**DECLARATION OF PERSONAL DATA PROCESSING OF CUSTOMERS, PARTNERS & SUPPLIERS**

Data Controller Contact details:

Name: INSTITUTE OF PHARMACEUTICAL RESEARCH AND TECHNOLOGY S.A.(IFET S.A.)

Headquarters: Pallini, Attica (18th km, Marathonos Avenue)

Tel.: 2132002442 – 443

Telefax: 2106039993

E-mail: info@ifet.gr

Data Protection Officer (DPO) of "IFET S.A." Contact details:

Headquarters: Pallini, Attica (18th km of Marathon Avenue)

Tel.: 2132002485

E-mail: dpo@ifet.gr

Thank you for trusting the company "IFET S.A." (hereinafter "the Company") for the processing of your personal data.

We hereby notify you, in accordance with the General Data Protection Regulation [EU] 2016/679 (GDPR) (hereinafter referred to as "the Regulation"), about the processing of personal data of customers, partners and suppliers, carried out by the Company.

**1.-Scope**

During the procedures for the selection of partners and suppliers, as well as during / in the course of its cooperation with customers, partners and suppliers, the Company collects personal data of these same persons or their legal representatives or their authorized representatives, employees, any subcontractors, contact persons and generally their agents; it also collects personal data of natural persons who access and / or provide work / services at the premises of the Company.

This Statement describes our practices regarding the processing of personal data of the above persons.

"Processing" means the collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal data of natural persons.

The Company reserves the right to amend and update this statement whenever deemed necessary, and the changes will take effect upon posting on its website.

In the event that the cooperation of customers, partners or suppliers with the Company is governed by special terms in relation to the protection of their PDs, these terms apply jointly with the present ones; in case of conflict the special conditions prevail.

**2.- Data collected**

If you belong to any of the above categories, depending on the specific circumstances and applicable legal provisions, the Company may collect all or some of the following information about you:

* Name and surname
* Contact details
* Copies of identification documents, ΤΙΝ and other information related to the fulfilment of tax and other administrative obligations
* Bank account details
* Details relating to your contractual relationship or cooperation with the Company and your fees
* Data submitted in the context of tendering procedures and direct contract awards to suppliers (e.g. criminal records of natural persons and legal representatives of legal persons, academic qualifications / technical education qualifications, professional licenses, credit ratings).
* Information about your hours of attendance in the Company and the licenses granted to you if you come, provide a service or perform work at the Company's premises either as a customer, partner or supplier of the Company, or as an agent of a customer, partner or supplier of the Company
* Health data in order to certify, if required, the suitability for the provision of specific services within our cooperation
* Identification data (e.g. ID number, passport number), as well as the date and time of entry and exit are collected when you enter the premises of the Company. An entry card is issued, which you keep during your presence at our premises.
* Additional information you share with us (e.g. third-party recommendation letters).

**3. Sources of data collection**

Your personal data are collected:

**From you**

There are a number of ways you share information with us, including:

* Identification data (e.g. identity card number, passport number and photocopies thereof).
* Via telephone.
* Via electronic communication (e-mail).
* By submitting tender documents in the context of tendering procedures and direct contract awards, and by signing the corresponding contractual documents
* By filling out corporate forms, exchange of business cards.

**From other sources**

We also receive personal data about you from other sources: from third parties you have cooperated with in the past, from the société anonyme called "Bank Information Systems S.A." (TIRESIAS S.A.) and from public sources (Official Government Gazette, G.E.MI, Business directory guides), where there are public listings regarding your professional activity.

**Automatically**

Personal data are collected automatically when you enter the Company's premises and when an internal closed-circuit TV system (CCTV) is in operation.

**4.- Processing purposes**

The Company collects and processes the personal data referred to above for the following purposes:

* To carry out its obligations under the contract and cooperation with you
* For the fulfilment of legal obligations (e.g. tax and insurance legislation, public procurement law), pricing and services rendered invoice
* To protect its property (facilities, infrastructure, equipment) and its legitimate interests.

The Company collects and processes the personal data of its customers, partners and suppliers solely for the purposes mentioned above and only to the extent strictly necessary to effectively serve those purposes. These data are always relevant, appropriate and not more than required by the relevant legislation in view of the above purposes and they are also accurate and, if necessary, subject to update.

