

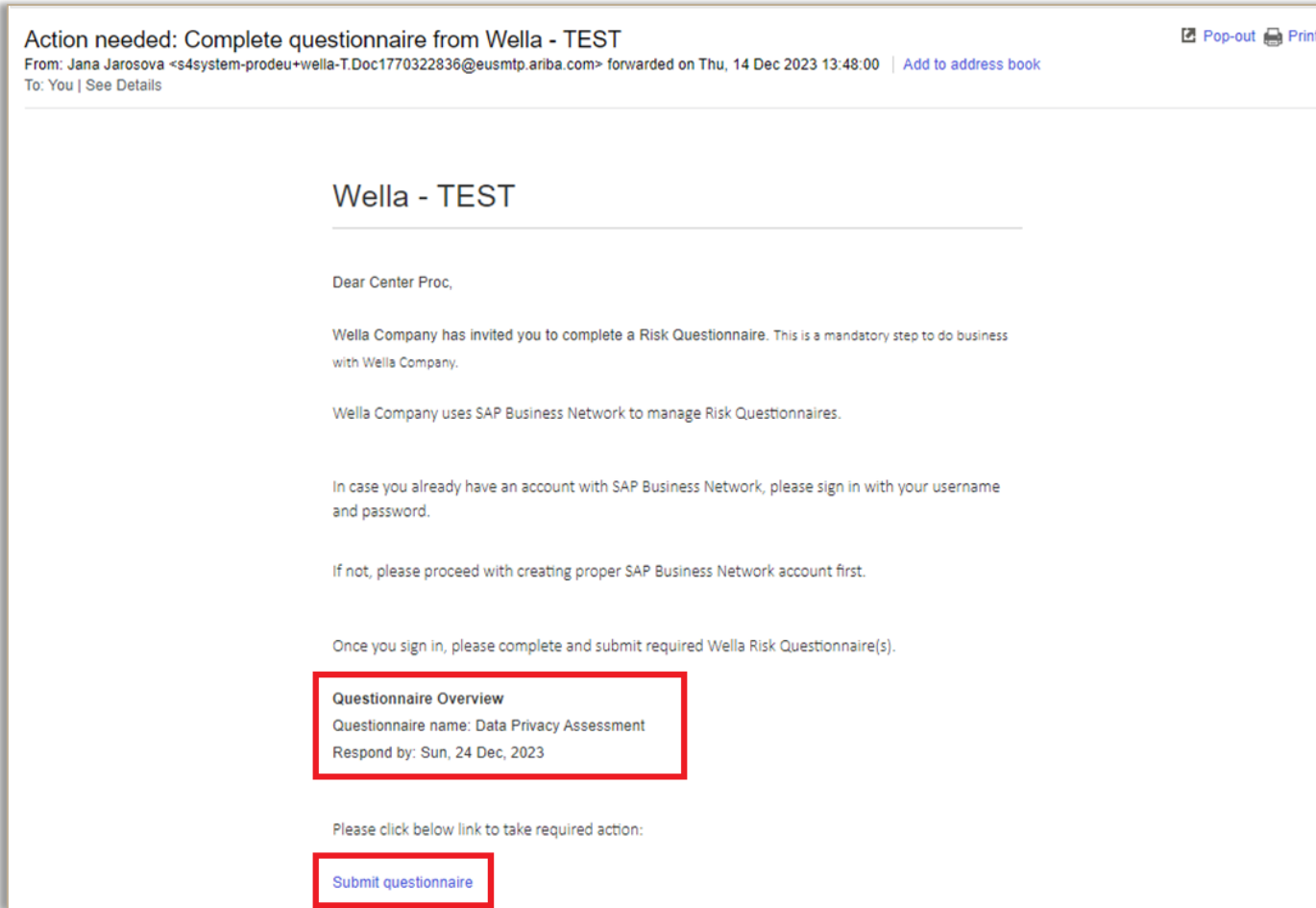


# Supplier Questionnaire

Data Privacy Assessment



# EMAIL NOTIFICATION



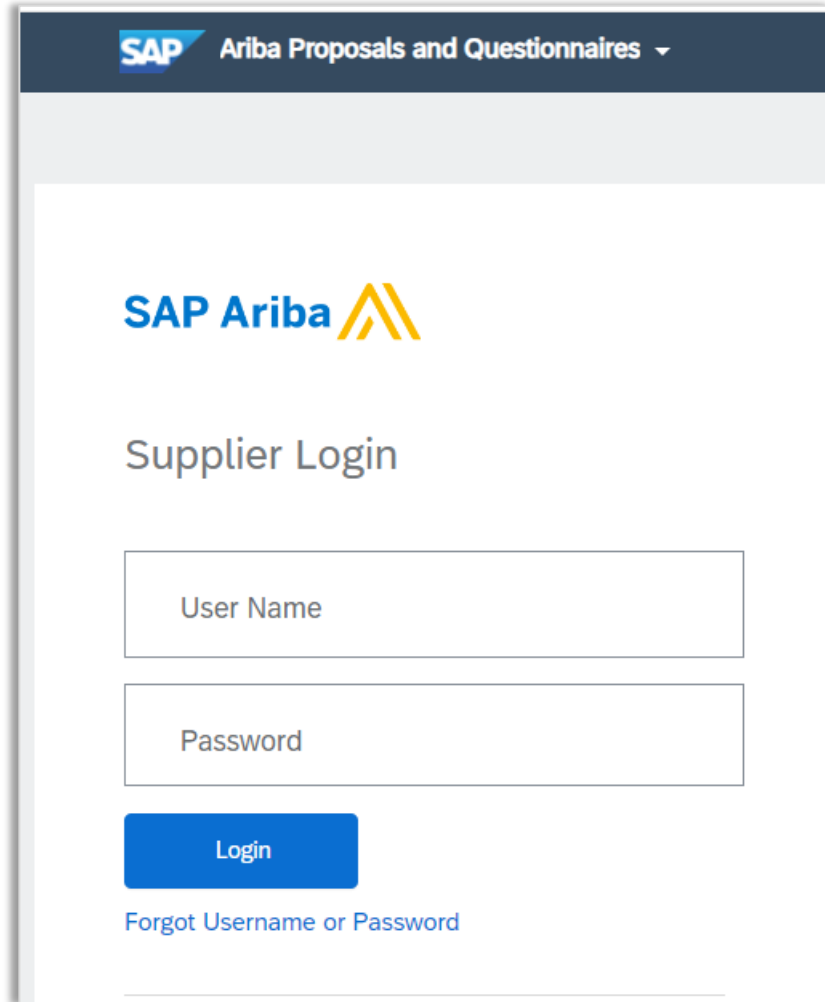
You will receive an email notification from SAP Business Network to complete Due Diligence Questionnaire.

‘Questionnaire Overview’ describes the type of a required questionnaire and provides the due date. Please ensure this is responded by the date indicated in the email. After that, the link will expire.

Please go to ‘**Submit Questionnaire**’ mentioned in the email to be directed to SAP Business Network Questionnaire.

**Important:** Completing the assessment is a mandatory element of Wella New Supplier Onboarding process. Please note that in case the required assessment does not get completed and submitted, Wella will not approve individual company to become a supplier.

# LOGIN



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

**Login :** If you have already registered on SAP Business Network network then you can proceed to 'Login' using your SAP Business Network credentials.

**Reset credentials :** If you are an existing supplier on SAP Business Network but have forgotten your credentials, then you can reset it by selecting 'Forgot Username and password' and follow the instructions provided.

**Register :** If you do not have an account with SAP Business Network, you can proceed with creation a new account by clicking 'Register Now'.


