

## Privacy Notice – Employment

This privacy notice tells you about the information we process about you whilst you are an employee of Applicable, and in some aspects after you cease to be an employee. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### Who are we?

We are Applicable Ltd (Applicable). Our main office of operation is 3120 Great Western Court, Bristol, BS34 8HP. You can contact us by post FAO Data Protection Officer at the above address or by email at [dpo@applicable.com](mailto:dpo@applicable.com).

Following the UK's exit from the European Union, as of the 1<sup>st</sup> January 2021 we are required to provide a Data Protection Representative within the EEA allowing EU citizen data subjects to raise matters directly to this representative for the purposes of the EU GDPR. Applicable have appointed DataRep to undertake this role on our behalf and they can be contacted by email at [applicable@datarep.com](mailto:applicable@datarep.com).

### How do we use your personal data?

**As a general part of your employment**

**Making sure you get paid and pay the right tax**

**For your health and safety**

**To review and assess your performance at work**

**As part of training and development**

**As part of utilising business systems**

### As a general part of your employment

When you become an employee of Applicable, we need you to provide a variety of personal information, including your name, address, contact telephone number, date of birth and next of kin. Without this information we will be unable to employ you.

This information is collected to be able to put in place and maintain our employment contract with you, and to allow you to participate in the business activities for which you have been employed.

We are also required by law to take a scan of your passport in order to confirm your right to work in the country of your employment with Applicable.

During your employment with us we will generally collect additional information about you to allow us to legal obligations as well as areas such as equal opportunities monitoring. This may include details of gender, racial origin, disability etc.

Information about your employment with us is stored and processed within a third party Human Resources system which is based within the UK. The provider of this system is contractually bound to provide adequate safeguards over your personal data.

We will keep information about your employment with us for as long as you are an employee, and in line with Applicable's Retention Policy, after your employment has ended, unless we are required to retain specific information by law.

We do not use the information you provide to make any automated decisions that might affect you.

### **Provision of references after your employment**

Should you leave Applicable as your employer part of the role of an ex-employer is the provision, upon their request, of references to prospective new employers. Applicable have taken legal advice and following that advice hold a Legitimate Interest to provide such information. Any information supplied are statements of fact and no opinions are offered on behalf of the Applicable business.

### **Making sure you get paid and pay the right tax**

As part of our employment contract with you, and to meet our legal obligations to the tax authority, we need to hold details of your salary or wage rate, terms and conditions, benefits, hours worked, tax code, previous earnings and, if applicable, other information to do with overtime, bonuses, benefits and pensions etc.

Without this information we will be unable to pay you.

Payroll is processed in the UK by Applicable itself. Specialist third parties are contracted to do so in our other countries of operation.

We will keep information about your pay and benefits for as long as you are an employee, and in line with Applicable's Retention Policy after your employment has ended, unless we are required to retain specific information by law.

We do not use the information you provide to make any automated decisions that might affect you.

### **For your health and safety**

To meet our legal obligations in the area of health and safety, we hold information about your health, including details of occupational health reports, injuries and sickness. This information is required by law.

This data may be shared with third party occupational health services. Such information will reside within the country you are employed.

Information about you in the area of health and safety will generally be retained for as long as you are an employee, except where we are legally required to keep it for a longer period as specified within the relevant legislation.

We do not use the information you provide to make any automated decisions that might affect you.

### **To review and assess your performance at work**

During your employment information may be generated about your performance at work and, in some circumstances, regarding disciplinary action or warnings. We will use and retain this information on the grounds of our legitimate interest, which is to ensure that work is completed to an acceptable standard in support of our business processes.

This information is held locally and within the secured HR system. This information is not shared with any third parties.

Performance and disciplinary information is held for as long as you continue to be an employee, in line with Applicable's Retention Policy after the end of your employment and longer if it is necessary to defend a legal claim.

We do not use the information you provide to make any automated decisions that might affect you.

### **As part of training and development**

As part of training and employee development activities, we may keep records of training courses attended and other learning opportunities, including the nature of the activity and the dates attended. We will use and retain this information on the grounds of our legitimate interest, which is to ensure that adequate training is provided and that our employees are suitably qualified to fulfil their roles within the business.

This information is held locally within the business and on the HR system and is not shared with any third parties.

Information about training and development is held for as long as you continue to be an employee, and in line with Applicable's Retention Policy after the end of your employment, and longer if we are required to keep it for legal reasons.

We do not use the information you provide to make any automated decisions that might affect you.

### **As part of utilising business systems**

Within your role you utilise online IT systems. The utilisation of such systems results in information of the usage being captured in the system history and related logs. This information is held for our legitimate interests around business contract delivery, quality of service delivery and legitimate interests around subjects such as cyber-security and crime prevention.

Information relating to security logs with Applicable's Security Incident and Event Management (SIEM) solution involves storage on Applicable servers currently located within secured third party datacentres within the UK, USA, Singapore, and Australia. A third-party supplier aids in the review and reporting on these logs and as these services are provided from the USA and India. These activities constitute an international transfer. The hosting locations and review supplier are appropriately contracted including data protection elements, have necessary Technical and Organisational Measures in place to meet the GDPR (EU and/or UK) / Data Protection Act 2018 requirements for their service.

Circumstances for quality of service or incident resolution could also result in log information being shared with a supplier for achieving resolution. In such instances the supplier will have been GDPR (EU and/or UK) validated and the country from which the support will be provided will be also be validated as being within the UK or Europe (EEA), an approved country for data privacy protection or additional evidence provided that necessary GDPR required technical and organisational measures are in place for the information to be shared.

This information is held in line with Applicable's Retention Policy.

We do not use the information gathered to make any automated decisions that might affect you.

### **Your rights over your information**

By law, you can ask us what information we hold about you, request to have access to it, and you can ask us to correct it if it is inaccurate.

In those cases where we process your information for contractual reasons, you can ask us to give you a copy of the information.

If you believe we are not using your information lawfully you can ask us to stop using it for a period of time. In some circumstances, you may have the right to ask us to erase your personal data.

We apply the same high level of data privacy and rights to all employees in all our countries of operation.

To submit a request by email or post, please use the contact information provided above.

### **Your right to complain**

If you have a complaint about our use of your information, we would prefer if you raise it with us in the first instance as this would provide us the opportunity to put it right. Should you need to escalate a complaint you should:

In the UK, as escalation you can contact the Information Commissioner's Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or write to them at:

Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

In the EU, as escalation you can contact the Autoriteit Persoonsgegevens (formerly known as the College Bescherming Persoonsgegevens) via their website at <https://autoriteitpersoonsgegevens.nl/en> or write to them at:

Autoriteit Persoonsgegevens  
PO Box 93374  
2509 AJ Den Haag  
The Netherlands