



Fact sheet for suppliers

Updated on: 07/10/20

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Your privacy is important to Repos Production. This fact sheet details how we process your personal data when we do business with you or your company.

This fact sheet sets out our approach to and purposes for processing personal data about you that we collect from you or that third parties lawfully disclose to us. It also describes your rights with regard to our processing of your personal data.

We may collect personal data from you in the course of our activities, including when you contact us or request information from us, or as a result of your relationship with one or more members of our team and our partners.

1. Who is responsible for processing your personal data?
2. What personal data about you do we collect?
3. How do we use your personal data?
4. With whom do we share your personal data?
5. How long do we keep your personal data?
6. Security of your personal data
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1. Who is responsible for the processing of your personal data?

Repos Production, a Belgian limited liability company with its registered office at 22 rue des Comédiens in Brussels, 1000, Belgium and registered with the Crossroads Bank for Enterprises under number 0535.709.224 (hereinafter "Repos Production" or "we" or "us") is responsible for the processing of your personal data.

2. What personal data do we collect?

We collect information about you, including:

- Identification data, including name and position, date of birth, registration number, etc.
- Skype address, identification data and data contained in the messages you send to us when we communicate via social networks



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- Contact information, including your employer's name or the identity of your employer, your e-mail address and your telephone number (landline and/or mobile), when you provide us with this information,
- Billing and bank details,
- The information you provide us to participate in meetings and events, including your preferences and food intolerances,
- The relevant information required by the regulations on the fight against money laundering and the fight against corruption in the context of the processing of personal data "*Know Your Supplier*" carried out when hiring new suppliers. This may include documents obtained from you and possibly information obtained from third party online or offline sources,
- Data related to incidents that may occur while using our communication channels,
- Any other information necessary for the provision of our services.

3. How do we use your personal data?

We process your personal data for the following purposes. Whenever we process your personal data, we do so on the basis of a legal "justification" (or legal basis) for the processing, which we have identified in the table below.

	Purposes	Legal basis
1.	To carry out administrative operations related to contracts (including their conclusion), orders, receipts, invoices, settlements, accounting for accounts receivable management, etc.	This processing is necessary for the execution of the contract concluded between you and Repos Production or for the execution of pre-contractual measures taken at your request.
2.	To compile financial and turnover statistics per supplier.	We consider it to be in our legitimate interest to prepare analyses of our business to assist us in making business decisions.
3.	To provide supplier selections for our needs.	We consider that we have a legitimate interest in maintaining a list of our customers to conduct our business operations.
4.	To maintain documentation on our suppliers.	We consider that we have a legitimate interest in maintaining such documentation to conduct our business operations.
5.	To comply with any applicable law, court order, legal process, or regulatory agency requirements.	This processing is necessary to comply with our legal obligations.
6.	To perform the contracts to which you are a party.	This processing is necessary for the execution of the contract concluded between you and Repos Production or for the execution of pre-contractual measures taken at your request.
7.	To enforce our legal rights and obligations and for any legal proceedings involving you, initiated by or against you.	We consider that it is in our legitimate interest to protect our organization against any breach of a legal obligation owed to it and to defend ourselves in the event of a dispute.



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8.	To protect the rights of third parties.	<p>This processing is necessary to comply with the legal obligations to which Repos Production is subject.</p> <p>This processing is also necessary for the purposes of the legitimate interests pursued by Repos Production. We consider that we have a legitimate interest in ensuring that our activities do not violate the rights of third parties.</p>
9.	In anticipation of and/or in connection with a business transaction such as a merger, acquisition, restructuring or sale.	<p>We consider that it is in our legitimate interest to be able to make decisions regarding the future of our company in an informed manner, with the aim of preserving and developing our business activities.</p>
10.	Organizing promotional events/marketing operations, including meals or other events where information about your diet and food intolerances can be collected.	<p>Your prior consent is required for us to collect information in the course of organizing marketing activities in which you may be involved, in order to serve you better.</p>
11.	To comply with our legal obligations with respect to supplier verification (including any regulations relating to the "Know Your Supplier" principle, anti-money laundering and anti-corruption), conflicts or similar obligations, including, but not limited to, the need for regulatory insurance.	<p>This processing is necessary to comply with our legal obligations.</p> <p>However, where these legal obligations arise from laws other than those of the EU or Member States, we consider that we have a legitimate interest in complying with these legal obligations where failure to do so may result in sanctions or other negative consequences for our organization or the group more generally.</p>
12.	To ensure the security of your data	<p>We consider that it is in our legitimate interest to ensure the security of your data.</p>

If you are an employee of a supplier of Repos Production, we use your contact information only for the purpose of managing the relationship with your employer. We consider that it is in our legitimate interest to be able to communicate with you and to preserve our business activities with your employer.

