

## **Vendor Data Privacy Notice (the “Notice”)**

### **Purpose of personal data collection**

If you wish to enter into a contract to provide services to The Pew Charitable Trusts (known as The Pew Trusts in the UK), or its subsidiary (the Pew Research Center) (“Pew”), the personal information you provide to Pew in relation to such contract will be held and processed by or on behalf of Pew as needed solely for purposes related to such contract for services. Pew will be the data controller under the Data Protection Laws (as defined below). During the negotiation process, the duration of any executed contract, and in the execution of any post-contract obligations, we will use the information you provide to Pew to evaluate your qualifications as a contractor, to administer your contract with Pew, including making any payments under the contract, and as otherwise required by the terms of the contract or by law. We may also share information about you with third parties who we engage to assist us administration of contracts, in the processing of payments or otherwise as needed to operate Pew’s business. If you provide us with personal data about any individual other than yourself, it is your responsibility to inform them of their rights with respect to such information. You are also responsible for obtaining the explicit consent of these individuals (unless you can provide such consent on their behalf) to the processing (including transfer) of that personal data for the purposes set out in this Privacy Notice.

### **Categories of personal data**

Some information held by Pew about you will amount to “personal data” as this term is defined in various laws, including under the EU General Data Protection Regulations (the “GDPR”), the UK Data Protection Act, its national equivalent, and The Australia Privacy Act 1988 (Cth) (together, the “Data Protection Laws”).

The information you provide may also qualify as personal data subject to special treatment under other laws, specific to the country in which you reside or work.

The personal data we collect and process includes the following categories (where applicable):

- Background information, such as personal details, status, business email address, current employer, job history, work and corporate title, education, qualifications, references, licenses, certificates, work experience, resume information and other information included in a CV or cover letter or as part of the vendor certification process.
- Bank account and tax ID information. Information regarding number of clients other than Pew, income from such clients, and corporate status.
- Contact information, such as full name, including title, name at birth and preferred name, and phone number.
- Home address and home telephone number, and personal mobile phone number, when a separate business contact is not available.

By choosing to enter into a contract with Pew, you acknowledge and agree to Pew and its subsidiary processing data relating to you in connection with such a contract.

### **Sources of personal data**

We may collect personal data from the sources listed below:

- Directly from you, via other forms or information you provide to us in connection with your contract;
- Through your performance of the contract; and

- From third parties, including references.

### **Retention of personal data**

By choosing to enter into a contract with Pew you also acknowledge and agree to Pew and its subsidiary storing such personal data for no longer than is necessary to carry out the purposes listed in this Privacy Notice or as otherwise required by law. Your personal data will be stored in various secure databases at Pew to be accessed for the purposes of administering your contract with Pew, processing payments, making any required tax notifications, and/or as required in connection with any legal proceedings. Pew will retain your personal data for 8 years following the completion of any contract with Pew.

### **Transfer of Personal Data**

Please note that, if you reside outside of the United States, your personal data will be disclosed within Pew and its subsidiary outside your home country (including the EEA) only to those individuals who need access to your Personal Data for the purpose of administering your contract, processing payments under the contract, or where required or permitted by applicable law.

Your data will be hosted by Pew in a secure database, meaning that the technical processing and transmission of your personal data may involve transmissions over various networks, including the transfer of this information to the United States of America (the “USA”) (which does not provide a level of data protection equivalent to that of your home country, if such home country is not the United States) and/or other countries for storage, processing and use.

By providing your personal data to Pew for the purposes of entering into a contract with Pew, you acknowledge and agree to the transfer of such personal data to Pew and its subsidiary in the United States or any other country in order to host your data and further Pew and its subsidiary’s business interests, respectively, even where the country or territory in question does not provide a level of data protection equivalent to that of your home country. In particular, you acknowledge and agree to the transfer of your personal data to Pew and its subsidiary’s offices in the United States. All of Pew and its subsidiary’s contracts are executed and managed by personnel in the United States, which is the purpose of the overseas transfer to which you acknowledge and agree by submitting any personal data relating to your contract with Pew or its subsidiary.

In addition, Pew may need to transfer personal data to third party individuals and providers solely for purposes related to the storage of your data, processing of payments under the contract, and administration of your contract, respectively, even where the country or territory in which the third party is located does not provide a level of data protection equivalent to that of your home country.

The types of third parties to whom Pew may need to transfer personal data include, but is not limited to: third party data storage platforms (including but not limited to Salesforce and PeopleSoft), IT service providers; program partner organizations or individuals, travel providers; legal advisors and/or other professional advisors. Pew will take appropriate steps to make sure that such recipients of your personal data act in accordance with applicable law. To the extent Pew transfers personal data outside the European Economic Area, Pew will provide, and will take appropriate steps to ensure that such recipients provide, an adequate level of protection of your personal data, including appropriate technical and organisational security measures and through the implementation of appropriate contractual measures to secure such transfer, in compliance with applicable law.

The Company uses standard contractual clauses in the form approved by the European Commission (<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32004D0915>) (<http://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX%3A32010D0087>). Copies of the contractual clauses may be obtained by sending your request to the Company at the contact details listed below under paragraph 11.

Pew and its subsidiary will process your personal data for the purposes for which you have provided it as set forth above. Your privacy is paramount to us. This data will be processed in a fair and lawful manner. Pew and its subsidiary will not share your personal data with third parties except as set out above or as necessary to carry out our business or as required by law or other legal processes. Your personal data will be retained only for as long as necessary to fulfill the purposes for which you have provided it as set forth above, or as required by law.

### **Your rights**

Under the Data Protection Laws, you have certain rights to: (i) access your personal data (subject to applicable laws); (ii) request correction of your personal data that is inaccurate; and (iii) in certain circumstances, you also may have the right to object for legitimate reasons to the processing of your personal data in accordance with the Data Protection Laws.

You may also lodge a complaint with your country's supervisory authority if you consider that our processing of your personal data infringes applicable law.

### **Contact us**

This policy is owned and administered by the Senior Vice President, General Counsel and Corporate Secretary, who may be contacted by emailing [privacy@pewtrusts.org](mailto:privacy@pewtrusts.org) or by calling (202) 552-2000. If you have any questions or concerns about this Policy, any concerns about your information being processed as outlined above, if you require access to your personal data held by Pew, or if you would like to correct your personal data, please contact the organisation using the contact information provided above. If you have any questions or comments relating to this policy, please contact us before providing your personal data.

We do not collect any additional information about you other than that outlined above. Under no circumstances will the information you provide be used for marketing purposes.