

UK FAIR PROCESSING NOTICE (v.7) – APPLICANTS, CURRENT AND EX-EMPLOYEES & CONTINGENT WORKERS

1. OVERVIEW

This Fair Processing Notice ('notice') applies to all applicants, current and ex-employees & contingent workers of Howden Group Services Limited (the Company) who are employed in the United Kingdom and Ireland, and provides important information about how the company use personal data.

2. PROCESSING YOUR DATA

Howden Group Services Limited ("HGSL") is the data controller for the personal information you provide during your employment.

The company collects and processes your personal information for the purposes described in this notice. The Company may change or update this notice at any time.

Should we materially change our approach to data protection, you will be informed of these changes or made aware that we have updated the notice.

If you have any queries about the process, or how we handle your information please contact the HR team via Workday Help.

3. CATEGORIES OF DATA

During your recruitment, employment and post-employment with us the Company control and process the following categories of data:

Categories of Data	Employment Category
Employee related data: Name, address, Date of Birth (DOB), contact information, gender, HMRC PAYE details, National Insurance details, National Insurance number, bank details, marital status, driver's license, details of any disabilities which require workplace adjustments, photos, hobbies, interests and diversity data including but not limited to ethnicity, race, religious beliefs and sexual orientation.	<ul style="list-style-type: none">• Applicants• Employees• Contingent Workers• Ex-employees
Emergency contact details : Name, relationship to the employee, contact details	<ul style="list-style-type: none">• Employees• Contingent Workers• Ex-employees
Recruitment and selection: Job history, education - qualification certificates, agency name, referral details, proof of unemployment, interview notes , tests, pre-employment screening, conflict of interest: information on directorships, interest in other companies, candidate survey feedback and reporting.	<ul style="list-style-type: none">• Applicants• Employees• Contingent Workers• Ex-employees

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<p>Right to work information: Valid passport and visa, National Identity Card or long birth certificate and proof of National Insurance number, proof of address, UK immigration details, nationality.</p>	<ul style="list-style-type: none"> • Applicants • Employees • Contingent Workers • Ex-employees
<p>Employee Lifecycle information/changes: Salary, job details, fit and proper assessment and certificates, notice period, responsibilities, working hours, location, length of service, working time records, County Court Judgements/Certificate of Earnings, roles in Workday.</p>	<ul style="list-style-type: none"> • Employees • Contingent Worker • Ex-employees
<p>Reward and Benefit data: Salary, pension, bonus, allowances, shareholding, loans and ad-hoc advances, benefit selections, dependant and beneficiary details including their name, address, DOB and gender, medical information, length of service details.</p>	<ul style="list-style-type: none"> • Employees • Ex-employees
<p>Family Leave of Absence information:</p> <ul style="list-style-type: none"> • Maternity: Expected week of confinement, doctor’s name and address, MatB1 Certificate, risk assessments, child’s DOB, holiday entitlement, working patterns, leave eligibility, dates and reasons. • Paternity: Expected week of confinement, child’s DOB. • Adoption: Matching Certificate/Official Notification, notice of intention to take leave, confirmation of leave and annual leave usage/allowances. • Shared parental (adoption and birth): Notice of entitlement and intention to take leave, curtailment notice, Matching Certificate/Official Notification (adoption), Birth Certificate (birth). 	<ul style="list-style-type: none"> • Employees • Ex-employees
<p>Sickness/Holiday:</p> <ul style="list-style-type: none"> • Sickness: Doctor’s name (or other Medical Practitioner) and address, details of condition, return to work conversation(s), time off dates and reasons, GP/Medical Practitioner report request & response, occupational health referral & response. • Holiday: Booking and entitlement. 	<ul style="list-style-type: none"> • Employees • Ex-employees
<p>Career :</p> <ul style="list-style-type: none"> • Career development plans, Continuing Personal Development (CPD) data, goals and objectives, development plans, performance, performance rating, talent descriptor, professional institute membership number, professional qualifications, professional qualification sponsorship application(s), Learning Agreement (s). 	<ul style="list-style-type: none"> • Employees • Ex-employees