**5.- Legal basis**

For any processing performed by the Company, one at least of the following legal bases applies.

* Processing is necessary for the performance of the Company's contractual obligations towards its customers, partners and suppliers (Article 6 (1) (b) of the General Data Protection Regulation - GDPR)
* Processing is necessary for the Company’s compliance with its legal obligation, which arises from its current legislative framework (Article 6 (1) (c) of the GDPR)
* Processing is necessary for the purposes of the legitimate interests pursued by the Company (Article 6 (1) (f) GDPR), and can indicatively be performed in the following cases:
* the protection of the Company's property and the documentation, safeguarding and extrajudicial or judicial establishment, exercise or defence of its legal claims;
* the improvement of the quality of the Company's collaborations and services and its unhindered and effective communication with its partners;
* the monitoring of compliance with the Company's practices and procedures;
* Processing is performed following your freely given consent (Article 6 (1) (a) GDPR).

**6.- Data Retention period**

The Company will retain the personal data of customers, partners and suppliers in accordance with the Personal Data Retention Policy, which has also been made public. In any case, the Company will retain the personal data of its partners and suppliers in accordance with applicable law and only for as long as it is necessary for the purposes set forth in Sections 4 and 5.

**7.- Information Security**

The processing of personal data by the Company is conducted in a manner that ensures their security. In particular, it is performed solely by the Company's authorized personnel for this purpose, and all appropriate organizational and technical measures are taken to protect the personal data of the partners and suppliers from accidental or unlawful destruction or loss, alteration, disclosure or unauthorized access.

**8.- Transfer to Third Parties**

The Company does not in any way transfer the personal data of its partners and suppliers or link its registry to any third party for financial or other consideration. The Company may provide access to or transfer the personal data of its customers, partners and suppliers to:

**Third party service providers** on behalf of the Company (lawyers, bailiffs, accountants, auditors, technical and support service providers).

**Public authorities** (judicial, tax, audit, police, etc.) when the Company considers that it is required to transmit personal data on the basis of good faith or to comply with any enforceable administrative act or order.

**9.- Under the GDPR you have the following rights:**

**Right of access to your personal data (Article 15)**

You are entitled to access your personal data processed by the Company but also to be provided with information on how they are processed. You are also entitled to receive copies thereof.

**Right to rectification/completion of your personal data in case of inaccuracy / incompleteness (Article 16)**

You are entitled to ask us to correct or complete your personal data if they are inaccurate or incomplete.

**Right to erasure of your personal data in specific cases (Article 17)**

You are entitled to require the erasure of some or all of your personal data processed by the Company in specific cases, as long as further processing of these by the Company is not necessary for particular legitimate reasons. Please note that this right is not applicable when there are reasons of public interest in the field of public health.

**Right to restriction of processing of personal data (Article 18)**

You are entitled to require restriction of processing of your personal data as long as the legal requirements are met. In this case, we will have the right to store your personal data, but not to process them further unless we have your consent or if one of the conditions specified in the Rules is not met.

**Right to object to the processing of your personal data (Article 21)**

You are entitled, as long as the legal requirements are met, to object to the processing of your personal data by the Company for the performance of a duty in the public interest or as necessary for the purposes of the legitimate interests of IFET or a third party as well as for scientific or historical research purposes, or statistical purposes.

**Right to data portability (Article 20)**

You are entitled to receive personal data that you have provided to the Company for your own purposes in an electronic copy and to transfer them easily and safely to third parties, provided that their processing by the Company is based on your consent or a contract and it is conducted in an automated (i.e., electronic or digital) way.

**Right to lodge a complaint (Article 77)**

You are entitled to lodge a complaint to the Hellenic Data Protection Authority (1, Kifissias Avenue, 11523, Athens, tel.: 21 0647 5600) in the event of infringement of your personal data.

**Right to withdraw your consent (Article 7)**

You are entitled to withdraw at any time and without consequence the consent you have given to the Company for the processing of your personal data. This revocation is valid for the future and does not affect the lawfulness of processing prior to withdrawal of consent.

Please note that these rights are not absolute and there are certain conditions and restrictions for their exercise. The Company will inform you individually of any special exceptions or limitations, as long as they are of course applicable to you, upon submission of the relevant request.