



SUPPLIER PRIVACY NOTICE

Last updated: 1 September 2020

About this Privacy Notice

This privacy notice explains how we collect, use and share personal information from staff, agents and representatives of our service providers and other suppliers that provide products and services to us ("Supplier"). This privacy notice may be supplemented by additional privacy statements, terms or notices provided to you. The RELX company that has engaged the Supplier is the primary controller of your personal information.

Information We Collect

We collect personal data that you share with us and/or that we may obtain from the Supplier and other third parties, such as:

- business card and other contact details (e.g. name, title, company name, email and postal address, phone number);
- management point of contact details;
- invoice, expense and bank account details;
- professional experience, licenses and certifications, job skills and qualifications, and education information;
- reference information, employer feedback, and information received from background checks;
- survey results and information from interviews and trainings;
- information we learn about you from public sources;
- photographs, CCTV material, biometric data, and entry and exit logs for security and access management purposes; and
- any additional information provided or revealed during the procurement process and contract management phases.

If you are a California resident, see our [CCPA Notice](#) for categories of personal information collected.

How We Use Your Information

Depending on how you interact with us, we use your personal data to:

- manage and carry out the procurement process;
- communicate with you;
- perform our contractual obligations, such as facilitating the payment of Supplier invoices;
- manage contract governance, such as keeping records of Supplier staff that work with us;
- verify your information and conduct reference and background checks, where permitted;
- keep our business and assets operating, safe and secure; and
- comply with applicable laws, regulations, legal processes, or governmental requests.

Sharing of Your Information

We share your personal information with our affiliates and service providers as necessary to conduct our business. These third parties are required to use appropriate measures to protect such information in accordance with this privacy notice.



We also will disclose your personal information if we have a good faith belief that such disclosure is necessary to (i) meet any applicable law, regulation, legal process or other legal obligation; (ii) detect, investigate and help prevent fraud, security or technical issues; and/or (iii) protect the rights, property or safety of RELX, our users, employees or others, and as part of a corporate transaction, such as a sale or transfer of assets or an acquisition by or merger with another company.

Updating Your Information

If you need to update your contact details, please get in touch with the procurement or business contact at the RELX company that has engaged the Supplier.

Your Rights

You have the right under European and certain other privacy and data protection laws, as may be applicable, to request free of charge (i) access to or correction of your personal information; (ii) restriction of our processing of your personal information; (iii) objection to our processing; and (iv) portability of your personal information. If you wish to exercise any of these rights, contact the RELX Chief Privacy Officer at the contact details below. We will respond to your request consistent with applicable laws. To protect your privacy and security, we may require you to verify your identity.

Data Retention

We retain your personal information for as long as necessary to conduct our business and fulfill the services we have requested from you, or for other essential purposes such as complying with our legal obligations, maintaining business and financial records, resolving disputes, maintaining security, detecting and preventing fraud and abuse, and enforcing our agreements.

Locations of Processing

Your personal information may be stored and processed in your region or another country where our affiliates and their service providers maintain servers and facilities, including the United Kingdom, Netherlands, United States, India and Philippines. We take steps, including through contracts, to ensure that the information continues to be protected wherever it is located in a manner consistent with the standards required under applicable law.

Grounds for Processing

When we collect from you any personal information within the scope of European data protection laws, we do so:

- where necessary for our compliance with applicable law or other legal obligation, such as accounting and tax requirements;
- where necessary to enter into a contract or carry out a contract with the Supplier;
- where applicable, with your consent; and/or
- as necessary to operate our business, ensure security, detect or prevent fraud, or fulfill other legitimate interests described above, except where they are overridden by your privacy rights.

Security

We use a variety of technical and organizational measures to help safeguard your personal information.



Changes

We may update this privacy notice from time to time. We will post the revised privacy notice with an updated revision date on the RELX corporate site.

Contact

If you have any questions, comments or complaints regarding this privacy notice or our processing of your information, please contact the RELX Chief Privacy Officer at: RELX, 1-3 Strand, London WC2N 5JR, United Kingdom, or privacy.policy@relx.com. You may also lodge a complaint with the data protection authority in the applicable jurisdiction.