



## Privacy Notice – Visitors to UK and Ireland Ipsen sites

This Privacy Notice explains how we manage personal data for visitors to our UK and Ireland sites. Ipsen Ltd, Ipsen Biopharm Ltd, Sterix Ltd and Ipsen Bioinnovation Ltd in the UK and Ipsen Pharmaceuticals Ltd and Ipsen Manufacturing Ltd in Ireland (together “Ipsen”), are the data controllers in relation to the activities in this privacy notice.

This notice relates specifically to visiting our sites. We may also have provided you with other relevant privacy notices related to your activity with Ipsen either provided directly to you or made available on our website.

### Data collected

We will collect the following information about visitors to our sites:

- Your full name
- Your email address
- Organisation that you work for
- Date and times of your visit
- Your vehicle registration
- Photograph
- Purpose of your visit
- CCTV images
- If you are provided with a full pass, we will also have records of which areas of the building you have accessed
- Records of Health and Safety training, where required
- Where necessary, fingerprint data may be required (see below)

We may ask you for ID when you visit one of our sites. We will look at this ID but we will not record or copy it.

### Purpose and legal basis of data processing

The information we collect from you is used to ensure the security of access our premises, and to protect your health and safety as a visitor to our sites.

The CCTV surveillance system is used to assist in providing secure site management, health and safety surveillance monitoring for the health & safety of visitors on the site. We may also use CCTV images in relation to preventing, investigating and detecting possible non-compliance with company regulations and procedures or contribute to investigations of potential criminal activity and anti-social activity.

Certain areas at some of our sites that require additional security measures to ensure your safety and to protect the activities in our manufacturing facilities. For these areas, we may also require your fingerprints to use as part of our access system.

The lawful basis we rely on to process your personal data is article 6(1)(f) of the GDPR, which allows us to process personal data as necessary to ensure security and health and safety at our sites, as described above.

### **Data recipients**

Information related to you will only be accessed by employees at Ipsen with a relevant and tangible need to see your information.

We will also, as necessary, use third party systems to support visitor and building access processes. These third parties are obliged to protect the security and confidentiality of any personal data and comply with data protection legislation.

CCTV recordings may be disclosed to authorised agencies to support investigations. The recorded data may be disclosed to site management and Ipsen's global security network to support investigations relating to health, safety or security issues on the site. In the case of a required disclosure to the police, the information is shared via onsite viewing and in exceptional circumstances images may be shared in a suitable digital form.

### **Term of retention**

We will only retain your information in order to meet our operational needs and to comply with legislative requirements for retention, in line with Ipsen's Retention and Archiving guidance.

### **International transfers of data**

Your personal data may be processed by service providers or companies affiliated with Ipsen in non-EU countries which do not ensure an adequate level of protection to personal data. In order to ensure that your personal data are protected, Ipsen will, where necessary, ensure that the recipient has entered into data transfer agreements which include an appropriate mechanism such as the EU Commission's standard contractual clauses for transfers of personal data. Such contracts can be made available to you upon request.

### **Your rights**

You may have the following rights regarding your information depending on the circumstances and applicable legislation:

<b>Right</b>	<b>What does this mean?</b>
<b>1. The right of access</b>	You have the right to obtain access to the information processed by Ipsen.
<b>2. The right to rectification</b>	You are entitled to have your information corrected if it is inaccurate or incomplete.
<b>3. The right to erasure</b>	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there is no compelling reason for Ipsen to keep using it. This is not a general right to erasure; there are exceptions.

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| <b>4. The right to restrict processing</b> | You have rights to 'block' or suppress further use of your information in certain circumstances. When processing is restricted, Ipsen can still store your information, but may not use it further. |
| <b>5. The right to data portability</b>    | You have rights to obtain and reuse your personal data in a structured, commonly used and machine-readable format in certain circumstances.   |
| <b>6. The right to object</b>              | You have the right to object to certain types of processing, in certain circumstances.  |

For more information on your rights, if you would like to exercise any of these rights, or if you are unhappy with how your information has been handled, please contact the UK and Ireland Data Privacy Manager at [dataprivacyUKI@ipsen.com](mailto:dataprivacyUKI@ipsen.com).

If you have any questions or comments about this Privacy Notice, please feel free to email Ipsen's Data Privacy Officer at [dataprivacy@ipsen.com](mailto:dataprivacy@ipsen.com).

If you are not satisfied with the response to your queries, or you wish to make a complaint or believe the processing of your information does not comply with data protection law, you can make a complaint to the relevant data supervisory authority, this is the Information Commissioner's Office for the UK and the Data Protection Commission for Ireland.