

## **Mark Waring Pharmacovigilance Services**

### **Privacy Notice for Business Contacts**

Version date June 26, 2019

Data protection is of high concern to Mark Waring Pharmacovigilance Services. For this reason, the processing of business contact data (customers, leads, suppliers or any other business contact) is carried out exclusively in compliance with the applicable data protection regulations, including the EU General Data Protection Regulation (GDPR). We collect and process personal data of our existing customers or if you provide us with your contact details via the contact form on our website, via email, through a personal contact at an event or any other form of contact.

#### **What is personal data?**

Personal data is any information relating to an identified or identifiable person (hereinafter referred to as the “data subject”). We collect and process the following personal data of our business contacts: Surname, first name, business address, business telephone / fax number, company name, academic and job title, e-mail address.

The above mentioned data may be processed by us for the following purposes:

- Communication with you on services and projects, e.g., to process and respond to your inquiries;
- Planning, execution and administration of the (contractual) business relationship between us and you, e.g., in order to process the order of services, collect payments, for accounting, invoicing and debt collection purposes and to carry out deliveries;
- Preparation of personalised offers or quotations;
- Compliance with legal requirements (e.g., tax and commercial law storage obligations) or existing obligations to carry out compliance screenings (to prevent economic crime or money laundering)
- Settling disputes, enforcing existing contracts and asserting, exercising and defending legal claims.

The processing of personal data is necessary to achieve the above-mentioned purposes, including the execution of the (contractual) business relationship with you. Unless explicitly stated otherwise, the legal basis for data processing is GDPR Article 6 (1)(b) and (f) or your explicit consent in accordance with GDPR Article 6 (1)(a). If the above data are to be processed for purposes other than the original purpose of collection, you will be informed of this before further processing. This way you have the possibility to object to the processing of your data for another purpose.

#### **Disclosure of data**

All data transferred to us will be treated confidentially. We will not sell or otherwise market your personal data to third parties. Your data will not be made available to third parties for use, unless you have given your consent or we are legally entitled and/or obliged to do so. If legally permissible and necessary to comply with applicable law, we transfer personal data to courts, tax authorities and supervisory authorities. We take all appropriate measures to ensure the protection of your personal data. For all data processing systems a valid Data Processing Agreement is in place. Your personal data is stored in EU countries only.

#### **Duration of data storage**

If there is no explicit storage duration stated during data collection (e.g., in the context of a declaration of consent), personal data will be deleted, if it is no longer required for the purpose of storage, unless required otherwise by law (e.g., commercial and tax law storage obligations).

#### **Data security**

We take technical and organisational actions to protect your data, which we store and process in our company against manipulation, loss of confidentiality, destruction and against access by unauthorised persons. Our company's security measures are continuously improved in accordance with technological developments.

### **Data subjects' rights**

Your rights include: right of access by the data subject (Art. 15 GDPR), right to rectification (Art. 16 GDPR), right to erasure (Art. 17 GDPR), right to restriction of processing (Art. 18 GDPR), right to data portability (Art. 20 GDPR), right to object (Art. 21 GDPR), right not to be subject to a decision based solely on automated processing (Art. 22 GDPR), right to withdraw the consent at any time (Art. 7 GDPR) and right to lodge a complaint with a supervisory authority (Art. 77 GDPR).

Upon request, we will inform you in writing, in accordance with the applicable law, whether and which personal data we store. If, despite our company's efforts to ensure data security and data accuracy, incorrect information has been stored; we will correct it upon your request. You also have the right to demand that our company restricts the processing of your personal data. In addition, you can request that the data you provide to our company be delivered in a structured, popular and machine-readable format. You may also object to the processing of personal data by our company.

You also have the right to demand the deletion of your personal data, provided that there are no conflicting legal retention periods. We delete the data if we no longer need them for the purpose for which we have collected and processed them, or if you revoke your consent and there is no other legal basis for the further processing of your data. In addition, we will delete this data if the processing has been illegal for reasons unknown to us or if you have filed an objection against the processing and there are no primary legitimate interests for the processing. Your data will be deleted if we are legally obliged to do so.

If you have consented to the processing of your personal data, you are entitled to revoke your consent at any time with effect for the future. By revoking the consent, the data processing for the past will not be unlawful. The transfer of data to our company is voluntary. However, this data is necessary for the further conclusion of the contract or to answer your enquiries. If you do not wish to disclose your data, the contract may not be valid.

### **Contact**

In case of any questions in regard to data protection, do not hesitate to us at  
Mark Waring Pharmacovigilance Services, Am Scheuerwald 2, 79271 St. Peter, Germany

Email: info [at] pharmacovigilance-services.com

### **Data protection authority responsible for our company**

You also have the right to complain to the competent supervisory authority about the processing of data by our company. The data protection authority responsible for our company is:

State Representative for Data Protection and Freedom of Information Baden-Württemberg

Postfach 10 29 32

70025 Stuttgart

<https://www.baden-wuerttemberg.datenschutz.de/>