

Privacy Notice for Third Parties

Last Updated: January 2024

Dr. Reddy's Laboratories Ltd. ("Dr. Reddy's") is responsible for the processing of your personal information as it decides why and how it is processed, thereby acting as the "Data Controller". It may exercise this responsibility alone or jointly with other of Dr. Reddy's affiliates and fully owned subsidiaries, acting as "co-controller(s)". In this Privacy Notice, "we", "our" or "us" refers to Dr. Reddy's and its affiliates and fully owned subsidiaries.

For the scope of this data privacy notice ("Notice"), third parties refer to an external legal entity or party other than Dr. Reddy's, or its affiliates and subsidiaries. Such third parties include but is not limited to our suppliers or service providers, in/out-licensing partners, our distributors and wholesalers, our customers etc. This Notice clarifies the way we process personal information of representatives and/or employees as contact persons (data subjects) of such third parties or its subcontractors (will be further referred in this Notice as "you" or "your").

We value your privacy and are committed to ensuring that any personal information we receive is processed and protected in accordance with applicable data protection laws as well as with Dr. Reddy's policies and standards. Please read this Notice carefully since it sets out what personal information that relates to you directly or indirectly, we are processing and why. It also informs you of your privacy rights and how to exercise them. We are committed to keep you fully informed about our activities involving the processing of your personal information as it relates to our business partnering activities with you.

1. What personal information do we collect from you?

In the context of the above described, the personal information may be either directly provided by you or provided by our third-party (i.e. the legal entity you work for or on behalf of). Do note that the personal information listed below (including countries where company/ legal entity related information is considered personal information), will be collected only in a manner that is consistent with the purposes and/or the applicable data protection laws:

- **contact and general identification information** (e.g., name, first name, middle name, last name, gender, date and place of birth, nationality, signatures, government issued identification number and card, email and/or postal address, fixed and/or mobile phone number, and your passport and VISA information where required to fulfil our legal obligations in the country of your travel).
- **your professional information** (such as title, role, name of the company and your proforma signatures)
- **your financial and background information:** where you individually act as a third-party (e.g., sole proprietorship), your bank account details (incl. cancelled cheque), financial / credit worthiness, taxation information including account number, background information related to payment history, business/operational capabilities and performance, supported by applicable certifications where requested.
- **electronic identification and systems access data** (e.g., username, passwords, badge number, IP address, online identifiers/cookies, system login and activity logs, access and connection times, picture or facial image, on-site CCTV or voice/ meeting recordings),
- **Only when legally permitted in your country, information pertaining to legal standing, credit and background validations** depending on the position's responsibilities, information necessary to complete a background or credit or solvency check as well as judicial data and investigation data (e.g., proceedings, outcomes, information, documentation, and convictions). Please note that the performance of these checks will be dependent on several factors such as the position, as well as local availability and viability of each Dr. Reddy's legal entity offering such position. You will be provided with further details on this, should it be relevant to your application.

Insofar as strictly necessary and legally permitted, your sensitive personal information may be collected (such as visible or reported disabilities or protected group belonging, diversity and inclusion related information, labour union membership).

Please also note that where you provide personal information of other individuals such as your co-workers, you have the duty to ensure that you have directed them to this Notice and have their consent to share such information with us.

2. For which purposes do we use your personal information?

2.1 Legal basis for the processing

We will process your personal information only if we have a legitimate business purpose and a lawful basis as per the applicable local laws for that purpose. Therefore, we will only process your personal information if:

- the processing is necessary for execution and performance of the contract, including any pre-contractual steps,
- the processing is necessary for the specified purpose for which you have voluntarily provided your personal information to us (legitimate use), and in respect of which you have not indicated to us that you do not consent to the use of your personal information.
- the processing is necessary to comply with our legal or regulatory obligations,
- the processing is necessary for our legitimate interests, which do not unduly affect your interests or fundamental rights and freedoms. Examples of such legitimate interests include processing activities we undertake:
 - to offer our products and services to customers
 - to implement our company's policies related to human resources and financial practices.
 - to meet our sustainability objectives and corporate social responsibilities
 - to develop trust based professional relationship,
 - to prevent misuse, fraud, unethical or criminal activities related to our products and services, including security of our office premises, IT systems and infrastructure,
 - to manage divestments, mergers and acquisitions involving our company, etc.
- in limited scenarios we may obtain an explicit consent from you prior to processing your personal information. Where this is applicable, you also have a right to withdraw such consent.
- the processing is necessary for our compliance with any judgment or decree, or order issued under any law,

2.2 Purposes of the processing

We always process your personal information which is relevant and necessary to achieve specific and legitimate business purpose(s). Such processing may involve one or more of the following purpose(s):

- implement pre-contractual or contract renewal activities including but not limited to evaluating RFIs/ tenders, initial due diligence assessments etc.
- ongoing communication as part of management of our contractual relationships with our third parties and contacting you in case of emergencies.
- where applicable, process travel arrangements, and provide access to our systems and/or our facilities to enable our third parties to fulfil their contractual obligations based on the scope of work.
- monitor activities at our facilities for health, safety, and information security purposes and to ensure compliance with applicable policies and procedures.
- manage our IT infrastructure and resources to ensure business continuity.
- preserve our company's financial, reputational interests and intellectual property rights and ensure compliance with local legal or statutory laws and reporting requirements including tax and deductions, managing alleged cases of fraud or misconduct and litigations, conducting, or facilitating internal or regulatory audits or inspections etc.
- manage mergers and acquisitions involving our company.
- archiving and record keeping
- billing and invoicing, or
- any other purposes imposed by law or authorities.

