

Privacy Notice for vendors, suppliers and third parties.

GARDP Foundation, 15 Chemin Camille Vidart (“We”, “Us”) are committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to Us, will be processed by Us in connection with employment at GARDP, as vendors, suppliers or third parties. Please read the following carefully to understand Our views and practices regarding your personal data and how We will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) and the FADP in Switzerland, the Data Controller is GARDP.

Your Personal Information

Information we collect from You

We collect and process some or all of the following types of information from you:

- Information that you provided or that has been provided by the organisation for whom you work.
- In particular, We may process personal details such as name, email address, address, telephone number, qualifications, experience, training, skills experience that you provide to Us through your organisation.
- Information about your employer, name of the company and your title / your position.
- Any information for the management of our relationship.
- For individual traders, we may collect financial information such as bank account details.
- For any individual who are given access to our computer systems, any information relating to the management of this access such as account set-up details, audit trails, logs, online identifiers, recordings of required compliance training.

Uses Made of Your Information

Lawful basis for processing

We rely on the following legal basis for the processing of your personal data.

- Contract: when the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Legal obligations: when carrying out due diligence, exercising a right of audit or when required by a regulatory or governmental body to publish information on the recipients of funds.
- Legitimate interest as the lawful basis: Our legitimate interests are the contractual management of our partners organisations / data processors / suppliers for the delivery of Our business.

Purposes of processing

We use information held about you in the following ways:

- To manage our suppliers and services providers.
- To organise tenders or provision of a service contract.

- To monitor our processes in compliance with applicable laws and GARDP's policies.
- If relevant, to ensure information security when you are granted access to our systems.
- To manage billing and invoicing.

Disclosure of Your Information

You agree that GARDP has the right to share your personal information with:

- Any GARDP regional offices on a world-wide basis to the extent that they need to have access to your personal data for the purposes set out in the above section;
- Any other suppliers and service providers to the extent necessary for our legitimate business purposes and provided that we have put in place adequate agreements to protect your personal data;
- Any technology system providers used by GARDP, if relevant
- Professional advisors and our lawyers.

How We Store Your Personal Data

Security

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it and we continuously improve the security of our systems in line with global security standards. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where We are legally required to do so.

Where We store your personal data

We store your data on our own infrastructure whether on premises or cloud solutions. Some of our applications are shared with our partner DNDi but security measures such as separated instances or segregation are in place. Staff at DNDi do not have access to your personal data unless there is a business need such as shared DNDi and GARDP offices or you also work with DNDi.

The data that We collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for Us or for one of Our suppliers.

In particular, your data may be accessible to i) staff in the USA or ii) may be stored by one of the hosting service provider on servers in the USA as well as in the EU. The USA does not have the same data protection laws as the EEA. A Data Processor Agreement has been signed between organisations and offices we work with and its overseas group companies, and between them and each of its data processors. These data processor agreements are designed to help safeguard your privacy rights and give you remedies in the unlikely event of a misuse of your personal data.

If you would like further information, please contact Us contact@gardp.org.

How long We keep your personal data

We will hold the data about you for the time of your contract with GARDP plus 10 years after the termination of the contract or longer if we need to comply with regulatory or legal requirements, or to protect against legal claims.

Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge.

In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require Us to correct any mistakes in your information which We hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to Us.
- object at any time to processing of personal data concerning you for direct marketing
- object in certain other situations to Our continued processing of your personal data
- otherwise restrict Our processing of your personal data in certain circumstances
- claim compensation for damages caused by Our breach of any data protection laws.

If you would like to exercise any of those rights, please contact us at contact@gardp.org

How to complain

We hope that We can resolve any query or concern you raise about Our use of your information, if this is not the case you have the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred.

Contact

All questions, comments and requests regarding this Privacy Notice should be addressed to contact@gardp.org