

Annex 1:

INFORMATION ABOUT THE PROCESSING OF YOUR PERSONAL DATA

Obtained from	Purpose of the Processing	Personal data collected	Legal basis of the Processing	Retention of the Personal data
Website and application management	For more information on the processing of your Personal data in the specific context of Cookies we invite you to consult our Cookie Policy.			
Account creation and Management Directly (from webforms/calls /emails.) or from a provider/ previous provider of the service.	Send an initial communication via email to invite you to register and use our Sites and Services	Identity data Contact data Financial data Transaction data Technical data Profile data	In order to take steps at the request of the data subject prior to entering into a contract Consent Legitimate Interest	If you are one of our customers, these communications may be sent to you for the duration of our commercial relationship, then for three (3) years after the end of this relationship or of the last contact you initiated. If you are not yet sure whether you want to benefit from our products and Services, and you are still in the prospecting phase, we can send you communications on our offers and products for a period of three (3) years from the last contact you initiated.
	Register you as a user and create an account for you on our Site	Identity data Contact data Financial data Transaction data Technical data	Performance of a contract to which the data subject is party Legitimate Interest Legal Obligation	We will keep your Personal data in your customer account (s) until you delete your account or as necessary for legal accounting obligations or legal limitation period.
Customer and Client Relationship Management	Manage and monitor our relationships with existing and potential customers and clients. Carry out the service provided by us or a client of ours/previous provider- steps to enter contract or perform/fulfil the contract.	Contact data Identity data Transaction data Financial data Technical data Profile data Marketing data Usage data	Contract and legitimate interest	We will keep your Personal data for the duration of our commercial relationship, after which only the data necessary for pre-litigation or litigation purposes will be archived until the legal prescription is acquired. The usual limitation period in civil and commercial matters is six (6) years. In the event of a dispute, this data is kept for the duration of the procedure and until the expiration of ordinary and extraordinary remedies.
	Respond to your requests for information,	Identity data Contact data Transaction data	Legitimate interest and consent	We will send you our newsletter until you unsubscribe.

	searches, newsletter, and other content.	Technical data Profile data Usage data Marketing data		
	Access whether you are eligible for certain products and Services	Contact data Identity data Technical data Usage data Profile data	Contract Legitimate interest	We will keep your Personal data for the period necessary to carry out those checks.
	Process and deliver your order	Identity data Contact data Financial data Transaction data Technical data Profile data Usage data	Contract Legitimate Interest	We will keep your Personal data for the duration of our commercial relationship, after which only the data necessary for pre-litigation or litigation purposes will be archived until the legal prescription is acquired. The usual limitation period in civil and commercial matters is six (6) years. In the event of a dispute, this data is kept for the duration of the procedure and until the expiration of ordinary and extraordinary remedies.
	Comply with legal obligations	Identity data Contact data Financial data Transaction data Technical data Profile data Usage data Marketing data	Legal obligations	We will keep your Personal data for the duration of the procedure, plus the period of acquisition of legal requirements. The usual limitation period in civil and commercial matters is six (6) years from the end of the contract.
Marketing Management	Conduct surveys and gather statistics	Identity data Contact data Financial data Transaction data Technical data Profile data Usage data Marketing data	Legitimate interest	We will keep your data for a period of three (3) years from the last contact you initiated.
	Manage, organize and improve of the competitions and related promotional operations	Identity data Contact data Financial data Transaction data Technical data Profile data Usage data Marketing data	Consent Legal obligations Legitimate interest	We will keep your data for a period of three (3) years after the end of the competition or the last contact you initiated.
	Send commercial communications about products and services that may be of interest to you	Identity data Contact data Transaction data Technical data Profile data Usage data Marketing data	Consent Legitimate Interest	We will keep your data for a period of three (3) years after the end of the competition or the last contact you initiated.

	Profile your Personal data to use internally to help us understand your motivations, values, and needs.	Identity data Contact data Financial data Transaction data Technical data Profile data Usage data Marketing data	Consent Legitimate interest	<p>If you are one of our customers, these communications may be sent to you for the duration of our commercial relationship, then for three (3) years after the end of this relationship or of the last contact you initiated.</p> <p>If you are not yet sure whether you want to benefit from our products and services, and still in the prospecting phase, we can send you communications on our offers and products for a period of three (3) years from the last contact you initiated.</p>
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Running a business	running and improving our business, business development, recovering payments, keeping accounting records, security, health and safety, fraud prevention customer service, statistical analysis and marketing including segmenting, bids, acquiring and disposing of businesses, governance.	Identity data Contact data Financial data Transaction data Technical data Profile data Usage data Marketing data	Legal obligation Legitimate Interests	The usual limitation period in civil and commercial matters is six (6) years from the end of the contract.
Supplier Management running		Identity data Contact data Financial data Transaction data Technical data Profile data Usage data Marketing data	Legal Obligation Legitimate Interests	The usual limitation period in civil and commercial matters is six (6) years from the end of the contract.

- **Identity Data** includes [first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender].

- **Contact Data** includes billing address, delivery address, email address and telephone numbers. For clients and suppliers this includes contacts within your organisation and may include publicly available information such as Companies House.
- **Financial Data** includes bank account and payment card details.
- **Transaction Data** includes details about payments to and from you and other details of products and services you have purchased from us or enquired about and for suppliers, products and services we have purchased or enquired about from you.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access our website.
- **Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.
- **Usage Data** includes information about how you use our website, products and services.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

CONTRACT AND PROVIDING SERVICES

This means things like, carrying out our obligations arising from contracts we've entered into or a third party we are fulfilling a contract for, managing our relationship and notifying you about changes to our services or that we have taken over a service.

LEGAL OBLIGATIONS

This is things like keeping records for tax purposes and complying with statutory requirements.

LEGITIMATE INTERESTS

This means things like running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise, health and safety or security requirements such as managing CCTV. Where we manage CCTV on site a separate policy will set out details regards the CCTV used. It can also mean

enabling you to take part in a prize draw, competition or complete a survey. Studying how customers use our products and services to develop our business. We may use profile data to establish what you want or may be of interest to you and decide which offers or services may be relevant to you (we call this marketing). For example we may market an event to individuals who live near a venue based on the geographical data we hold about you.