

Languages: English, German, French

**SUPPLIER PRIVACY POLICY**



## TABLE OF CONTENTS

<b>1</b>	<b>Nikon’s commitment to privacy</b>	<b>3</b>
1.1	Purpose of the Policy	3
1.2	Scope of the Policy	3
1.3	A Policy for Compliance	4
<b>2</b>	<b>Definitions</b>	<b>4</b>
<b>3</b>	<b>Collection of Personal Information</b>	<b>5</b>
3.1	What categories of Personal Information does Nikon collect?	5
3.2	How does Nikon collect Personal Information?	5
<b>4</b>	<b>Processing of your Personal Information</b>	<b>5</b>
4.1	Purposes of and legal basis for the processing of your Personal Information	5
4.1.1	Current purposes and legal basis	5
4.1.2	Future purposes	5
4.2	How long will your Personal Information be retained?	5
4.3	To whom will your Personal Information be disclosed?	5
4.4	Transfer of Personal Information to a country outside of the European Union	6
4.5	Cookies	6
4.6	Security	6
<b>5</b>	<b>Your rights</b>	<b>6</b>
5.1	What are your rights with regard to Personal Information processing?	6
5.2	How to exercise your rights	7
<b>6</b>	<b>Changes to this Policy in the Future</b>	<b>8</b>
<b>7</b>	<b>Any questions?</b>	<b>8</b>

## 1 NIKON'S COMMITMENT TO PRIVACY

### 1.1 Purpose of the Policy

Nikon Metrology NV and its subsidiaries (all together referred to as **Nikon**) are committed to protecting your Personal Information and maintaining the accuracy, confidentiality, and integrity thereof. This privacy policy (**Policy**) describes:

- (i) the Personal Information that Nikon collects from you and about you,
- (ii) how Nikon uses the Personal Information it collected from you and for what purposes,
- (iii) to whom Nikon discloses the Personal Information it collected from you.

You will also find herein all relevant information about your rights and how to exercise these rights.

### 1.2 Scope of the Policy

The Policy applies to all data processing of your Personal Information that are collected and further processed as a result of your being a former, existing, or potential Supplier of Nikon.

The Policy applies to all the companies of the Nikon Metrology group, which includes Nikon Metrology NV, with its offices at Interleuvenlaan 86, 3001 Leuven, Belgium and its subsidiaries, which are located in different Member States of the European Union as well as in the United States of America and Canada. These group companies and subsidiaries are:

Nikon Metrology Europe NV Interleuvenlaan 86 3001 Leuven Belgium Tel.: 00 32 16 74 01 01	Nikon Metrology GmbH Tiefenbroicher Weg 25 D-40472 DÜSSELDORF Germany Tel.: +49 6023 91 733 200
Nikon Metrology SARL Rue du Bois Chaland 39 91090 Lisses France Tel. : +33 1 60 86 09 76	Nikon Metrology UK Ltd Derby Argosy Road, DE74 2SA East Midlands Airport UK Tel.: +44 133 281 13 49
Nikon XTEK Systems Ltd Tring Business Centre Icknield Way Tring Hertfordshire HP23 4JX UK Tel.: +44 144 282 87 00	Nikon Metrology Inc. (Canada) 55 Fleming Drive Units 13 and 14 Cambridge Ontario N1T 2A9 Canada Tel.: +1 519 885 94 90

Nikon Metrology Inc. (USA) 12701 Grand River Brighton MI 48116 USA Tel.: +1 810 220-4360	
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### 1.3 A Policy for Compliance

The purpose of Nikon's Policy is to comply with all national privacy legislation in each of the jurisdictions where it operates. Nikon implements additional procedures, standards, and policies wherever needed to meet the requirements imposed by the relevant national laws.

Nikon makes sure that its employees and any of its contractors, suppliers, agencies, temporary workers, or any other parties acting on Nikon's behalf (collectively referred to as **External Parties**) who collect or manage Supplier Personal Information to abide by the terms described in this Policy whether they are utilizing Nikon and/or their own electronic systems and data management tools.

Nikon and its employees are responsible for ensuring that any External Parties they work with in support of Nikon's operations comply with this Policy and with any additional specific standards and procedures that are in place according to its compliance policy with regard to national privacy and data protection legislation.

## 2 DEFINITIONS

For the purpose of this Policy, the following terms and expressions have the meanings given to them hereinafter:

**Supplier or Suppliers:** any individual acting for itself or on behalf of a legal entity from whom Nikon purchases products or services.

