

**TOGETHER FOR SUSTAINABILITY AISBL****PRIVACY NOTICE FOR SUPPLIERS**

Together for Sustainability AISBL ("**We**", "**TfS**", "**TfS Office**", "us", "our"), is committed to complying with EU Privacy Law. This privacy notice (the "**Notice**") describes how We process the Personal Data (as defined below) We collect from suppliers ("**You**").

The Notice covers the Personal Data we collect from companies that are requested by TfS' members to undergo a TfS Audit according to the TfS Audit Program. The process is administered by the TfS Office and We are a data controller. This means that We are responsible for deciding how We collect and use (process) Personal Data about You. We are required under GDPR to notify You of the information contained in this Notice.

**1. What Personal Data do We collect about You?**

The Personal Data We collect about You are:

- (a) First Name and Last Name;
- (b) Email address;
- (c) Name and address of the organization (office location) you belong to;
- (d) Function within the organization;
- (e) Your professional office and mobile phone number;
- (f) Signature.

We typically collect Personal Data directly from You or from the organization You belong, in such case under the assumption that specific measures have been put in place by such organizations to lawfully provide us with the Your Personal Data.

**2. Why and how do We collect and process (use) your Personal Data? And on which legal basis?**

We use your Personal Data:

- (a) For the general purposes of conducting a TfS Audit and to ensure that the TfS' members (Your customers) can reach out to the respective contacts at Your site to work with You on sustainability improvements;
- (b) To review the TfS Audit Report and CAP of the TfS Audit You conducted to ensure that no confidential information such as customer/supplier relationships is accidentally disclosed; and
- (c) To enable You to share Your TfS Audit Report and Corrective Action Plan ("**CAP**") with all the TfS' members, allowing multiple customers to access your

sustainability audit results all at once so that they can work together with You on sustainability improvements, in line with the purpose of TfS.

We do so based on our legitimate interest. We manage the TfS Audit Program in order to reduce the burden of multiple audit requests for information regarding your company sustainability performance and increase efficiency and transparency by sharing TfS Audit Reports with our members. By sharing Your TfS Audit Report, You can work with your customers (TfS' members) on sustainability improvements. In doing so, we considered your rights and expectations as a Data Subject and have assessed that your interest, fundamental rights and freedoms are not put at risk. When we collect and process your Personal Data based on legitimate interest, You have specific rights (see section 7. below for more information in that regard).

### 3. **Change of purpose**

We will only use your Personal Data for the purposes for which We collected it, unless We reasonably consider that We need to use it for another reason and that reason is compatible with the original purpose. If We need to use your Personal Data for an unrelated purpose, We will notify You and We will explain the legal basis which allows us to do so (as well as your rights in relation to such further processing).

### 4. **Which third-parties process your Personal Data? Do We Share, Disclose or Transfer Personal Data?**

In order to conduct our activities, We may have to share or disclose your Personal Data with third parties, including third-party service providers.

We share your Personal Data with:

- (a) IT experts who provide service to TfS Office, such as the online secure platform We rely on to share the TfS Audit Reports;
- (b) TfS members, when sharing the TfS Audit Reports; and
- (c) Audit companies we work with for the purpose of running the TfS Audit Program.

We do not use other third-parties to process your Personal Data or otherwise transfer Personal Data outside of the EEA and/or disclose your Personal Data to other recipients than those mentioned in this Notice. If we were to do so, We will comply with EU Privacy Law.

### 5. **Data security**

We take appropriate technical and organisational measures to safeguard and protect your Personal Data, against unauthorised or unlawful processing and against accidental destruction, loss, access, misuses, damage and any other unlawful forms of processing of the personal data in our possession.

6. **How long will You retain my Personal Data?**

We retain your Personal Data in accordance with our Retention/Destruction Procedures and Policy. As a general principle, We keep your Personal Data only as long as it is necessary.

7. **Your rights in connection with Personal Data**

Under certain circumstances, by law You have the right to:

- (a) **Request access to your Personal Data.** This enables You to receive a copy of the Personal Data We hold about You and to check that we are lawfully processing it.
- (b) **Request correction of the Personal Data** that We hold about You. This enables You to have any incomplete or inaccurate information We hold about You corrected.
- (c) **Request erasure of your Personal Data.** This enables You to ask us to delete or remove personal information where there is no good reasons for us continuing to process it. You also have the right to ask us to delete or remove your Personal Data where You have exercised your right to object to processing (see below).
- (d) **Object to processing of your Personal Data** where We are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes You want to object to the processing on this ground.
- (e) **Request the restriction of processing of your Personal Data.** This enables You to ask us to suspend the processing of Personal Data about You, for example if You want us to establish its accuracy or the reason for processing it.
- (f) **Request the transfer of your Personal Data** to another party (data portability).

If You are dissatisfied with any aspect of our handling of your Personal Data, You have the right to make a complaint at any time to the Supervisory Authority.

8. **How can You contact us?**

For more information, or if You have questions about your Personal Data, or on the way We collect and process Personal Data, or want to exercise any of your rights under this Notice, You can e-mail us at: [info@tfs-initiative.com](mailto:info@tfs-initiative.com)

9. **Effect of Notice and changes to Notice**

We may revise this Notice from time to time and any revisions will be made available to You on our website.

## 10. Our contact details

Together for Sustainability AISBL (TfS)  
Rue Belliard 40, bte 20  
1040 Brussels  
Belgium  
E: [info@tfs-initiative.com](mailto:info@tfs-initiative.com)  
T: +32 2436 9620

## 11. Glossary

In this Notice:

**"Data Subject"** means an identified or identifiable individual.

**"EU Privacy Law"** means the General Data Protection Regulation 2016/679 ("GDPR") and the Belgian national privacy laws, as amended from time to time.

**"Personal Data"** means for the purpose of this Notice, your first name, last name, email address, name and address of your organization, function within the organization, and your professional office and mobile phone number.

**"Processing"** means any operation performed on Personal Data, manually or by automated means, such as collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**"Supervisory Authority"** means the Belgian Data Protection Authority or the relevant data protection authority of the Data Subjects' habitual residence or place of work.

**"TfS Audit", "TfS Audit Program", "TfS Audit Report"** have the meaning ascribed to such terms under the Audit Process' section of our website (<https://tfs-initiative.com/audit-process/>).

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