain information concerning the processing of your personal data, as well as a copy of your personal data processed by ARCHIMED.
- The right of rectification: you may request the rectification of personal data that is incorrect or incomplete.
- The right to erasure: you may request the deletion of your personal data.

- *N.B. We may have a legal obligation to retain data for defined periods: in some cases, we may not be able to honor your request.*
- The right of limitation: in certain cases, you can request the limitation of data processing (cf. Article 18 of GDPR).
- The right to object: the right to object to data processing.
- The right to portability: the right to request a copy of your personal data in a machine-readable format
- The right to define directives as to what will happen to your data following your death.

For further information on the processing of your personal data, or to exercise your rights, you can contact our Data Protection Officer, whose contact details are given below.

If you are not satisfied, you have the right to lodge a complaint with the Commission Nationale Informatique et Libertés (CNIL).

Contact

ARCHIMED Data Protection Officer

Email: dpo@ARCHIMED.group

Address: 9 rue des cuirassiers, 69003 Lyon, France