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## Using your personal information

Rolls-Royce Plc Procurement would like to update our suppliers on how their information is used within Rolls-Royce.

# Why we need your data

The information you give us will be used to contact you regarding business matters (including, but not limited to, order management, conference invites, and compliance information) between your company and Rolls-Royce. We deem this to be a legitimate business interest and forms the legal basis for processing of your data.

## What we will do with your data

We will store your information on contact lists within our secure business network and may share your information with other parts of the Rolls-Royce Group, directly employed contractors or our external service providers (including, but not limited to, risk management & compliance, events service providers, product quality, and third party logistics providers).

We will not share or disclose your information to any external companies or bodies not covered by the above usage without your knowledge unless we are required to do so by law.

Rolls-Royce is a global company which means your information may be stored and processed outside the country or region where it was initially collected. Rolls-Royce remains responsible for any of your personal information that is shared under the Onward Transfer Principle with third parties for external processing on our behalf.

### How long we keep your data for

We will retain your data while we have a legitimate business interest to hold it this is typically while ever you continue to be available to supply goods and services to Rolls-Royce.

### Individuals' rights

Rolls-Royce Plc acknowledges your individual rights in respect of your personal data and has a Data Privacy Policy which governs the way we processes your data and manage-any breach to this process. If you have a query over the handling of your personal data please contact data.privacy@rolls-royce.com in the first instance.

The types of personal information we may collect and use

- Name
- Business contact information (phone number & e-mail addresses)

The types of processes we will use your data for are:

- Order management
- Risk and compliance matters
- Conference invites
- Performance scorecard distribution
- Product Quality
- Third party logistics providers