

# INFORMATION NOTICE FOR PROVIDERS

This Information notice may be modified by the Servier Group, to take into account any changes from applicable laws and regulations, as well as in our activities. The changes will appear on this page, that we invite you to consult regularly.

**Purpose of this Information notice for providers (the “Information notice”):** this Information notice is intended to provide a clear and transparent information on how your personal data is processed in the context of your relationship with the Servier Group.

## 1. Who is the data controller?

The Servier Group is made up of several entities. The Servier entity acting as data controller may differ depending on the purpose pursued.

The Servier entity acting as data controller is indicated in the table below. It is also indicated in the information that may have been given to you via another channel.

## 2. Why do we collect your personal data and on which basis? Which data are we talking about?

This Information notice describes activities for which we need to use your personal data, according to the appropriate legal basis.

We only use data that is strictly necessary for the purposes we are pursuing.

Data controller entity	Purpose pursued	Personal data collected	Legal basis of processing
Servier Monde 50 rue Carnot – 92284 Suresnes Cedex France	<b>Referencing process management</b>	<ul style="list-style-type: none"><li>Last name, first name, e-mail address, phone number</li></ul>	<ul style="list-style-type: none"><li>Legitimate interests of the data controller entity to establish commercial relations with its providers</li></ul>
Servier entity mentioned in the notification email to third parties to initiate Servier Group’s third-party compliance due diligence process	<b>Managing the third-party compliance due diligence process</b>	<ul style="list-style-type: none"><li>Personal data collected in the questionnaire</li><li>Personal data from public sources</li></ul>	<ul style="list-style-type: none"><li>Legal obligation</li></ul>

Servier entity in charge of verifying third parties under international sanctions	<b>Verification of third parties under international sanctions</b>	<ul style="list-style-type: none"> <li>Personal data collected in the questionnaire</li> <li>Personal data from public sources</li> </ul>	<ul style="list-style-type: none"> <li>Legal obligation</li> </ul>
Servier entity mentioned in the information notice	<b>Prospecting operations</b>	<ul style="list-style-type: none"> <li>Last name, first name, e-mail address, telephone number</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interests of the data controller entity to develop its network</li> </ul>
Servier entity mentioned in the contract	<b>Bid management (Request for Information / Request for Proposal)</b>	<ul style="list-style-type: none"> <li>Personal data contained in bidding documents</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interests of the data controller entity to establish commercial relations with its providers</li> </ul>
Servier entity mentioned in the contract or in the information notice that may have been given to you through another channel	<b>Compliance with legal and regulatory requirements and applicable recommendations (e.g. conflicts of interest, disclosure of value transfers)</b>	<ul style="list-style-type: none"> <li>Personal data contained in the form and/or required by law</li> <li>Identification data</li> <li>Professional data</li> <li>Economic data relating to the service</li> </ul>	<ul style="list-style-type: none"> <li>Legal obligation</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Legitimate interests of the data controller entity to comply with any directives applicable to the pharmaceutical industry</li> </ul> <p>Another legal basis may apply depending on the country in which the Servier entity is located.</p>
Servier entity mentioned in the contract	<b>Contractual relationship management</b>	<ul style="list-style-type: none"> <li>Identification data</li> <li>Professional data</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interests of the data controller entity to facilitate contract negotiation and performance</li> </ul>

			<p>Or</p> <ul style="list-style-type: none"> <li>Contract performance (when the provider is acting on its own behalf)</li> </ul>
Servier entity in charge of the tool	<b>Management of access to the Servier Group tools and management of connection logs</b>	<ul style="list-style-type: none"> <li>Professional email address, password, connection logs</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interests of the data controller entity to verify the identity of the persons accessing the tools</li> </ul>
Servier entity mentioned in the contract	<b>Accounting management</b>	<ul style="list-style-type: none"> <li>Identification data</li> <li>Professional data</li> <li>Economic and financial data</li> </ul>	<ul style="list-style-type: none"> <li>Legal obligation</li> </ul>
Servier entity implicated by the litigation	<b>Pre-litigation and litigation management</b>	<ul style="list-style-type: none"> <li>Any personal data required for the establishment, exercise or defense of legal claims</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interests of the data controller entity to establishing proof of a right or of a contract</li> </ul>
<p>Les Laboratoires Servier (LLS)</p> <p>50 rue Carnot – 92284 Suresnes Cedex France</p>	<b>Record of switchboard's calls</b>	<ul style="list-style-type: none"> <li>Identification data</li> <li>All personal data provided at the time of the call</li> </ul>	<ul style="list-style-type: none"> <li>Legitimate interests of the data controller entity to improve service quality and for training purposes</li> </ul>

