



VENDOR PRIVACY NOTICE

OCTOBER 2019

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1. INTRODUCTION

IHS (meaning IHS Africa (UK) Limited, IHS Holding Ltd and/or IHS NETHERLANDS (INTERCO) COÖPERATIEF U.A. as applicable) is committed to protecting the privacy and security of your information. IHS is a “data controller”. You are being sent a copy of this privacy notice because you are registering on our supply gateway. It makes you aware of how and why your data will be used, namely for the purposes of the supply gateway, and how long it will usually be retained for. It provides you with certain information pursuant to the General Data Protection Regulation ((EU) 2016/679) (GDPR).

2. RIGHT TO WITHDRAW CONSENT

When you registered on the supply gateway, you provided consent to us processing your personal and company information for the purposes of the register and under the scope set out further within this privacy notice.

You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact data.privacy@ihstowers.com. Once we have received notification that you have withdrawn your consent, we will no longer process your registration and, subject to our retention policy, we will dispose of your personal data securely.

3. DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

4. THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your registration with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in connection with your Registration, namely the company name, address, appropriate contact numbers, email addresses and potentially named individuals within the organisation.

5. HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information relating to your business from you, the vendor.

6. HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for a potential opportunity.
- Communicate with you about any potential procurement process.
- Keep records related to our supply gateway registration processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to consider your organization for any potential future procurement opportunity.

If you fail to provide personal information If you fail to provide information when requested, which is necessary for us to consider your application (such as contact details) we will not be able to process your registration successfully.

7. DATA SHARING

Why might you share my personal information with third parties?

We will only share your personal information with the following parties for the purposes of processing your application: other entities within the group.

Within the group, we have in place robust IT systems and processes as well as ongoing monitoring and compliance. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

8. DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

9. DATA RETENTION

How long will you use my information for?

We will retain your information for a period of 24 months after registration to the supply gateway.

10. RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICTION

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party.