**Data Controller:** the natural or legal person, public authority, agency, or other body determines either alone or jointly with others the purposes and means of personal data processing.

**Personal Information:** any information relating to an identified or identifiable individual, the term of which is defined in Article 4.1. of the Regulation (EU) 2016/679 of 27 April 2016 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (also known as **GDPR**).

**Process or Processing:** any operation or set of operations that is performed on Personal Information using automated or non-automated means, such as collecting, recording, organizing, structuring, storing, adapting or altering, retrieving, consulting, using, disclosing by transmitting, disseminating, or otherwise making available, aligning or combining, restricting, erasing, or destroying, provided that it falls under the scope of the GDPR.

**Special Categories of Personal Data:** Personal Information revealing race, ethnicity, political views, religion, health, sexual orientation, trade union membership, genetic or biometric data, information about criminal convictions and offenses, and other categories defined by law.

### 3 COLLECTION OF PERSONAL INFORMATION

#### 3.1 What categories of Personal Information does Nikon collect?

Nikon collects the following categories of information from you and about you:

- identification data on the contact person (e.g., name, email address, work address, work phone number); and
- e-identification data on the contact person (e.g., IP address, cookies);
- occupation and employment of the contact person;
- contractual history consumption habits.

#### 3.2 How does Nikon collect Personal Information?

Nikon collects your Personal Information directly from you.

### 4 PROCESSING OF YOUR PERSONAL INFORMATION

#### 4.1 Purposes of and legal basis for the processing of your Personal Information

##### 4.1.1 Current purposes and legal basis

<b>Purposes</b> <i>Nikon processes your Personal Information for purposes of:</i>	<b>Legal grounds</b> <i>These processing activities are necessary for:</i>
- assessing whether the Supplier meets Nikon's requirements	- Nikon's taking of the necessary steps prior to entering into a commercial contract with a Supplier
- managing its Suppliers	- Nikon's pursuit of its legitimate interest of ensuring that the services provided by Suppliers meet Nikon's needs and expectations
- carrying out administrative tasks and managing Nikon's purchases of products and services	- Nikon's performance of the contract it has with its Supplier

Your Personal Information is not used in any automated decision-making, including profiling.

##### 4.1.2 Future purposes

If Nikon considers processing your Personal Information for other purposes than those mentioned under 4.1.1, Nikon will inform you thereof before it starts processing your Personal Information for the new purpose.

#### 4.2 How long will your Personal Information be retained?

Your Personal Information will be retained throughout the entire period of the commercial and contractual relationship you have with Nikon. Upon the end of this commercial and contractual relationship, Nikon will retain your Personal Information for as long as necessary considering the purposes mentioned under 4.1.1 for which they have been collected (see above) and for maximum 5 years after the end of the commercial and contractual relationship.

#### 4.3 To whom will your Personal Information be disclosed?

For the purposes described above (see 4.1.1), Nikon may disclose your Personal Information internally to:

- Nikon's senior managers, directors and chief officers;
- Nikon's IT administrators;
- Nikon's facility management staff;
- other Nikon entities.

Nikon requires that any External Parties to whom your Personal Information is disclosed and that processes your Personal Information provide the same level of privacy protection as that which Nikon provides.

By way of contract, we require data processors to process the data only in accordance with our instructions and to secure the data. These data processors must not use or disclose the information, except if such use or disclosure is authorized by Nikon and/or is made for the purpose of complying with legal requirements.

There are certain situations in which you will share Personal Information directly with service providers associated with Nikon or in which Nikon has no control over how your data is processed. In these situations, please ensure that you read and understand the privacy policies and practices of such service providers.

#### **4.4 Transfer of Personal Information to a country outside of the European Union**

Nikon operates globally, so your Personal Information can be transferred from time to time to other entities of the Nikon group, including to its headquarters in Japan as well as its subsidiaries in the United States of America and Canada.

If your Personal Information is transferred to entities located in countries whose data protection laws are not regarded as having the same level of protection as the level that the European Union gives to privacy and data protection (including, Japan, the United States of America and Canada), Nikon ensures that necessary guarantees with regard to safeguarding privacy and your data protection are offered by entering into contracts with relevant companies whereby those contracts contain the European Commission-approved standard contractual clauses (SCC). You may obtain a copy of these SCC by sending an email to: [gdpr.nm@nikon.com](mailto:gdpr.nm@nikon.com).

#### **4.5 Cookies**

Our website <https://www.nikonmetrology.com> (the **Website**) uses cookies or similar technology to collect information about your access to the Website. Our Cookie Policy can be found on this URL: <https://www.nikonmetrology.com/en-gb/nikon-metrology-nv/cookie-policy>.

