

Personal Data Processing Notice for suppliers, service providers and affiliates of doServe

Personal Data Processing Notice for suppliers, service providers and affiliates of doServe in accordance with Regulation (EU) 2016/679 and the relevant Greek and European legislation

doServe Single Member Société Anonyme with distinctive title “doServe” (hereinafter “doServe”), registered in the Registry of Debtors Notification for Overdue Claims of the Ministry of Development and Investments under registry no. 33/15.07.2025, informs you pursuant to the General Data Protection Regulation (EU) 2016/679 (hereinafter referred to as the “GDPR”), Greek law 4624/2019 for the implementation thereof and the relevant Greek and European legislation on the protection of personal data, under its capacity as controller with regard to the collection and further processing of your personal data and your rights as data subject.

1. Details of the controller of your personal data

The controller of your personal data is doServe, headquartered in 27 Kyprou & Archimidous Streets, 18346 Moschato, Greece, GEMI no. 185129001000.

2. Who does this Notice refer to

This Notice is addressed to suppliers, service providers and affiliates of doServe, as well as third parties related to the aforesaid persons, indicatively the personnel, partners, representatives, managers, executives, sub-contractors, assignees, vicarious agents etc., provided that their personal data are subject to processing for the purposes set out herein.

It is noted that, in case a supplier and/or service provider and/or affiliate is a legal person or entity, the current Notice is addressed to its representatives, agents, employees, partners and management bodies, whose personal data are subject to processing on behalf of doServe in the context and for the purposes of the relevant agreement with doServe.

This Notice may be supplemented by more specific notices and policies of doServe, such as, indicatively, the Policy for the Protection of Personal Data of doServe.

3. What personal data doServe processes and which sources it collects such data from

A. Categories of personal data processed by doServe

In view of the above, the personal data that doServe collects and processes may indicatively be the following and not all of them necessarily concern you:

a. Identification data: name and surname, father’s name, mother’s name, identity card and identity card number (ID) or passport and passport number, tax identification number, competent tax authority, social security number, date and place of birth, citizenship, sex, photo, electronic identification data such as username, signature data, etc.

b. Communication data: postal address / registration seat details, e-mail address, telephone number (home and mobile), etc.

c. Occupation and professional skills: such as, indicatively, information included in submitted CVs and/or offers you submit, in documents and supporting documents, such as professional certifications, recommendations and/or contact information for the receipt of recommendations or their confirmation by third parties, as well as professional experience or activity data, data provided in your professional card, etc.

d. Data of financial behavior, in special cases where doServe recognizes a high risk of fraud depending on the nature of the contract and the object of the services provided, and as provided by the applicable legal and regulatory framework.

e. Financial and invoicing data, including your bank account details.

f. Financial status and insurance data: indicatively, in cases where there is a legal representative of a general partnership or an individual business, income tax declarations and tax statements, insurance and tax clearance, non-bankruptcy and non-insolvency certificate, non-filing of insolvency petition on certificate, non-filing of application for suspension of payments certificate, debt data, etc., as provided by the current legal and regulatory framework and the policies of doServe.

g. Data arising throughout the duration of your relationship with doServe: indicatively communications/correspondence with doServe or third parties in the context of your duties/activities, data concerning benefits/expenses, data concerning access to premises, systems, archives and any other related electronic equipment of doServe etc.

h. Data collected through closed-circuit television from the premises of doServe as well as data concerning access to premises, systems, archives and any other related electronic equipment (such as portable storage media) of doServe or other companies of the Group to which doServe belongs.

B. Sources from which doServe collects your personal data

doServe collects your above personal data from the following sources:

a. Directly from you or from third parties acting on your behalf (e.g. agents, authorized representatives etc.) or related to you. doServe is not responsible for any illegal processing of your personal data by the above third parties.

b. From our employees, as well as from third-party service providers, suppliers and partners/affiliates of doServe.

c. From publicly accessible sources.

It is noted that the above data can also be collected or verified from companies of the Group to which doServe belongs or from third parties which provide or verify recommendations about you.