4. With whom do we share your personal data?

We may share your personal data with different categories of third parties, depending on our needs:



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- The other entities of the Asmodee group to which Repos Production belongs (the list of entities belonging to the Asmodee group is available [here](#)¹),
- Third party service providers (maintenance, storage, payment, logistics, marketing services, reputation audits, etc.), for the purposes described in section 3 above,

Our subcontractors include:

- For the hosting of the information systems: Amazon Web Service, Inc., whose registered office is located at P.O. Box 81226, Seattle, WA 98108-1226, USA,
 - For internal storage and instant messaging, email messaging and calendars: MICROSOFT IRELAND OPERATIONS LIMITED, a company incorporated under the laws of Ireland, having its registered office at Sir Rogerson's Quay, 70, Dublin 2, Ireland, Trade Register Number 256796,
 - For the productivity, collaboration and organization tools of our teams: the American company ASANA Inc. whose head office is located in San Francisco, CA 94103 (USA), Bryan Street, 1550, Suite 200,
 - For internal agenda management: SCHEDAPPLE LLC, a company incorporated in the United States of America, whose registered office is located at A307 Cheyenne Wyoming (USA), Capitol Avenue, 1603, Suite 310, company number 2015-000684737,
- Third party postal or courier service providers who help us distribute our advertising campaigns or deliver business-related materials,
 - Our professional advisors such as lawyers and accountants, auditors,
 - Shareholders,
 - Governmental or regulatory authorities,
 - Business insurers or all other relevant types of insurers,
 - Regulatory authorities / tax authorities / company registers,
 - Partners, and
 - Banks.

Please note that this list is not exhaustive and that there may be other cases where we share your data with third parties, when it is in the legitimate interest of Repos Production, permitted by applicable law, or when it is necessary to comply with a legal obligation to which we are subject.

In this context, your personal data may be transferred outside the European Economic Area (EEA), to countries not offering a level of protection of personal data equivalent to that offered within the EEA, such as China, USA, Canada, etc. In the absence of an adequacy decision of the European Commission, the transfer of your personal data will be made pursuant to the standard contractual clauses adopted by the European Commission or pursuant to any other legal protection mechanism in accordance with applicable law.

5. How long do we keep your personal data?

¹ https://corporate.asmodee.com/smd-content/uploads/Templates/Asmodee_group_companies_EN.pdf



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We retain your personal data for as long as necessary to achieve the purposes for which it was collected. As a general rule, we keep your personal data for the period of time strictly necessary for the management of the business relationship with you.

In addition, we may retain some of your personal data for a longer period of time, in particular when we are required to do so by law or when such data is necessary to prove a right or contract. In this case, your personal data will be archived and kept for the duration imposed by the applicable regulations, or for the duration of the applicable legal prescription.

When your personal data is no longer required, we will ensure that it is deleted or made anonymous.

6. Security of your personal data

We are committed to ensuring the security of your personal data and we have put in place information systems security policies and appropriate technical rules and measures to protect against unauthorized access, modification, use and disclosure or unlawful destruction or accidental loss of such data.

All our partners, employees, consultants and data processors, who have access to personal data and are involved in its processing, are obliged to respect its confidentiality.

7. What are your rights?

You have a number of rights over your personal data. Each of these rights is described in more detail below:

- **Withdrawal of consent.** You may revoke your consent to any processing of your personal data based on your consent at any time. The withdrawal of your consent does not affect the lawfulness of the processing based on your consent prior to such withdrawal.
- **Access.** You may ask us to confirm whether we are processing your personal data and, if so, to inform you of the characteristics of the processing of your personal data, allow you to access it and obtain a copy of it.
- **Correction.** You can ask us to correct or complete your personal data if they are incorrect or incomplete.
- **Deletion.** You may ask us to delete your personal data in the following cases: when they are no longer necessary for the purposes for which they were collected; you have revoked your consent; following the exercise of your right to object; your personal data have been unlawfully processed; or to comply with a legal obligation. We are not obliged to comply with your request for the deletion of your personal data, in particular if their processing is necessary to comply with a legal obligation or to establish, exercise or defend legal rights.
- **Limitation.** You may ask us to limit the processing of your personal data (i.e. to keep them without using them) when: their accuracy is contested; their processing is unlawful but you do not want them deleted; they are still necessary for the establishment, exercise or defense of legal rights; we verify the existence of compelling reasons in the context of the exercise of your right to object. We may continue to use your personal data following a request for restriction: with your consent; for the establishment, exercise or defense of legal rights; or to protect the rights of any other natural or legal person.
- **Portability.** You may ask us to provide your personal data in a structured, commonly used, machine-readable format, or you may request that they be transmitted directly to another



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controller, but only if the processing is based on your consent or on the performance of a contract concluded with you and the processing is automated.

- **Opposition to the processing of personal data based on legitimate interest.** You may object to any processing of your personal data that is based on our "legitimate interest" (see Article 3). If you exercise this right, we must stop the processing unless we demonstrate the existence of legitimate and compelling reasons overriding your fundamental rights and freedoms, or for the establishment, exercise or defense of legal rights.
- **Opposition to the processing of personal data for canvassing purposes.** You may at any time oppose the processing of your personal data for canvassing purposes.

To exercise your rights regarding your personal data, please complete this form² and send it to us at the contact details provided.

You also have the right to lodge a complaint with the Data Protection Authority (APD). A form is available on the APD website: <https://www.autoriteprotectiondonnees.be>. The complaint should then be sent either by email: contact@apd-gba.be, or by post to APD's address: Rue de la Presse 35, 1000 Brussels.

8. Contact and complaints

For more information concerning your rights or for any question concerning the protection of your personal data, please contact Repos Production:

- by post at the following address: Repos Production - Rue des Comédiens, 22 - 1000 Brussels
- by e-mail to the following address: gdpr@rprod.com

9. Updating of the fact sheet

We may amend this fact sheet from time to time, for example to take account of changes in the law, technological advances and good business practices. We will inform you in case of substantial changes.

Last update:

7 October 2020 - V3 Asmodee Group

3 November 2020 - Repos Production

January 6th 2021 - V3 Asmodee Group

² <https://rprod.com/rgpd/fr/FORM.pdf>