**Important** – there is no cost associated with the Standard SAP Business Network Account creation.

# LOGIN

Once you login on the SAP Business Network Home Page, you will find a section for 'Questionnaires' for the due diligence. In this section you will find proper Wella assessment required to complete a new supplier onboarding process. The assessment can be dedicated to either Data Privacy and/or Security.

If you have already responded to one of the questionnaire then it will be in 'Pending Approval' status and if there is a new or an open questionnaire it will be in 'Not Responded' status.

Click on the title of the questionnaire to open.

Questionnaires 					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
<a href="#">Data Privacy Assessment</a>	Doc1770322836	1/7/2024 3:31 PM	(no value)	(no value)	Not Responded
<a href="#">Security Assessment (A)</a>	Doc1770064498	1/7/2024 3:14 PM	(no value)	(no value)	Not Responded

# QUESTIONNAIRE

Once you have clicked on the title, you will be directed to the questionnaire. To have a full screen view, please click on the down arrow. You can either view all the content at once, or you can click on the sections number (35, 37) mentioned on the sidebar and complete it section by section.

The screenshot displays a questionnaire interface. On the left is a sidebar with navigation options: 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. Below these is a section titled 'Event Contents' with three items: 'All Content' (highlighted with a red box), '35 Attachments', and '37 Approval for Data Pr...'. The main content area is titled 'All Content' and contains three questions:

- Question 1: "What categories of data subject (individual) does the personal data relate to?" with a list of 13 categories, each preceded by an unchecked checkbox. The categories are: Associated Persons, Consumer Customers, Customers (B2B), Customer Staff, Employees, Individual Contractors, Influencers, Models, Site Visitors, Suppliers, Business Partners and Service Providers, Suppliers, Business Partners and Service Provider Staff, Website Visitors, and Others.
- Question 3: "Where are the data subjects (individuals) located?" with a text input field.
- Question 4: "What categories of personal data do you process?" with a list of 10 categories, each preceded by an unchecked checkbox. The categories are: Account Information, Appearance and characteristics including images, videos and photographs, Browsing Information, Consumer Customer, Cookie Information, Education, Training, Professional Experience and Affiliation Information, Employment Information, Equality and Diversity information, Family, lifestyle and personal preference information, and Financial.

# QUESTIONNAIRE

These questions are related to Data Privacy and mandatory once are marked with (\*) sign. Some questions are with yes/no drop-down and some are free text.

You can also select multiple options. IF needed, you will be asked to upload a supporting document.

The screenshot shows a questionnaire interface. On the left, there is a sidebar with navigation links: "Event Messages", "Event Details", "Response History", and "Response Team". Below these is a section for "Event Contents" with sub-items: "All Content", "35 Attachments", and "37 Approval for Data Pr...". The main content area is titled "All Content" and shows a table with columns "Name" and "1". The first row is for question 1: "What categories of data subject (individual) does the personal data relate to?". To the right of the question is a list of categories with checkboxes, marked with a red asterisk (\*). The categories are: Associated Persons, Consumer Customers, Customers (B2B), Customer Staff, Employees, Individual Contractors, Influencers, Models, Site Visitors, Suppliers, Business Partners and Service Providers, Suppliers, Business Partners and Service Provider Staff, Website Visitors, and Others.

The screenshot shows a questionnaire interface. On the left, there is a sidebar with navigation links: "Event Messages", "Event Details", "Response History", and "Response Team". Below these is a section for "Event Contents" with sub-items: "All Content", "35 Attachments", and "37 Approval for Data Pr...". The main content area is titled "All Content" and shows a table with columns "Name" and "1". The first row is for question 5: "Does this include any Sensitive Information?". The second row is for question 7: "Does this include any information relating to vulnerable people or children?". The third row is for question 8: "What is the approximate volume of personal data (PII) you will process on behalf of Wella?". The fourth row is for question 9: "Please provide a brief description of the nature and purpose(s) of the processing". The fifth row is for question 10: "Does it include any of the following processing activities, which are considered high risk:". The sixth row is for question 11: "Do you process Wella personal data beyond the scope of the services provided?". The seventh row is for question 13: "Will you rely on any sub-processors / third parties to process personal data in order to provide the service to Wella?". The eighth row is for question 15: "Do you ensure that the information security and data processing obligations outlined in the respective schedule in your contract with Wella flow down to these sub-processors / third parties?". The ninth row is for question 16: "Where will the processing take place?". The tenth row is for question 17: "Will you transfer any Wella personal data from one country to another?". The eleventh row is for question 22: "Do you have a Privacy / Data Protection Policy?". The twelfth row is for question 23: "Do you have a Privacy / Data Protection Policy?".