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<p>Employee relations data:</p> <ul style="list-style-type: none"> • Details of data generated with reference to employee relations policies and processes (which may include but is not limited to Disciplinary Policy, Grievance Policy, Capability Policy/Bullying and Harassment Policy/Whistleblowing Policy or any employment matters where it has been indicated to the employee that a record of the issues will be made). This will include documents such as meetings invitation letters, confirmation of outcome letters, meeting notes/summary notes, personal data referred to during the meeting e.g. Workday records. • Performance improvement emails relating to employee's performance, invitation letters, Performance Improvement Plans (PIP), confirmation of outcome of PIP, confirmation of outcome letters as per Capability Policy and Procedure. • Consultation meeting invites, consultation meeting notes, letter confirming redundancy, settlement agreement and correspondence with legal representatives (if applicable), calculation sheets for redundancy payments, completion of statutory forms e.g. HR1. • Flexible working application (s), flexible working outcome letter, employee file notes. • TUPE details of any claims or actions brought against the Transferor by the employee within the previous 2 years (e.g. Tribunal claims). • Employee Surveys, feedback and reporting. 	<ul style="list-style-type: none"> • Employees • Ex-employees
<p>Leaver information: Resignation letter, resignation acceptance, settlement/redundancy agreement, employee leaver survey, exit Interview Notes, death certificate, reason for leaving, approved reference and regulatory references.</p>	<ul style="list-style-type: none"> • Employees • Contingent Worker • Ex-employees
<p>Expense claim information: Expense claims past and present</p>	<ul style="list-style-type: none"> • Employees • Ex-employees

4. PROCESSING DATA

The Company processes your data in order to facilitate essential business activities for different purposes and we are relying on a number of lawful grounds.

The lawful grounds that we are relying on for each purpose is set out in the table below. By way of summary, these include:

- Performance of our contract with you
- Compliance with a legal obligation and legal claims
- For our legitimate business interests (or those of a third party)
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Where we have indicated that the processing activities are necessary for our “Legitimate Interest”, we consider that our “Legitimate Interest”, is to ensure fair and effective recruitment of suitable personnel and the effective reward, administration, support, development and management of staff. This is important to ensure that the Company continues to meet its business objectives and goals both in the short and long term; maintains its reputation; and continues to attract and retain high calibre staff. Any additional legitimate interests are set out below.

Activities (Purposes)	This processing is necessary:
Recruitment and selection of all employees including pre-employment screening	<ul style="list-style-type: none"> • To take steps at the applicant's request to enter a contract of employment. • For the purpose of the legitimate interests pursued by the Company.
On-boarding employees onto Workday and other systems and entering into contracts	<ul style="list-style-type: none"> • To take steps at the applicant's request to enter a contract of employment. • For compliance with regulatory obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.
Right to Work checks	<ul style="list-style-type: none"> • To take steps at the applicant's request to enter a contract of employment. • For the compliance with legal obligations to which the Company is subject.
Providing and administering employee remuneration, benefits, incentive schemes and share schemes	<ul style="list-style-type: none"> • To perform the contract between you and the Company. • For the purpose of the legitimate interests pursued by the Company.
To support HR administration, maintaining and processing general records necessary to manage the employment of the worker (including making Employment Lifecycle changes)	<ul style="list-style-type: none"> • To perform the contract between you and the Company. • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.
Allocating and managing duties and responsibilities for employees	<ul style="list-style-type: none"> • To perform the contract between you and the Company. • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.

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To provide access, technical support and maintenance for Workday and other information systems	<ul style="list-style-type: none"> • To perform the contract between you and the Company. • For the purpose of the legitimate interests pursued by the Company.
Managing and operating performance, employee relations cases, employee surveys/feedback and reporting, management information (including diversity monitoring) and other informal and formal HR processes and making related management decisions	<ul style="list-style-type: none"> • To perform the contract between you and the Company. • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.
Managing the training, development, promotion, career of employees and succession planning for the business	<ul style="list-style-type: none"> • To perform the contract between you and the Company. • For the purpose of the legitimate interests pursued by the Company.
Processing information about absence or medical information in order to support employees to get access to benefits, to return to work or providing additional support as applicable	<ul style="list-style-type: none"> • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.
Complying with reference requests where the Company is named by the individual as a referee	<ul style="list-style-type: none"> • For the purpose of the legitimate interests pursued by the Company.
Complying with reference requests for KYC Directors requests	<ul style="list-style-type: none"> • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.
Disaster Recovery and business continuity	<ul style="list-style-type: none"> • To perform the contract between you and the Company. • For the purpose of the legitimate interests pursued by the Company.
Management of Company premises, facilities and Health & Safety	<ul style="list-style-type: none"> • To perform the contract between you and the Company. • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.

