

CONTACTS AT SUPPLIERS AND CUSTOMERS AND OTHER BUSIENSS CONTACTS - PRIVACY NOTICE

The following definitions apply in this Privacy Notice

This notice explains to you what information we will collect and hold about you and what we will do with it.

It also explains your right and who to contact if you have any questions.

The following definitions apply in this privacy notice:

- The “Company” means any company in the moveero group that you deal with when you act on behalf of the organisation that you represent.
- The “Group” means any company that is directly or indirectly: owned by, controlled by, or controls moveero.

1. Who is the data controller?

The controllers of your personal data are each of the companies you deal with when you act on behalf of the organisation that you represent (typically your employer).

2. What will we do with your personal data?

We collect and maintain personal data relating to you for the following purposes:

- **Managing business relationship with the organisation that you represent:** Including procurement (if you represent a supplier or potential supplier) supplier or customer account and relationship management and due diligence screening against official watch lists and sanction lists issued by governments and other official bodies globally and for ethical and regulatory purposes.
- **Managing our own business arrangements:** including facilities management and liaison with governmental regulatory bodies.
- **Public relations and marketing:** (If you represent a customer or potential customer) to promote and market the Group, its business, products and services.
- **Educational and outreach:** to promote the Group and its business, and science, technology, engineering and mathematics (STEM) to students and educational originations.

We have a legitimate interest in processing your personal data in order to run our business efficiently. Where we process your personal data only on the basis of our legitimate interest, you have the right to object to our use of your personal data. However, we do not have to stop processing personal data where we have compelling grounds that override your interest, or where we need to process your data in order to establish, exercise or defend legal claims. If you have any objections, please contact the Data protection officer – details below.

We may also use your information to perform a contract with the organisation that you represent or because we have a legal obligation to do so and where these grounds apply, there is no right to object.

You also have the right to require us to cease using your personal data for direct marketing purposes. If you have any objections, please contact the Data Protection Officer – see below.



3. Will we share your personal data with someone else?

Your personal data may be share with other companies in the group, for example, where another part of the moveero business is also supplying you with goods or services, to or purchasing goods and services from your employer. Your personal data may also be transferred to professional advisors or other third parties who are used by us to perform processing activities or where we are legally obliged to disclose your personal data.

These may be located in countries that are not deemed to provide a similar level of protection for individual's rights in relation to their personal data as in the European Economic Area (EEA).

If your personal data is transferred to a moveero group company or to an external service provider that process data on our behalf such a country, for your information will be covered by a data transfer agreement in a form approved by the European Commission. Further information, including copies of these agreements are available from the Data Protection Officer – see below.

4. For how long will we process your personal data?

We will process your personal data for as long as your employer is likely to be in a business relationship with us. This period will depend upon the frequency of the business dealings between us and your employer and may be determined by local regulatory agreements.

5. What rights do you have in relation to your personal data?

In addition to the rights to object and withdraw consent direct marketing, you have a number of rights in relation to your person data. These include the right, subject to exceptions to:

- Access your personal data
- Request the rectification or erasure of your personal data
- Request restrictions on the processing of your personal data

Please contact the Data Protection Office if you wish to exercise any of these rights.

6. What to do if you have any queries?

If you have any queries about the way in which we process your personal data, you should contact:

Data Protection Officer
moveero ltd
Hadley Castle Works
Telford
TF1 6AA
United Kingdom
Or by email at: Data.Protection@moveero.com

You also have the right to complain to The Information Commissioner's Office You can do this by contacting 0303 123 1113