### 3. How long do we keep your personal data?

The Servier Group entity acting as data controller will only keep your personal data for as long as necessary to achieve the purposes pursued in this Information notice. More specifically:

Purpose pursued	Data retention period
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<b>Referencing process management</b>	We keep your personal data for the duration of the commercial relationship, then for the statute of limitations.
<b>Managing the third-party compliance due diligence process</b>	We keep your personal data for the duration of the commercial relationship, then for statute of limitations.
<b>Verification of third parties under international sanctions</b>	We keep your personal data for as long as is necessary to fulfil our legal obligations (including the statute of limitations).
<b>Prospecting operations</b>	We keep your personal data until withdrawal of consent or 3 years from your last contact.
<b>Bid management (Request for Information / Request for Proposal)</b>	We keep your personal data for the duration of the commercial relationship, then for the statute of limitations.
<b>Compliance with legal and regulatory requirements and applicable recommendations (e.g. conflicts of interest, disclosure of value transfers)</b>	We keep your personal data for the duration of the commercial relationship, then for the statute of limitations.
<b>Contractual relationship management</b>	We keep your personal data for the duration of the commercial relationship, then for the statute of limitations.
<b>Management of access to Servier Group tools and management of connection logs</b>	For accesses: We keep your personal data for a maximum of 2 months from the end of the assignment.  For logs: We keep your personal data for a maximum of 6 rolling months.
<b>Accounting management</b>	We keep your personal data for as long as it takes us to fulfill our accounting obligations (including the statute of limitations).
<b>Pre-litigation and litigation management</b>	We keep your personal data for the duration of the commercial relationship, then for the statute of limitations (civil, commercial, etc.) and until the time limits for legal recourse have been exhausted.
<b>Record of switchboard's calls</b>	We keep your personal data for a maximum period of 6 months from recording.

#### 4. How do we secure your personal data?

We put in place adequate technical and organisational measures to ensure security, integrity and confidentiality of your personal data.

These measures are designed with the aim of protecting personal data against unauthorised access, loss, destruction or alteration. In implementing these measures, we take into account the technologies available, the costs of implementation, as well as the nature, context and purposes of the processing of personal data and the risks to the rights and freedoms of the persons concerned.

## **5. Do we share your personal data?**

Your personal data processed by the entities of the Servier Group will only be accessible by a limited list of employees of the Servier entities concerned, on a need-to-know basis or when required by law.

Your personal data may also be transmitted to partners with whom the entities of the Servier Group collaborate in order to provide the expected services.

Finally, the entities of the Servier Group may communicate upon request your personal data to the competent authorities, such as public health authorities.

## **6. Do we transfer your personal data internationally?**

The Servier Group is made up of entities located throughout the world. It also works with partners and subcontractors located in many countries throughout the world.

7. Your personal data may therefore be transferred for the purposes described above to recipients located in a country that does not offer an adequate level of protection. In such a case, the Servier Group will take all necessary measures and guarantees to ensure the security of such transfers (such as the conclusion of European Commission Standard Contractual Clauses).

**What are your rights?**  
According to the legal basis for the concerned purpose and when the applicable law provides it, you have the following rights:

- Request access to your personal data
- Update, correct or delete your personal data
- Request that some of the personal data you gave us be provided to you, or to another data controller, in a commonly used and machine-readable format (right to portability of your personal data)
- Define post-mortem directives
- Restrict or object to the processing of your personal data
- Withdraw your consent

You can exercise these rights with the Data Protection Officer ("DPO"):

- By email to the following email address:  
[dataprivacy@servier.com](mailto:dataprivacy@servier.com)

- By regular mail to the following address:

Data Protection Officer  
Servier Monde  
50, rue Carnot  
92284 Suresnes Cedex  
FRANCE

You also have the right to lodge a complaint with the French Data Protection Authority ("Commission Nationale de l'Informatique et des Libertés", "CNIL"), in particular on its website [www.cnil.fr](http://www.cnil.fr).