

## Privacy statement

At Implenia Switzerland Ltd (hereinafter "Implenia"), transparency and trust make up an important part of the corporate culture. Maintaining long-term business relationships, smooth cooperation and intensive contact with suppliers/subcontractors create new possibilities to boost efficiency and ensure successful purchasing activities.

Supplier management is understood to be part of the active shaping of the relationships between Implenia and its suppliers/subcontractors, with the goal of fostering extensive communications and added value for both sides.

Implenia's supplier management is based on an SAP solution (Supplier Life Cycle, "SLC"). The system makes it possible to apply a standard approach to rating the performance of suppliers and subcontractors, making purchasing decisions based on objective information and favoring high-performance bidders. Each supplier/subcontractor is assigned an account so that they can keep their contact details and certifications constantly up to date. Implenia also gains important information through planned distribution of standard questionnaires.

To promote a spirit of partnership, Implenia has prepared this privacy statement to create transparency concerning its treatment of supplier data and to provide information about the security measures taken and the purposes of processing such data.

### 1 Party responsible/Data Protection Officer

The party responsible for the data processing described below is Implenia Schweiz AG, Industriestrasse 24, CH-8305 Dietlikon.

If you have any questions or concerns regarding data protection, please contact our Data Protection Officer by e-mailing [datenschutz@implenia.com](mailto:datenschutz@implenia.com) or writing to the abovementioned address, addressing your letter to the "Data Protection Officer".

### 2 Basics

Implenia warrants that it treats the collected data with due care and solely within the limits of its business activities and to fulfil its legal obligations.

Implenia undertakes to protect private individuals' privacy and fundamental rights in compliance with the relevant data protection laws.

Implenia undertakes to comply with this privacy statement, which supplements the applicable statutory provisions by adding its own rules for the protection of supplier data.

### 3 Definitions

When processing data, a distinction is drawn between personal data and rating data.

Personal data means all the information related to the identity of the contact person or supplier/subcontractor, especially names, addresses, telephone numbers, e-mail addresses, banking details and tax data.

Rating data means all the information collected from answers to the various questionnaires, including documents and information uploaded by the suppliers/subcontractors to Implenía's SAP database.

#### **4 Purpose of data processing**

The personal data are used primarily for communications between Implenía and its suppliers/subcontractors, to the extent useful for the relationships with suppliers, necessary for payment processes or other business purposes. Overall, we therefore use these data to execute contracts, to ensure we reach the right person when getting in touch, to enable us to handle concerns and orders appropriately and to maintain relationships with our suppliers.

The SAP SLC rating data is used to rate suppliers/subcontractors in terms of sustainability, worker safety, quality and terms of purchasing, to generate statistics and to support management processes related to Implenía's purchasing activities. Our legitimate interest in data processing also lies in these purposes.

#### **5 Access and disclosure to third parties**

All data are made available to the purchasing employees, building supervisors and project managers as part of the business relationship. The finance department and auditors also have access to personal data during invoicing and audits.

Anonymized rating data which cannot be used to identify the data subjects may also be freely used by Implenía and made available to third parties.

Non-anonymized evaluation data and personal data will not be made accessible to third parties. This does not apply to service providers (processors) who, for example, provide IT services to Implenía and Implenía group companies. This is the case when a group company provides certain services for us or if joint framework agreements exist. External service providers who, for example provide IT services and have access to data are bound by instructions and receive data only to the extent and for the period required to perform the services in question. In addition, we sometimes appoint external consultants and auditors. Agreements are always concluded with them to ensure the confidentiality of all information.

Finally, data are disclosed where this is required or stipulated by law (e.g. as part of a tax audit by the tax authorities or as part of money laundering prevention).

#### **6 Retention period**

The data are stored for the duration of the business relationship and in any case for no less than the duration of the statutory retention periods under commercial and tax law.

## **7 Rights of the data subjects**

As a subject of the data processing described, you have various rights. For instance, you have the right at any time to request information about the data stored by us and to have said data rectified where necessary. The personal data you provide us with and the evaluation data can also be retrieved via the supplier account at any time.

You are also legally entitled to request the erasure of your data. You can also request that the processing of your data be restricted if, for example, you suspect that the data is not accurate, or object to the processing, provided that the objection is based on our legitimate interests. You also have the right to data portability, meaning that we will send you a digital copy of the personal data you have provided us with at your request. Finally, we are also obliged to inform you of your right to lodge a complaint with the competent data protection supervisory authority.

Please do not hesitate to direct any concerns relating to data protection to the contact specified under section 1.

## **8 Data security**

Implenia ensures that the data are protected at all times by appropriate technical and organizational measures. The data will only be processed in accordance with our instructions and all employees are subject to confidentiality obligations.

Version of: August 2018