# ATTACHMENT

The last section is for Attachment. This section is not marked as mandatory but if you have any document, you can add it in this field. You can attach only one document. However, if you have multiple documents then please created a ZIP file and attach the same to the field.

The screenshot displays a software interface for managing attachments. On the left, a sidebar contains navigation links: 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents', 'All Content', '35 Attachments', and '37 Approval for Data Pr...'. The main content area is titled 'Attachments' and includes a '(Section 1 of 2) Next' link and a grid icon. A table with the header 'Name ↑' contains one entry: '35.3 Additional Attachment'. To the right of this entry is a red-bordered button labeled 'Attach a file'. Below the table, a note states '(\*) indicates a required field'. At the bottom of the interface, there are four buttons: 'Submit Entire Response' (dark blue), 'Save draft', 'Compose Message', and 'Excel Import'.

# SUBMIT

Once the questionnaire has been completed, please click on 'Submit Entire Response'. You will get a pop-up and select 'OK' to proceed.

on behalf of Wellia?

34  
Do you ensure that all workforce personnel are aware of security policies and procedures, and their roles and responsibilities with respect to security and data protection?  
For example via training, periodic awareness tips and updates etc.

\* Yes

▼ 35 Attachments

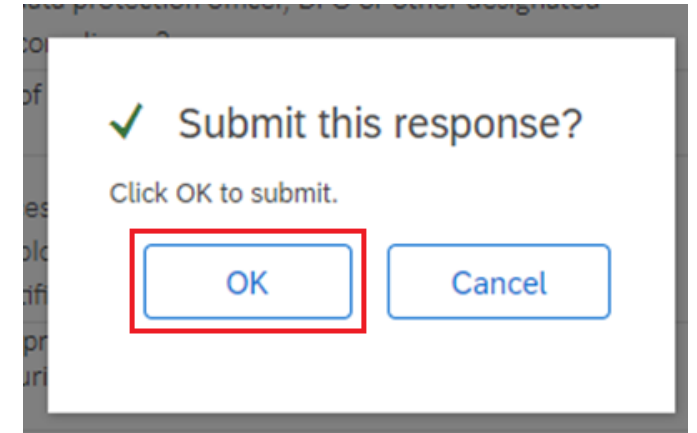
35.3 Additional Attachment test.txt Update file Delete file

▼ 37 Approval for Data Privacy

37.1 Approval for Data Privacy 8

(\*) indicates a required field



Submit Entire Response Save draft Compose Message Excel Import







# SUBMIT

You will get a notification at the top of the questionnaire that the response has been submitted and the status of the questionnaire will change to 'Pending Approval'. If the team find some discrepancy or need more information, they questionnaire will be sent back to you and the status will turn to 'Pending Resubmission'

 Doc1770322836 - Data Privacy Assessment  Time remaining  
9 days 22:52:19

 Your response has been submitted. Thank you for participating in the event.

Questionnaires 					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Data Privacy Assessment	Doc1770322836	12/28/2023 4:39 PM	(no value)	(no value)	Pending Approval
▼ Status: Open (1)					
Security Assessment (A)	Doc1770064498	1/7/2024 3:14 PM	(no value)	(no value)	Not Responded