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<p>Complying with employment laws and regulation to which the Company is subject in the conduct of its business</p>	<ul style="list-style-type: none"> • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.
<p>To enforce our legal rights and obligations, and for any purposes in connection with any legal claims made by, against or otherwise involving you</p>	<ul style="list-style-type: none"> • To perform the contract between you and the Company. • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.
<p>To comply with lawful requests by public authorities</p>	<ul style="list-style-type: none"> • To perform the contract between you and the Company. • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company. The Company considers that it has a legitimate interest in ensuring that it complies with all legal requirements placed on it, whether those are EU obligations or non-EU obligations. The Company wishes to maintain its reputation as a good corporate citizen and to act appropriately in all the countries in which it does business.
<p>Providing and administering employee expenses in order to compensate employees appropriately</p>	<ul style="list-style-type: none"> • To perform the contract between you and the Company. • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.
<p>Risk and audit management activity (internal and external) to assess and report on risks/results.</p>	<ul style="list-style-type: none"> • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.
<p>Financial planning and analysis</p>	<ul style="list-style-type: none"> • For the compliance with legal obligations to which the Company is subject. • For the purpose of the legitimate interests pursued by the Company.
<p>Media subscription services</p>	<ul style="list-style-type: none"> • For the purpose of the legitimate interests pursued by the Company.

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IT services, management and administration	<ul style="list-style-type: none">• To perform the contract between you and the Company.• For the compliance with legal obligations to which the Company is subject.• For the purpose of the legitimate interests pursued by the Company.
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Additional information regarding specific processing of personal data may be notified to you locally or as set out in applicable policies. In particular, additional details of IT monitoring and management of confidential information are set out in the Company's Information Security Policy.

5. PROCESSING SPECIAL CATEGORIES OF PERSONAL DATA

On occasion, we will process sensitive personal data as part of the activities described above. This type of personal data is referred to as "**Special Categories**" of personal data. This may include information related to your health and, to the extent that you provide it to us, information relating to your race, ethnicity, political opinions, religious or philosophical beliefs, sexual orientation and trade union membership.

Where processing of these categories of data takes place, we process the same under one of the following bases:

- The processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or the Company in the field of employment law, social security and social protection law, to the extent permissible under applicable laws;
- The processing is necessary to protect your vital interests or of another person where you are physically or legally incapable of giving consent (for example in exceptional emergency situations, such as a medical emergency); or
- The processing is necessary for the establishment, exercise or defence of legal claims.

This will include the following activities and purposes, although this is not an exhaustive list. In each of the cases set out below, the processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or the Company in the field of employment law, social security and social protection law, to the extent permissible under applicable laws.

We will process special categories of personal data as follows:

- In order to assess and review eligibility to work for the Company in the UK;
- To carry out the collection of statistical data subject to local laws, or where required to record such characteristics to comply with equality and diversity requirements of applicable local legislation or to keep the Company's commitment to equal opportunity under review;

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- For compliance with employment, health and safety or social security laws. For example, to provide statutory incapacity or maternity benefits, avoid breaching legal duties to you, to ensure fair and lawful management of your employment, avoid unlawful termination of your employment, to administer the Company's private medical and long term disability schemes, to make reasonable accommodations or adjustments and avoid unlawful discrimination or dealing with complaints arising in this regard;
- To administer your trade union membership and ensuring that any relevant rights that you may have in connection with any Trade Union membership are complied with, as required to enable us to meet our obligations under employment law; and
- To manage and investigate of any complaint under the Company's grievance policy (or other relevant policies), where such characteristics or information are relevant to the particular complaint, in order to comply with employment law obligations.

6. CONSENT

We may seek your consent to certain processing which is not otherwise justified under one of the above bases set out under headings 4 and 5 above. If consent is required for the processing in question, it will be sought from you separately to ensure that it is freely given, informed and explicit. Information regarding the relevant processing will be provided to you at the time that consent is requested, along with the impact of not providing any such consent.

You should be aware that it is not a condition or requirement of your employment to agree to any request for consent from the Company.

