

## Suppliers' Privacy Statement

Soteco International is responsible as controller of your data which we collect and process while doing business with you and your company. We respect your privacy and will protect all your personal data that we process. All personal data is processed in accordance with applicable data protection laws.

### Information on how we process your Personal Data. How we collect and use Personal Data

In general, we collect your contact details (such as your address, email address and telephone number) and information such as your job title, which we may request from you.

We will process your Personal Data if, and to the extent applicable law provides a lawful basis for us to do so. We will therefore process your Personal Data only:

- if we need it to perform the contract we have entered into with you
- if we need it to comply with a legal obligation

### How we handle your Personal Data

Your personal data is stored in databases managed by Soteco International. Data could also be stored by a third party engaged by us to help us provide services. We will process the personal data you provide to us in accordance with data protection standards required by applicable law.

### Data Retention

Your data will be retained for no longer than is necessary and in accordance with our data retention policy. We will only retain your Personal Data for as long as necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any legal, regulatory, accounting or reporting requirements.

### Your rights

You have rights as an individual which you can exercise under certain circumstances in relation to your Personal Data that we hold. These rights are:

- to request access to your Personal Data (commonly known as a "data subject access request") and request certain information in relation to its processing;
- to request rectification of your Personal Data;
- to request the erasure of your Personal Data;
- to request the restriction of processing of your Personal Data;
- to object to the processing of your Personal Data.

If you want to exercise one of these rights, please contact us at [dataprivacy@sotecointernational.com](mailto:dataprivacy@sotecointernational.com)

You can find our complete Privacy Policy at the top of this page.