3. Who has access to your personal information and to whom is your personal information transferred?

Please note that we do not share or otherwise transfer your personal information to recipients or third parties other than those indicated in this Privacy Notice.

Your personal information can be accessed by, or transferred to the following categories of recipients or third parties, on a need-to-know basis to achieve the purposes listed above:

- our personnel (including those representing other departments, affiliates, or subsidiaries of Dr. Reddy's),
- our other services providers or contractors who provide services and products to us. This includes but is not limited to our facility management service providers, travel booking providers, and due diligence solution providers.
- our IT systems providers, cloud service providers, database providers and consultants,
- any third party to whom we assign or novate any of our rights or obligations, and
- our advisors and external lawyers in the context of the sale or transfer of any part of our business or its assets.

The above third parties are contractually obliged to protect the confidentiality and security of your personal information, in compliance with applicable law and our policies and standards. Your personal information can also be accessed by or transferred to any national and/or international regulatory, enforcement, public body, or court, where we are required to do so by applicable law or regulation or at their request.

The personal information we collect from you may also be processed, accessed, or stored in a country outside the country where we are located, which may not offer the same level of protection of personal information. We ensure that transfers to another affiliate or subsidiary of Dr. Reddy's take place only after ensuring compliance with applicable laws and that your information is always protected in line with our global policies and standards.

If we transfer your personal information to external companies in other jurisdictions, we will make sure to protect your personal information by (i) applying the level of protection required under the local data protection/privacy laws applicable to us and to the processing of your data (ii) acting in accordance with our policies and standards and, (iii) for our entities located in the European Economic Area (i.e. the EU Member States plus Iceland, Liechtenstein and Norway, the "EEA"), unless otherwise specified, only transferring your personal information on the basis of standard contractual clauses, or other secure and lawful methods for transfer, approved by the European Commission. You may request additional information in relation to international transfers of personal information and obtain a copy of the adequate safeguard put in place by exercising your rights as set out in Section no. 6 below.

4. How do we protect your personal information?

We have implemented appropriate technical and organisational measures to provide an adequate level of security and confidentiality to your personal information, based on industry standards. The purpose of these measures is to protect it against accidental or unlawful destruction or alteration, accidental loss, unauthorized disclosure, or access and against other unlawful forms of processing.

5. How long we store your personal information?

We will only retain your personal information for as long as necessary to fulfil the purpose for which it was collected or to comply with legal or regulatory requirements.

The retention period is the term of your (or the third party's) relevant commercial agreement with us plus the period until the legal claims under such commercial agreement become time-barred, unless overriding legal or regulatory schedules require a longer or shorter retention period.

6. What are your rights and how can you exercise them?

Whenever we process Personal information, we take reasonable steps to keep your personal information accurate and up to date for the purposes for which they were collected. We will provide you with the ability to exercise the following rights under the conditions and within the limits set forth in the applicable local laws.

- the right to be informed about what personal information we have about you and how we process your data,

- the right to access your personal information as processed by us and, if you believe that any information relating to you is incorrect, obsolete, or incomplete, to request its correction or updating.
- the right to erasure of your personal information or the restriction thereof to specific categories of processing,
- the right to withdraw your consent at any time, without affecting the lawfulness of the processing before such withdrawal,
- the right to object, in whole or in part, to the processing of your personal information. With certain exceptions, this includes the right to object to direct marketing and the right to object to your data being used for research,
- the right to grievance redressal for any grievances you may have related to the way your personal information is processed, and
- the right to nominate another individual to exercise your privacy rights on your behalf in case of your death or inability to do so.
- the right to request its portability, i.e., that the personal information you have provided to us be returned to you or transferred to the person of your choice, in a structured, commonly used, and machine-readable format without hindrance from us and subject to your confidentiality obligations,
- the right to object to automated decision-making including profiling, i.e., you can request a human intervention in any automated decision-making process related to processing of your data and where such processing is not based on your consent, authorised by law or necessary for the performance of a contract. However, we don't currently make decisions solely using automated processes,

If you want to exercise the above rights or have a question you may send an email to our Data Privacy Officer at dataprivacy@drreddys.com with a scan of your identity card for identification purpose, it being understood that we shall only use such data to verify your identity and shall not retain the scan after completion of the verification. When sending us such a scan, you should make sure to redact your picture and national registry number or equivalent on the scan.

In case you are not satisfied with how we process your personal information, you can address your concern to our Data Privacy Officer using the email Id, and your concern will be investigated further.

If you still do not receive a resolution for your grievance, you also have the right to file a complaint with the competent data protection authorities, in addition to your rights above.

7. How will you be informed of the changes to our Privacy Notice?

We may change or update this Notice from time to time by posting a new Notice in our application management systems or our corporate website (www.drreddys.com). Please keep checking this Notice occasionally so that you are aware of any changes.