7. DATA COLLECTION

We may collect your personal data from various sources, including:

- You;
- Your family members, employer or representative;
- Your manager;
- Pre-employment screening providers;
- Benefit providers;
- Professional Qualification Bodies;
- Government agencies (including HMRC) and Courts;
- Previous employers; and
- Regulators (depending upon the type of role).

We do not collect more information than we need to fulfil our purposes.

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Where we ask you to provide personal data to us on a mandatory basis, we will inform you of this at the time of collection and in the event that particular information is required by the contract or statute this will be indicated. Failure to provide any mandatory information will mean that we cannot carry out certain HR processes. For example, if you do not provide us with your bank details, we will not be able to pay you. In some cases, it may mean that we are unable to continue with your employment or engagement as the Company will not have the personal data we believe to be necessary for the effective and efficient administration and management of our relationship with you.

Apart from personal data relating to you, you may also provide the Company with personal data of third parties, notably your dependents and other family members, for purposes of HR administration and management, including the administration of benefits and to contact your next of kin in an emergency. Before you provide such third party personal data to the Company you must first inform these third parties of any such data which you intend to provide to the Company and of the processing to be carried out by the Company, as detailed in this Privacy Notice.

8. DATA RETENTION

The Company endeavours to ensure that personal data are kept as current as possible and that irrelevant or excessive data are deleted or made anonymous as soon as reasonably practicable.

We retain records containing personal data for the life of your employment and the following 7 years, unless there is a legal or regulatory obligation to do otherwise. This means that some personal data may be retained for varying time periods in order to comply with legal and regulatory obligations and for other legitimate business reasons. Further information on data retention can be found in the HGH UK Retention, Archiving and Disposal (RAD) Policy.

9. DATA SHARING

Within the Company, your personal data can be accessed by or may be disclosed internally on a need to know basis to:

- local, [regional and global] Human Resources, including managers and team members;
- local, regional and executive management responsible for managing or making decisions in connection with your relationship with the Company or when involved in an HR process concerning your relationship with the Company (including, without limitation, staff from Business Risk/Compliance, Legal, Human Resources and Information Security);
- system administrators; and
- where necessary for the performance of specific tasks or system maintenance by staff in the Company teams such as the Finance and IT Department and the Global HR information systems support team.

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Certain basic personal data, such as your name, location, job title, contact information, employee number, photo and any published skills and experience profile is also accessible to other employees.

Your personal data is also accessed by third parties, and their associated companies and sub-contractors, whom we work together with for providing us with services, such as administration support, payroll services and the hosting, supporting and maintenance of our HR information systems.

Examples of third parties with whom your data will be shared include tax authorities, regulatory authorities, the Company's insurers, bankers, IT administrators, lawyers, auditors, investors, consultants and other professional advisors, payroll providers, and administrators of the Company's benefits programs. We also share data with the following:

- Recruitment & Selection providers;
- Pre-employment Screening providers;
- Benefit providers;
- Employee Survey providers;
- Tax support providers;
- Global Mobility providers;
- Payroll, Benefit and HR Administration providers (including European/Global HR/Payroll/Benefit providers as applicable); and
- Government and Regulatory agencies.

We also share data externally in some circumstances where you ask us to do so e.g. Employee requested references.

The Company expects any third parties to process any data disclosed to them in accordance with applicable law, including with respect to data confidentiality and security. Where these third parties act as a "data processor" (for example a payroll provider) they carry out their tasks on our behalf and upon our instructions for the above mentioned purposes. In this case your personal data will only be disclosed to these parties to the extent necessary to provide the required services.

In addition, we may share personal data with national authorities in order to comply with a legal obligation to which we are subject. This is for example the case in the framework of imminent or pending legal proceedings or a statutory audit.

10. TRANSFER OF PERSONAL INFORMATION

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From time to time your Personal Information (including special categories of Personal Information) will be transferred to associated companies of the Company to process for the purposes described in this Privacy Notice.

These associated companies may be located within the UK, the European Union and elsewhere in the world. Personal Information may also be transferred to third parties e.g. service providers or regulators as set out above), who may have systems or suppliers located outside the UK or the European Union. In particular, your personal data will be shared with Workday in the US and WNS in India, in connection with HR Administration processes.

As a result, your Personal Information may be transferred to countries outside of the country in which you work to countries whose data protection laws may be less stringent than yours.

