

## Privacy Notice – Grants and Donations

ViiV Healthcare (**VH** or **we** or **us**) value your privacy and care about the way in which your personal information is treated. Where you engage with us, we want you to understand:

- [what personal information we collect about you;](#)
- [how we obtain your personal information;](#)
- [how we use your personal information;](#)
- [on what basis we use your personal information;](#)
- [how long we keep your personal information;](#)
- [with whom we share your personal information;](#)
- [the countries to which we transfer your personal information;](#)
- [how we protect your personal information; and](#)
- [your rights regarding your personal information.](#)

If you have any questions, please get in touch via one of the methods in "[Contact us](#)" below.

### What personal information do we collect about you?

The personal information that we process may include:

- your basic information – such as name (including prefix or title), gender, age or date of birth,
- your contact information – such as personal or business email, mailing address, telephone number and social media username;
- your professional details - occupation/position/role, employer, medical registration/license, specialism;
- circumstances which may create a conflict of interest – including whether you or a close family member are an officer or employee of a political party, candidate for public office, or hold a position in government;
- financial information - including bank account name, number and sort code;
- sexual behaviour, sexual orientation, gender identity or expression or HIV status.

### How do we obtain your personal information?

We collect your personal information through:

- your application when applying for a grant/donation
- our direct interaction with you, and where you provide information to us
- a conflict of interest declaration which we ask you to complete before we engage you
- through ongoing monitoring of grants and donations provided

We may combine information that we have about you from various sources, including information that you provide to us and which is collected during your engagement with you.

### How do we use your personal information?

We use your personal information for the following purposes:

- as part of the application process for a grant/donation including conducting due diligence
- to comply with legal, regulatory and other requirements, such as record-keeping and reporting obligations; conducting audits and complying with internal policies on anti-bribery and conflict of interest;
- to enter into and administer contract(s) with you as part of the grant/donation process;
- responding to and dealing with your queries or requests;
- operating our business, including managing our IT and communications systems and networks; improving our products, services and computerised systems; managing and allocating company assets and resources; planning and improving our business activities.

### On what basis do we use your personal information?

We use your personal information on the following basis:

- for *legitimate business purposes* – using personal information helps us to operate, plan and improve our business activities. It allows us to check for circumstances that could give rise to a potential conflict of interest for either you or VH. It also helps us to determine whether we may offer a grant/donation based on applicable law, industry codes and practice, and our policies;
- to *comply with legal, regulatory and other compliance obligations* – compliance with laws, regulations, rules, codes and guidance is important to us, and we would want to be able to comply with these;

- because you have given *your consent* - at times we may ask for your consent to allow us to use your personal information for one or more purposes. See [“Your rights”](#) for information about the rights that you may have if we process your information on the basis of your consent.
- To form a *contract* as part of the grant/donation process

### **How long will we keep your personal information?**

We will always keep your personal information for the period required by law. We will also keep your personal information where we need to do so in connection with legal action or an investigation involving VH. Otherwise where you have entered into a contract with us for grants/donations, we keep personal information for normally no longer than seven years unless we are required to keep for longer due to any legal or regulatory retention requirements.

### **With whom do we share your personal information?**

We share certain elements of your personal information with members of the VH group of companies and the following trusted third parties:

- Our third-party supplier who provides the software and or manage the grants/donation application process and or conducts due diligence and where your details are stored in order for us to retain records
- Our External Grants/Donation Board as part of the approval process for grants/donations;
- Charities Aid Foundation (CAF) who conduct the due diligence and payment process on our behalf

See [“Protecting your personal information”](#) for information on how we keep your personal information secure when sharing it with others.

### **Transfers of your personal information outside of your home country**

Your personal information may be processed by VH, its affiliated companies and VH’s trusted third party suppliers anywhere in the world, including in countries where data privacy laws may not be equivalent to, or as protective as, the laws in your home country.

We will implement appropriate measures to ensure that your personal information remains protected and secure when it is transferred outside of your home country, in accordance with applicable data protection and privacy laws. These measures include data transfer agreements implementing standard data protection clauses. You can find more information about data transfer agreements [here](#).

### **Protecting your personal information**

We use a variety of security measures and technologies to help protect your personal information from unauthorised access, use, disclosure, alteration or destruction consistent with applicable data protection and privacy laws. For example, when we share your personal information with external suppliers, we put in place a written agreement which commits the suppliers to keep your information confidential, and to put in place appropriate security measures to keep your information secure.

### **Your rights**

You may be entitled to:

- ask VH about the processing of your personal information, including to be provided with a copy of your personal information;
- request the correction and/or deletion of your personal information;
- request the restriction of the processing of your personal information, or object to that processing;
- withdraw your consent to the processing of your personal information (where VH is processing your personal information based on your consent);
- request receipt or transmission to another organisation, in a machine-readable form, of the personal information that you have provided to VH; and
- complain to your local supervisory authority if your privacy rights are violated, or if you have suffered as a result of unlawful processing of your personal information.

Where you are given the option to share your personal information with us you can always choose not to do so.

If you object to the processing of your personal information, or if you have provided your consent to processing and later choose to withdraw it, we will respect that choice in accordance with our legal obligations. This could mean that we are unable to perform the actions necessary to achieve the purposes of processing described (see [‘How do we use your personal information?’](#)) and may affect our decision to offer a grant/donation.

After you have chosen to withdraw your consent VH may be able to continue to process your personal information to the extent required or otherwise permitted by law.

**Contact us**

If you have questions or requests regarding this Privacy Notice, or if you would like to exercise your rights, please contact your local ViiV company using the contact information below:

**United Kingdom:**

To contact ViiV Healthcare in the United Kingdom, call +44 (0)20 8380 6200.

**United States:**

To contact ViiV Healthcare in the United States, call +1 877 844 8872.

**Rest of the world:**

Contact information for specific countries can be found in our worldwide [contact directory](#).

**Data controller and Data Protection Officer**

ViiV Healthcare UK Limited is the controller of your personal information. You can contact ViiV's EU Data Protection Officer by emailing [EU.DPO@gsk.com](mailto:EU.DPO@gsk.com). Please note that ViiV's EU Data Protection Officer is also GlaxoSmithKline's EU Data Protection Officer.