



Privacy policy for business relationships

This privacy notice describes how and why we collect, store and use the personal data of our customers, suppliers or other stakeholders in the course of our business relationships.

Data Controller

In relation to personal data which is processed by Equans UK & Ireland (“Equans”, “we”, “us” or “our”) in the course of our business relationships, the data controller will be the relevant Equans company which you or your organisation has contracted with or is taking steps to contract with.

Any enquiries or complaints regarding the processing of your personal data may be directed to the Data Protection Officer at privacy.uk@equans.com.

Purposes and legal bases for the processing of your personal data

In order to develop and manage our business relationships with our customers, suppliers or other stakeholders, we will process the personal data of individuals who are employed by or who represent those organisations (“your organisation”) for the following purposes;

- To identify, evaluate and select your organisation as a customer or supplier to our business;
- To enable us to maintain a supplier database and effectively manage our supply chain;
- To communicate with you or your organisation regarding commercial opportunities with our business, or in relation to commercial opportunities that Equans may wish to pursue with your organisation.
- In connection with the delivery of products or services by Equans to your organisation;
- In connection with the delivery of products or services by your organisation to Equans;
- To manage and administer work orders, assignments, **purchase orders, invoices** or other general administration which is necessary to manage our business relationship with your organisation or a third party.
- Collating information which is necessary in relation to audits, enquiries, accreditations or investigations by public authorities or regulatory bodies;
- To enable us to comply with professional, legal or regulatory obligations which we are subject to (e.g. anti-corruption, tax and accounting, health and safety);
- Preventing and detecting crime against us or your organisation;

To the extent that we process personal data for the above purposes, we rely upon the following lawful bases for processing as set out in data protection legislation.

Consent – In certain limited situations we may process your personal data or special category personal data using your express consent. If you have given us your consent to process your personal data, you may withdraw that consent at any time.

Performance of a contract – If you (as an individual) purchase products or services from us, or if we purchase goods or services from you (as an individual), we may use your personal data to facilitate all aspects of that transaction and to enable us to fulfil our contractual obligations to you.

Legitimate interests – We may process your personal data where it is necessary to pursue our legitimate interests or for the legitimate interests of a third party.

Legal obligation – In certain limited situations we may be required by law to share your personal data with public authorities or other third parties.

Categories of personal data

To achieve the above purposes, we may process the following categories of personal data;

- Name;
- Job title;
- Email address and/or telephone number;
- Name of your organisation;
- Work location(s);
- Personal data which are necessary for signing documents (e.g. signature, certificates, and authorisations);
- personal data which are necessary for supplier prequalification, tendering or supplier onboarding (e.g. staff biographies or qualifications);
- Information from our IT systems (e.g. signing in registers or building access systems);
- Information processed via our CCTV systems (where applicable);
- Information obtained via our corporate communication systems (e.g. e-mail)
- Date of birth (where applicable);
- Photograph (where applicable).

We will collect most of this personal data directly from you, however, in certain circumstances we may also collect information from publicly available sources (e.g. Companies House records or social media).

Recipients of your personal data

We treat the personal data of our customers, suppliers or other stakeholders confidentially and in accordance with the applicable data protection laws.

We reserve the right to share your personal data within the Equans Group to the extent that this is necessary to fulfil the above-mentioned purposes.

We may also share your personal data with our customers, or other suppliers and stakeholders where it is in our legitimate interests to do so.

In certain circumstances we may be required to share your personal data with public authorities or other third parties where we are under a legal obligation to do so.

Transfer of personal data to third countries

The majority of the personal data which we handle is stored and processed in the UK or within the EU/EEA. However, the Equans group has global operations, affiliates, suppliers, business processes and technical systems and it may be necessary for us to transfer your personal data outside the UK or the EU/EEA.

If it is necessary to transfer your personal data to a country or territory outside the UK or the EU/EEA, those transfers will only be made if;

- The country or territory is deemed to have an adequate level of protection for your personal data as set out in data protection legislation, or

- If the country or territory is not deemed to have an adequate level of protection for your personal data, Equans will provide appropriate safeguards as required by relevant data protection legislation.

Retention of your personal data

We will retain your personal data for as long as is necessary to achieve the purposes set out above, and in accordance with our corporate data retention schedule.

Your rights

You have extensive statutory rights regarding the manner in which your personal data is processed by us. These rights are summarised below.

Right of access	You have the right to be informed about the processing that we undertake and you may request access to and/or a copy of your personal data.
Right of correction	You can ask us to amend the information we hold about you if it is not accurate or if it needs to be updated.
Right of deletion	In certain circumstances we will delete the data at your request, if it is no longer legitimately needed
Right to restrict the processing	In certain circumstances you have the right to have the processing restricted.
Right to data portability	You may obtain and reuse the personal data you have once provided us. In certain circumstances we can provide a selected set of the data delivered in a machine readable format.
Right to object to processing	In certain circumstances you have the right to object to the further processing of your personal data.

If you have given us your consent to process your personal data, you may withdraw that consent at any time.

Personal data provided by users of our UK website will not be subject to automated decision making.

If you wish to exercise any of these rights, please contact the Data Protection Officer at privacy.uk@equans.com.

If you are not satisfied with the manner in which we have dealt with your request, or if you wish to lodge a complaint about the manner in which we have processed your personal data, you may contact the relevant Supervisory Authority.

The supervisory authority in the UK is the Information Commissioner (<https://ico.org.uk/>).

The supervisory authority in Ireland is the Data Protection Commissioner (<https://dataprotection.ie/>).