

# Information Notice for Suppliers and Service Providers

## 1. Introduction

Ardian is committed to processing personal data in compliance with applicable data protection laws. This privacy notice applies to the processing of personal data of suppliers, service providers, and their employees and representatives who provide products and services to Ardian. The Ardian entity with which the supplier or service provider has a relationship is the data controller responsible for determining the purposes and methods of processing your personal data. References in this notice to "you" or "your" refer to these individuals. This notice explains how Ardian collects and processes your personal data. Ardian obtains this information either directly from you or from the supplier or service provider you represent. This notice complements any specific privacy notices you may receive from Ardian and should be read in conjunction with those.

## 2. Purposes, types of data and legal bases

The following table outlines the ways in which Ardian processes your personal data, what type of data and the corresponding legal bases. Where applicable under applicable law, Ardian has identified its legitimate interests in processing the personal data.

The type of data processed includes (i) **Identification data** such as first name, surname, signature, (ii) **Professional contact and communication** such as job title, role, work email address, work phone number, work address, professional qualification or background where applicable, and professional communication data such as emails, correspondence and meeting notes, (iii) **Economic and financial data** (e.g. bank details for payment), for instance where the service provider is an individual and directly provides their financial information for payment, (iv) **Restricted list and NDA form disclosure information**, for example if the service provider is listed or provides information on these documents and they contain personal data, (iv) **Data found in incident notifications**, (v) **Data related to disputes where applicable**, (vi) **Information about company shareholders or legal representatives** as required (e.g., date of birth, place of birth, name) for best selection processes, and (vii) **Publicly available information** as found in World-Check.

<b>Purpose and / or processing activity</b>	<b>Type of data</b>	<b>Legal basis</b>
Managing the day-to-day relationship between Ardian and its service providers and suppliers	(i) Identification data, (ii) Professional contact and communication, and (iii) Economic and financial data	Performance of a contract
Preparation and execution of the contract with service providers and suppliers	(i) Identification data, (ii) Professional contact and communication, and (iii) Economic and financial data	Performance of a contract
Monitoring Ardian's past, present and future orders	(i) Identification data, (ii) Professional contact and communication, and (iii) Economic and financial data	Performance of a contract
Managing invoices payments with service providers,	(i) Identification data, (ii) Professional contact and communication, and (iii) Economic and financial data	Performance of a contract
Management of Ardian's internal departments activity for which the service is provided	(i) Identification data, and (ii) Professional contact and communication	Performance of a contract
Management of best selection by conducting due diligence, evaluating vendor capabilities and compliance, and conducting risk assessments for onboarding purposes.	(i) Identification data, (ii) Professional contact and communication, (iii) Economic and financial data, (iv) Information about company shareholders or legal representatives as required (e.g., date of birth, place of birth, name) for best selection processes, and (v) publicly available information as found in World-Check	Ardian's legitimate interest in ensuring effective vendor selection and mitigating risks associated with onboarding new vendors
Management of restricted list and NDA forms where required	(i) Identification data, (ii) Professional contact and communication, and (iii) Restricted list and NDA form disclosure information	Ardian's legitimate interest in adequately meeting its non-disclosure and restriction obligations

Preventing and detecting internal fraud (risk and incidents management).	(i) Identification data, (ii) Professional contact and communication, (iii) Economic and financial data, and (iv) Data found in incident notifications	Ardian's legitimate interest in adequately responding to incidents and ensuring adequate mitigation measures are in place to minimise risks
Management of disputes	(i) Identification data, (ii) Professional contact and communication, and (iii) Data related to disputes where applicable	Ardian's legitimate interest in preserving its rights and defending its interests including in the context of disputes or contentious proceedings

As part of your relationship with Ardian, you may use the Third Party Risk Management platform (TPRM), which supports Ardian in managing third-party relationships. This platform is specifically used to fulfil the purpose of managing the best selection process, conducting vendor evaluations, assessing compliance, and performing risk assessments for onboarding purposes, as outlined above. Please note that cookies called 'JSESSIONID' are used on this platform. These cookies are session cookies, which are temporary and non-persistent. They are used to generate an ID and to authorize user access during the session. These cookies are stored on the system's hard drive but are only active while the platform is in use. They are automatically deleted once the session is closed. As necessary cookies, they are essential for the platform's functionality and are not retained once the session ends.

### 3. Data sharing and transfers

To the extent this is necessary, Ardian communicates your personal data to other entities of the Ardian group, and with third-party service providers and suppliers which assist Ardian in fulfilling the purposes specified in this notice. Furthermore, as the case may be, Ardian may be required by law to share your personal data with competent courts and any other governmental and/or public authorities requesting access to your personal data. In any event, Ardian communicates your personal data to the above recipients on a strict need-to-know basis and only as necessary for fulfilling duly identified processing purposes. Please also note that Ardian does not sell personal information, including information of California residents.

