

## Data protection notice for Providers<sup>1</sup>

### 1. What information does this document contain for you?

In connection with the services you provide to TK Access LTD UK (“TKE” and/or “we”) process some personal data. In doing so, we ensure that we comply with the requirements of the General Data Protection Regulation (GDPR) <sup>2</sup>and other applicable data protection laws.

In the following information, we will inform you in detail about how we process your personal data and about your rights.

### 2. Who is responsible for the data processing and who is the data protection officer (DPO)?

#### 2.1. The Controller for the data processing is:

TK Access LTD UK:  
Eagle Court  
De Havilland Ave  
Stockton-on-Tees  
TS18 3TB  
United Kingdom

#### 2.2. The Data Protection Officer can be reached at:

TK Access LTD UK:  
Eagle Court  
De Havilland Ave  
Stockton-on-Tees  
TS18 3TB  
United Kingdom

### 3. Scope and amendments to this privacy statement.

3.1. This privacy notice applies to the processing of personal data of freelancers<sup>3</sup> or individuals who, on behalf of their company, provide services to TKE.

3.2. We reserve the right to amend this privacy notice periodically to reflect any future changes in the collection and processing of personal data.

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<sup>1</sup> Provider is a person or company that supplies goods or services, encompassing both suppliers, who provide raw materials or components, and vendors, who sell finished products or services directly to consumers or businesses. It also includes subcontractors and distributors.

<sup>2</sup> GDPR for Europe and UK GDPR for United Kingdom

<sup>3</sup> In this Privacy Notice, *freelancers* are self-employed individuals who are not contractually bound to one specific employer.

#### 4. Which data categories do we use and where do they come from?

The personal data processed may come from the following sources:

- 4.1. From you, when you provide us with your information.
- 4.2. From your Employer Company or the Company you provide services to, when they provide us with your personal data on your behalf.
- 4.3. From your use of our IT systems, this includes data collected through interactions with our digital platforms, such as login information.
- 4.4. The information processed is limited to the information necessary for the provision of services to TKE and it may involve, without being exhaustive, the following categories of personal data:
  - 4.4.1. Identification and contact details: corporate email address; first name; last name; and mobile phone.
  - 4.4.2. Employment information: Manager, Business Contact Information (city, address, location, country code, time zone).
  - 4.4.3. Professional experiences: certificates, qualifications, trainings, work experience and previous job performance.
  - 4.4.4. Technical data: protocol information, log data that is generated when using our IT systems and machines, etc.

#### 5. For what purposes and on what legal basis is data processed?

If you are freelancer and/or acting on behalf of your Company, we have legitimate interest to process your data on the basis of the performance of a contract and the fulfillment of legal obligations (Article 6 paragraph 1 lit. b and c GDPR) arising from the contractual relationship between TKE and our Providers. Depending on your role, this may include the processing of your personal data with the following purposes:

- 5.1. Invite providers to quote as part of the procurement process.
- 5.2. Verify the experience and professional qualification of our providers and its employees to ensure they meet the requirements for providing service to TKE and, when legally required, confirming that employees have received specific training, such as safety training.
- 5.3. Registration of suppliers in our IT systems to carry out procedures related to supplier relationship management (purchases, budgets, invoicing, etc.).

- 5.4. Sending invitations to signatories to sign, confirm and/or validate the relevant documentation, such as contracts or binding documents.
- 5.5. Any communication purpose related to the performance and maintenance of the provision of services to TKE.
- 5.6. When legally required for the provision of specific services to TKE, assign and provide providers with trainings necessary for the performance of the services.
- 5.7. When necessary for the provision of services, assign providers with licenses and access to TKE's systems according to the business requirements.

Furthermore, we process personal data in order to safeguard the following legitimate interests of us or third parties (Article 6 paragraph 1 lit. f GDPR). In doing so, we initiate a comprehensive balancing of interests to ensure that your interests are safeguarded. This includes the following purposes:

- 5.8. Investigate potential frauds or suspicious behavior in the organization which may include transactions analysis and computer forensics (logs analysis, emails, documents, texts messages...).
- 5.9. Ensure network and information security by monitoring and protecting our IT infrastructure from unauthorized access, managing cyber threats, and addressing data breaches. This also involves implementing business continuity plans and incident response strategies, as well as processing information about your use of our IT systems, including login times, access logs, and activity records.
- 5.10. Access and exit control to premises or work sites, which may include the processing of your image (photography) when access to certain workplaces requires an image badge.
- 5.11. Assertion, application or defence of legal claims.
- 5.12. Invite our providers to event and social initiatives organised by TKE Group.

No automated decision-making or profiling of data will be carried out for the above-mentioned purposes.

If we need to process your data in a different way or for purposes not mentioned in this privacy notice, we will notify you in advance and, if necessary, obtain your consent.

## 6. Who receives your data?

- 6.1. Within the Controller, only persons and departments that require access to providers' personal data for the above-mentioned purposes (e.g. Procurement Team, IT Support team, etc.) receive your personal data.

- 6.2. Within our group of companies, some of your data is transferred to specific locations within the Group (Corporate/business area/group companies) if they perform centralized data processing tasks for the Group's affiliated companies (e.g., IT Security team, Global Workplace team, etc.). The transmission of personal data to the TK Elevator Group is carried out under the legitimate interest of TK Elevator Group (recital 48 GDPR). Moreover, some business processes related to IT Service Management, in which your personal data may be involved, are carried out by TK Elevator Group of Entities as Data Processors (article 28 GDPR) or Joint Controllers (article 26 GDPR). TK-Elevator group have undertakings located outside EU/EEA, therefore your data can be transferred outside Europe, for such data transfers standard contractual clauses have been adopted (Article 46 paragraph 2 lit. c GDPR).
- 6.3. External services providers with whom TKE has contracted the provision of services and are obligated by data processing agreements under data protection regulation to fulfil their data protection obligations. Some service providers can be located outside EU/EEA, therefore standard contractual clauses have been adopted and/or Adequacy Decision may be in place.

## 7. How long will your data be stored?

- 7.1. We process your personal data as long as it is necessary for the above-mentioned purposes while you are providing services to TKE. Once the provision of services is finished, the information will be retained for the time necessary to comply with legal requirements.

## 8. Which data protection rights can you claim as the person affected?

- 8.1. You have the right to information about the personal data in question and the right to rectification, erasure, restriction of processing and data portability, and in the case of processing in accordance with Art. 6 (1) (e) and (f) GDPR the right to object to processing.
- 8.2. Insofar as you have provided us with your consent to process your personal data in accordance with Art. 6 (1) (a) GDPR or Art. 9 (2) (a) GDPR, you can withdraw this consent at any time without affecting the lawfulness of processing based on your consent prior to its withdrawal. You have the right to complain to the supervisory authority.
- 8.3. If you would like to exercise any of these rights, please send a written request explicitly specifying your query to the Data Protection Officer (see contact details in point 1.2).
- 8.4. You also have the option to file a complaint with a data protection authority, Art. 77 GDPR. The data protection authority responsible for us is:

*The Information Commissioner's Office ('ICO'), Wycliffe House Water Lane Wilmslow  
Cheshire SK9 5AF. Telephone: 0303 123 1113. Fax: 01625 524510,  
<https://ico.org.uk/global/contact-us/>.*