The Company will ensure that appropriate or suitable safeguards are in place to protect your personal information and that transfer of your personal information is in compliance with applicable data protection laws. Where required by applicable data protection laws, the Company has ensured that service providers (including other Company associated companies) sign standard contractual clauses as approved by the European Commission or other supervisory authority with jurisdiction over the relevant Company exporter. You can obtain a copy of any standard contractual clauses in place which relate to transfers of your Personal Information by contacting HR via Workday Help.

11. YOUR RIGHTS

- **Right to access, correct and delete your Personal Information** - The Company aims to ensure that all Personal Information is correct. You also have a responsibility to ensure that changes in Personal Information are notified to the Company so that we can ensure that your data is up-to-date. You can see and update most of this data yourself via Workday.
 - Subject to certain exemptions, you have the right to request access to any of your Personal Information that the Company may hold, and to request correction of any inaccurate data relating to you. You furthermore have the right to request deletion of any irrelevant data we hold about you.
- **Data portability** - Where we are relying upon the fact that the processing is necessary for the performance of a contract to which you are party as the legal basis for processing, and that Personal Information is processed by automatic means, you have the right to receive all such Personal Information which you have provided to the Company in a structured, commonly used and machine-readable format, and also to require us to transmit it to another controller where this is technically feasible.
- **Right to restriction of processing** - You have the right to restrict our processing of your Personal Information where:
 - you contest the accuracy of the Personal Information;

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- where the processing is unlawful but you do not want us to erase the data;
- where we no longer need the Personal Information for the purposes of the processing, but you require them for the establishment, exercise or defence of legal claims; or
- where you have objected to processing justified on legitimate interest grounds (see below) pending verification as to whether the Company has compelling legitimate grounds to continue processing.

Where Personal Information is subjected to restriction in this way we will only process it with your consent or for the establishment, exercise or defence of legal claims.

- **Right to object to processing justified on legitimate interest grounds** - Where we are relying upon legitimate interest to process data, then you have the right to object to that processing. If you object, we must stop that processing unless we can either demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms or where we need to process the data for the establishment, exercise or defence of legal claims.
- **Right to withdraw consent** - Where we have relied on your consent to process particular information and you have provided us with your consent to process data, you have the right to withdraw such consent at any time. In some cases, deleting the relevant data from Workday (although note that in this case it may remain in back-ups and linked systems until it is deleted in accordance with our data retention policy) may be sufficient to end this processing activity. Do note that it will only however be rarely that we rely on your consent to process personal data for your employment or engagement.
- **Right to complain to the Supervisory Authority** - Where you have complained to us in relation to a data protection related matter, and are not satisfied with the outcome, or if you think that we have breached the Regulations, you have the right to refer your complaint to the Supervisory Authority. You can find the relevant contact details in the table below.

England	Scotland	Wales	Northern Ireland
Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF	Information Commissioner's Office 45 Melville Street Edinburgh EH3 7HL	Information Commissioner's Office 2nd floor Churchill House Churchill way Cardiff CF10 2HH	Information Commissioner's Office 3rd Floor 14 Cromac Place Belfast BT7 2JB
Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)	Tel: 0131 244 9001	Tel:029 2067 8400	Tel: 0303 123 1114 (local rate) or 028 9027 8757 (national rate)
Email: casework@ico.org.uk	Email: scotland@ico.org.uk	Email: wales@ico.org.uk	Email: ni@ico.org.uk

12. QUERIES

UK FAIR PROCESSING NOTICE (v.7) – APPLICANTS, CURRENT AND EX-EMPLOYEES & CONTINGENT WORKERS

We try to meet the highest standards when collecting and using your personal information. If you have a query, want to exercise any of your rights or want to make a complaint about the way we have collected or used your personal information, please contact HR via Workday Help.

VERSION HISTORY

DATE	VERSION	AUTHOR	DESCRIPTION
April 2018	V1	AM	Final
August 2018	V2	AM	Updated impact of WNS
February 2019	V3	AM	Updated with wider HSL activity
September 2019	V4	AM	Updated with Employee Survey, SMCR, Global Mobility and Tax Support
November 2020	V5	AS	Consolidated all employee notices into a single document, included right to complain to Supervisory Authority, and for Group name change
April 2021	V6	AS	Undated with new HR email address
September 2021	V7	RS	Removed HR email address to replace new process