

PRIVACY NOTICE – SAP Ariba

This Privacy notice sets out how and why we collect, store, and use the personal data. Our approach at IKEA is to be as open and transparent as possible about how we collect and use your personal data. As well as about your data protection claims and rights. We do our best to keep your personal data safe.

1 Who is the Data Controller and whom can you contact?

The Data Controller is the entity with which the respective underlying contract was concluded: IKEA Belgium NV (company number: 0425.258.688) ("IKEA") and our registered address is Weiveldlaan 19, 1930 Zaventem.

If you have any questions or concerns regarding the processing of your data, or if you find an error on our website or in our app, contact us at:

IKEA Belgium
Privacy department
Weiveldlaan 19
1930 Zaventem - Belgium

E-Mail: privacy.belgium@ikea.com

2.1 Data processing

Processed data: Name*, first name*, email address*, telephone number*, bank account information*, associated company, role

Purpose: Access and deployment of the solution SAP Ariba.

- SAP Ariba is the central solution for purchasing and procurement at IKEA Belgium N.V.
- Supplier management: personal data is processed in the course of tenders and selection of suppliers. Contracts and supplier data are also managed.

- Creating and managing digital product and service catalogs
- Purchasing direct and indirect goods and services
- Creating and receiving purchase orders
- Managing and reconciling invoices with orders and goods receipts

Legal basis: We process your data on basis of Art. 6 Para. 1 Lit. b GDPR

Retention: We store your processed data for this purpose for a period of 10 years and then delete it.
We only process your data as long as it is required for the purposes for which we collected your data, we are legally obliged to do so or we have a corresponding overriding interest in processing it. For tax reasons, we are legally obliged to store contracts and related documents from the contractual relationship.

In order to achieve the intended purposes, it may in some cases be required to disclose your data to the following recipients:

Recipient	Purpose	Legal basis	Location of the recipient	Basis for transfer to a third country
SAP Svenska Aktiebolag	Sub-processor	Contract (Article 6 Paragraph 1 Letter b GDPR):	Sweden	Inside the EU
IBM Svenska Aktiebolag	Sub-processor	Contract (Article 6 Paragraph 1 Letter b GDPR):	Sweden	Inside and outside of EEA
Accenture Aktiebolag	Sub-processor	Contract (Article 6 Paragraph 1 Letter b GDPR):	Sweden	Inside and outside of EEA

Microsoft Aktiebolag	Sub-processor	Contract (Article 6 Paragraph 1 Letter b GDPR):	Sweden	Inside and outside of EEA
(IBM) ServiceNow Nederland B.V.	Sub-processor	Contract (Article 6 Paragraph 1 Letter b GDPR):	Netherlands	Inside and outside of EEA
CapGemini Sverige Aktiebolag	Sub-processor	Contract (Article 6 Paragraph 1 Letter b GDPR):	Sweden	Inside and outside of EEA
Ingka Business Service Center Sp. z o.o.	Sub-processor	Contract (Article 6 Paragraph 1 Letter b GDPR):	Poland	Inside the EU
IKEA US East, LLC	Sub-processor	Contract (Article 6 Paragraph 1 Letter b GDPR):	USA	Outside of EEA
Ingka Services LLP	Sub-processor	Contract (Article 6 Paragraph 1 Letter b GDPR):	India	Outside of EEA
IKEA (China) Investment Co. Ltd	Sub-processor	Contract (Article 6 Paragraph 1 Letter b GDPR):	China	Outside of EEA

2.2 Data processing regarding visits to the website, cookies, analysis services and marketing

Regarding the processed data, the purpose of processing, the legal basis and the duration in connection with cookies, please refer to the Cookie Policy: s1-eu.ariba.com/Buyer/legal/cookiestatement.

3 Are you obliged to provide data?

We have marked the necessary data that you must provide as mandatory fields with (*). The processing of data that is not marked, is neither legally nor contractually required and is not necessary for the performance of the contract. If you do not provide the required data, we will not be able to provide the service you are seeking.

4 Does automated decision-making including profiling take place?

No, we do not use automated decision-making according to Art. 22 GDPR to decide about the establishment of business relationships or other decisions that would significantly affect you in a similar way.

5 How do we keep your personal data safe?

We protect your personal data from all kinds of threats: destruction, loss, alteration, unauthorized disclosure or access. We do this in a variety of ways depending on where we store and use it. We take the security of your personal data very seriously. We have implemented various strategies, controls, policies and measures to keep your data secure and keep these measures under close review. We protect your data by using encryption techniques and we use other safeguards such as firewalls and password protection. This means that your data is protected and only accessible by co-workers who need to carry out their job responsibilities. We also ensure that there are strict physical controls in our buildings restricting access to your personal data.

6 Your rights in connection with the processing of personal data

You can (i) request information from us as to whether and what personal data we have stored about you and receive copies of this data, (ii) request the correction, addition or deletion of your personal data that is incorrect or is not processed in accordance with the law, (iii) request that we restrict the processing of your personal data, (iv) object to the processing of your personal data under certain circumstances or withdraw your consent previously given for the processing, (v) request data that you have given us in a transferable format and (vi) lodge a complaint to the Belgian Data Protection Authority (Drukpersstraat 35, 1000 Brussels – contact@apd-gba.be). To assert the above-mentioned rights, please contact us via privacy.belgium@ikea.com

Last update: March 2025