#### **4.6 Security**

Nikon implements appropriate physical, administrative, and technical measures, such as anonymizing, encrypting, and accessing verifications that are designed to protect Personal Information of Suppliers against accidental, unlawful or unauthorized destruction, loss, alteration, disclosure, access, or use, and all other unlawful forms of processing.

### **5 YOUR RIGHTS**

#### **5.1 What are your rights with regard to Personal Information processing?**

You have the right to request access to your Personal Information at any time and request that inaccurate, outdated, or no longer necessary information be corrected, erased, or restricted.

You have the right to seek the following within the limits of the applicable data protection regulations:

- the erasure of your data, especially (i) if the data are no longer necessary to be processed or retained for the purpose described in point 4.1.1 or (ii) if you object to the processing of your data (see below),
- the restriction of the processing of your data (i) for the time necessary for Nikon to verify the basis of any of your challenge about the accuracy of your data, (ii) if the processing is considered illegal, but you do not want your data to be deleted, (iii) if Nikon no longer needs your data, but you wish that Nikon retain the data for the purposes of determining, exercising, or defending your rights, (iv) if you object to the processing of your data (see below) for the time necessary for Nikon to verify the basis of your request seeking restriction to the data processing.

You have the right to object to Nikon's use of your data at any time on condition that your objection is justified on your own grounds, and such justification is within the limits of applicable data protection regulations.

You have the right to receive your data or have your data transmitted to another data controller in a structured, commonly used, and readable format.

## **5.2 How to exercise your rights**

You can exercise the rights described above by sending a letter by email to [gdpr.nm@nikon.com](mailto:gdpr.nm@nikon.com), indicating your decision to exercise any of those rights or by sending us the form that is available on the following URL: <https://www.nikonmetrology.com/gdpr>. After Nikon has received your letter, it will answer you as soon as possible.

If you are not satisfied with our response to your request with regard to your exercise of those rights, you may file a complaint with the data protection authority in the country where your Personal Information was provided for processing. The coordinates of those authorities are described below.

### **Belgium**

*Commission de la protection de la vie privée*

*Rue de la Presse 35*

*1000 Bruxelles (Brussels)*

*Tel. +32 2 274 48 00*

*Fax +32 2 274 48 10*

*e-mail: [commission@privacycommission.be](mailto:commission@privacycommission.be)*

*Website: <http://www.privacycommission.be/>*

### **France**

*Commission Nationale de l'Informatique et des Libertés - CNIL*

*8 rue Vivienne, CS 30223*

*F-75002 Paris, Cedex 02*

*Tel. +33 1 53 73 22 22*

*Fax +33 1 53 73 22 00*

*e-mail:*

*Website: <http://www.cnil.fr/>*

**Germany**

*Die Bundesbeauftragte für den Datenschutz und die Informationsfreiheit  
Husarenstraße 30*

*53117 Bonn*

*Tel. +49 228 997799 0; +49 228 81995 0*

*Fax +49 228 997799 550; +49 228 81995 550*

*e-mail: [poststelle@bfdi.bund.de](mailto:poststelle@bfdi.bund.de)*

*Website: <http://www.bfdi.bund.de/>*

**The Netherlands**

*Autoriteit Persoonsgegevens*

*Prins Clauslaan 60*

*P.O. Box 93374*

*2509 AJ Den Haag/The Hague*

*Tel. +31 70 888 8500*

*Fax +31 70 888 8501*

*e-mail: [info@autoriteitpersoonsgegevens.nl](mailto:info@autoriteitpersoonsgegevens.nl)*

*Website: <https://autoriteitpersoonsgegevens.nl/nl>*

**United Kingdom**

*The Information Commissioner's Office*

*Water Lane, Wycliffe House*

*Wilmslow - Cheshire SK9 5AF*

*Tel. +44 1625 545 745*

*e-mail: [international.team@ico.org.uk](mailto:international.team@ico.org.uk)*

*Website: <https://ico.org.uk>*

**6 CHANGES TO THIS POLICY IN THE FUTURE**

Nikon reserves the right to change this Policy at any time and as far as necessary to comply with the changes in the applicable laws, regulations, practices, and procedures, or to respond to new threats or new requirements imposed by data protection authorities.

**7 ANY QUESTIONS?**

If you, as a Nikon Supplier, have any questions about your Personal Information or the processing of your data, or if you have concerns about a potential data breach by Nikon, please email us at: [gdpr.nm@nikon.com](mailto:gdpr.nm@nikon.com).