According to the GDPR, personal data should be updated and accurate. Consequently, you are obliged to inform doServe about any change of the aforementioned personal data which have been transmitted to doServe by you.

Furthermore, if you provide us with personal data of third parties, you are obliged to fully inform them in advance, including by reference to this Notice, and obtain their relevant consent, where required.

4. Why doServe collects your personal data and for which purposes it processes them

doServe processes your personal data in the context and for the purposes of the execution of your agreement. In particular, doServe processes your data for the purposes mentioned below:

A. For the execution of the agreement and the measures taken following your request prior to the conclusion of the agreement

The aforementioned processing of your personal data serves purposes, such as:

- i. Your identification, the verification of your details and communication with you, including during both the pre-contractual and contractual stage.
- ii. The management of the agreement with doServe, as well as the execution, management and in general the smooth operation of the agreement with doServe and the fulfillment of the mutual obligations thereunder.

B. For the compliance of doServe with its legal obligations

doServe processes your personal data to the extent necessary, in order to comply with the obligations imposed by the relevant legal, regulatory and supervisory framework, as well as the decisions of authorities (public, supervisory, independent, prosecutorial, etc.) or courts (regular or arbitral) and for the protection of persons and goods.

C. For legitimate interest purposes pursued by doServe or third parties (indicatively, companies of the Group, affiliates etc.)

The processing of your personal data also serves purposes such as, indicatively:

- the establishment, exercise and defense of legal claims,
- the compliance with the policies of doServe,
- the compliance with terms of contracts of doServe with third parties,
- the security of IT systems and, in general, assets of doServe and/or a third party,
- record keeping,
- protection of reputation,
- the prevention and deterrence of criminal acts or fraud against doServe or a third party, etc.

This processing is subject to a balancing exercise that the interests and your fundamental rights and freedoms that require the protection of your personal data do not prevail over the legal interests of doServe or those of the respective receivables entity.

5. Who are the recipients of your personal data

In the context of processing your personal data, doServe may transmit such data to the following recipients:

a. to the authorized employees, members of management/committees of doServe in the context of their duties and to companies of the Group to which doServe belongs.

b. to lawyers, law firms, court bailiffs, notaries, experts, accountants/auditors and providers of counselling services etc.

c. Companies for storage, archiving, management and destruction of files and data, providers of IT and maintenance services, providers of teleconference services, providers of electronic communications services, cloud computing, information society and postal services.

d. To supervisory, independent, judicial, prosecutorial, police, tax, public and/or other authorities or bodies, accredited intermediaries and centers of mediation services, arbitration courts and alternative dispute resolution bodies.

6. Transfer of your personal data outside the European Economic Area

doServe will not transfer your personal data directly to third countries or international organizations, unless such transfer is required by the applicable regulatory or legal framework.

If applicable, doServe may transfer your personal data to third countries under the following circumstances:

- i) Where the European Commission has decided that the third country, a territory or one or more specified sectors within that third country or international organization ensure an adequate level of protection, or
- ii) If appropriate safeguards have been provided from the recipient, in accordance with the national and European legislation.

In the absence of the above-mentioned circumstances a transfer may take place if:

- i) You have provided your express consent to doServe; or
- ii) the transfer is necessary for the performance of a contract between you and doServe, such as for the execution of your orders, or
- iii) the transfer is necessary for the establishment or exercise or defense of legal claims and rights of doServe, or
- iv) there is a relevant obligation arising from a legal provision or an international convention to which doServe is subject. In order to fulfill such obligation, doServe may transfer your personal data to competent national authorities so that such data are delivered through them to the respective authorities of third countries.

7. How long doServe retains your personal data

Your personal data shall be kept throughout your contractual relationship and your cooperation with doServe and for the time period which is deemed necessary under the relevant legal and/or regulatory framework and in any case, your personal data shall be kept until the fulfillment of the general limitation period set by the law, i.e. until the lapse of twenty (20) years from the -by any means- termination of your cooperation with doServe.