Ardian may share your personal data with third parties, including other entities of the Ardian Group, some of which are located outside the European Economic Area (EEA). These countries may not offer the same level of data protection as the EEA (for example, China, Singapore, and the USA). To safeguard your data, Ardian has implemented robust security measures. These include Binding Corporate Rules (BCRs) governing data transfers within the Ardian Group and Standard Contractual Clauses for transfers to external third parties.

You can find a summary of our BCRs by clicking [here](#) or by contacting our Data Protection Officer (details in Section 6).

#### 4. Data retention periods

Ardian will only keep your personal data for as long as needed to achieve the purposes for which it was collected. To determine the appropriate retention period, Ardian considers factors such as the type of data, the purpose of collection, potential risks, and legal requirements. The table below outlines in more detail the criteria used to determine these retention periods.

<b>Purpose and / or processing activity</b>	<b>Retention period</b>
Managing the day-to-day relationship between Ardian and its service providers and suppliers	The storage period of the data is the period of the contractual relation between Ardian and its service provider or supplier.
Preparation and execution of the contract with service providers and suppliers	The storage period of the data is the period of the contractual relation between Ardian and its service provider or supplier.
Monitoring Ardian's past, present and future orders	The storage period of the data is the period of the contractual relation between Ardian and its service provider or supplier.
Managing invoices payments with service providers,	The storage period of the data is the period of the contractual relation between Ardian and its service provider or supplier, increased by statutory retention periods regarding invoices or taxes as required.
Management of Ardian's internal departments activity for which the service is provided	The data is stored for the duration of the service or project provided by the supplier or service provider to Ardian. Additionally, data related to the service or project may be retained by the relevant department for the duration of the project's implementation as required.
Management of best selection by conducting due diligence, evaluating vendor capabilities and compliance, and conducting risk assessments for onboarding purposes.	The data is retained for the duration of the relationship with the Ardian supplier or service provider, or for as long as Ardian considers the supplier or service provider as a potential business partner.
Management of restricted list and NDA forms where required	The data collected and processed will only be retained for as long as necessary for the purposes of managing restricted lists and NDA forms, and for a reasonable period thereafter for operational, legal, or regulatory purposes.
Preventing and detecting internal fraud (risk and incidents management).	The data collected and processed will only be retained for as long as necessary for the purposes of incident management, and for a reasonable period thereafter for operational, legal, or regulatory purposes.
Management of disputes	Data are stored until exhaustion of remedies.

## 5. Your rights and obligations

As a data subject, you benefit from various rights regarding the processing of your personal data. These are as follows:

- right to request from Ardian access to and rectification or erasure of your personal data;
- right to request from Ardian restriction of the processing concerning you;
- right to object to the processing of your personal data;
- right to portability of your personal data;
- right to specify guidelines regarding the use of your personal data after your death;
- if you were to provide your consent for a different processing activity, (for example for receiving newsletters from Ardian), the right to withdraw the consent you gave;
- right to lodge a complaint with the relevant supervisory authority, such as the French Data Protection Authority (CNIL).

Under certain circumstances and if you are a California resident, you also have the following rights:

- Right to know about the processing of your information by Ardian in the preceding 12 months, including (i) the categories and specific pieces of personal information Ardian has collected about you; (ii) the categories of sources from which Ardian has collected your personal information, and the business or commercial purpose for the collection; (iii) the categories of third parties with whom Ardian has shared your personal information and the business or commercial purpose for said sharing. Please note that you may only make a 'right to know' request to Ardian up to two times in any twelve-month period.
- Right to deletion of your personal data (subject to Ardian's right to maintain your personal data for specific purposes permitted under the Californian law).
- Right to opt-out of the sale of your personal data to third parties.
- Right to non-discrimination when exercising any of the rights listed above (and any other rights under the California Consumer Privacy Act and all related amendments and regulations).

Ardian is committed to utmost care when it comes to protecting your personal data and complying with the applicable data protection legal framework. This is the reason why Ardian requires your assistance to this end. Thus, you commit to inform Ardian in case the personal data you shared with Ardian would become obsolete or inaccurate. In addition, in the event you would provide Ardian with information enabling to identify directly or indirectly any other natural persons, you represent and warrant that, prior to sharing this information with Ardian, such other natural persons have been provided with this notice and, to the extent applicable, have consented to the processing of their data.

## 6. Contact details

Should you have any questions or requests regarding the processing of your personal data by Ardian or would like to submit requests to exercise one of your rights specified in Section 5 (Your rights and

obligations) above, please feel free to contact Ardian's data protection officer (DPO) by registered mail at *Ardian, Data Protection Officer, 20 Place Vendôme, 75001 Paris, France*, by email at [dataprivacy@ardian.com](mailto:dataprivacy@ardian.com), or within the U.S. (only for California residents) by calling toll-free 833-544-9273.