If there is ongoing litigation with doServe, the maintenance period of the personal data shall be extended until the issuance of an irrevocable court decision.

Also, very few necessary personal data of yours (indicatively, identification data, data included in the minutes of the management bodies of doServe etc.) may form part of the historical archive of doServe and therefore shall be kept throughout the time period of maintenance of such archive.

8. Your rights towards doServe with regard to the protection of your personal data

i) **Right of access** to your personal data that are retained and processed by us, as well as to information concerning the processing thereof (origin of the data, purposes of processing, categories of recipients, storage period).

ii) **Right to rectification** of your personal data, in the event of inaccurate data or for the purposes of completing incomplete personal data by providing any necessary document justifying the need for rectification or supplementation.

iii) **Right to object on grounds** relating to your particular situation unless the processing is necessary for the purposes of the legitimate grounds of doServe or a third party.

iv) **Right to restriction of processing** of your personal data where the accuracy of the personal data is contested by you or the processing is unlawful or doServe no longer needs your personal data for the purposes of processing, or you have objected to the processing and the verification whether the legitimate grounds of doServe override yours, is pending.

v) **Right to erasure** of your personal data from doServe's records.

Please note indicatively the following in relation with your above rights:

- doServe has in any case the right to reject your request for restriction of processing or erasure of your personal data if the processing or storage thereof is necessary for the exercise of doServe's rights or the fulfillment of the obligations of doServe towards you as well as the establishment, exercise or defense of legal claims of doServe or the compliance of doServe with its legal obligations.
- doServe also has in any case the right to refuse the erasure of your personal data, where such data cannot be erased for record keeping and filing purposes.
- The exercise of the rights above is valid for the future and does not affect the processing already performed on your personal data.

9. How you may exercise your rights towards doServe

For the exercise of your rights, you may address your relevant requests in writing, at 15th March 25 Street, 17676 Tavros, Greece or via email at dpo@doserve.gr.

doServe shall use its best endeavors to address your request within thirty (30) days from its submission. The abovementioned period may be extended by two (2) further months, if deemed necessary at reasonable discretion of doServe, taking into account the complexity and number of requests. doServe shall inform you in case of such extension within one month from the receipt of the request.

The abovementioned service is provided by doServe free of charge. However, where requests are manifestly unfounded, excessive or repetitive, doServe may, after informing the person who has submitted the request, either charge a reasonable fee or refuse to act on the request/requests.

10. Data Protection Officer of doServe

You may contact the Data Protection Officer of doServe for any matter regarding the processing of your personal data, in writing at 27 Kyprou & Archimidous Streets, 18346 Moschato, or via email at dpo@doServe.gr.

11. Right to lodge a complaint with the Hellenic Data Protection Authority

You have the right to lodge a complaint before the Hellenic Data Protection Authority for any matter regarding the processing of your personal data.

For the respective competence of the Authority and the procedure to be followed for filing a complaint, you may visit the [Hellenic Data Protection Authority website](#) (Citizen Rights > Complaint to the Hellenic DPA), where detailed information is available.

12. Security of your personal data

doServe implements appropriate technical and organizational measures to ensure lawful protection and processing, as well as the effective protection of your personal data from unauthorized access to, disclosure of, processing, loss, alteration, accidental or unlawful destruction or corruption, prohibited transmission by third parties as well as any other form of unlawful processing.

13. Updating and modifying this Notice on the processing of personal data

Η doServe, με βάση την εκάστοτε ισχύουσα πολιτική της για την προστασία των προσωπικών δεδομένων και στο πλαίσιο του εκάστοτε ισχύοντος νομοθετικού και κανονιστικού πλαισίου, ενδέχεται να αναθεωρεί ή τροποποιεί το παρόν Έντυπο Ενημέρωσης.

doServe may modify or amend this Notice, in accordance with its applicable policy on the protection of personal data and pursuant to the applicable legal and regulatory framework.

Last update: January 2026