



What is a privacy notice?

We want to ensure you understand what information we collect about you, how we will use it and for what purpose. This privacy notice supplements the more detailed notice you should have already been provided regarding how we will use your information.

We are required by data protection legislation to explain certain matters to you, such as (i) who we may share your personal data with; (ii) how long we will retain your personal data for; (iii) and what rights you have in respect of your personal data. This information is set out below.

For the avoidance of doubt, this privacy notice is not contractual, and we may update it at any time.

What information about you will we collect and use?

For the purpose of your interactions with the “Company”, we may collect, store and process some personal information about you. We are guided by the principle that you should not be surprised by any use we make of your personal information.

How and why will we use your personal information?

We will use your personal information to:

- comply with our legal obligations
- ensure health and safety in the workplace;
- protect Company property and property belonging to third parties;
- implement health and safety or security regulation/measures, or investigate and otherwise address incidents arising out of these;
- ensure compliance with our rules and processes.

Who else might your personal information be shared with?

We will need to share your personal information with others from time to time.

The Company is part of a wider international organisation and to ensure the provision of effective and efficient services and communication throughout the group, we may be required to transfer your personal information internationally (such as to our group company in Abu Dhabi).

Your personal data may therefore be stored and processed outside of the European Economic Area (EEA), in countries that may have different data protection rules to our own. If you would like to know more about this, please contact us.

What are your rights in relation to your personal information?

You have certain rights in relation to your personal data, and we have summarised those that are relevant here. For more information on your rights, or if you wish to exercise any of them, please contact us (see the contact details at the bottom of this notice)

Rights	What does this mean?
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<p>1. The right to be informed</p>	<p>You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. Therefore, we’re providing you with the information in this Privacy Notice and the more detailed notice which has already been provided to you.</p>
<p>2. The right of access</p>	<p>You have the right to obtain access to your information (if we’re processing it), and certain other information (like that provided in this Privacy Notice).</p> <p>This is so you’re aware and can check that we’re using your information in accordance with data protection law.</p>
<p>3. The rights to rectification and erasure</p>	<p>You are entitled to have your information corrected if it’s inaccurate or incomplete. In limited circumstances you will have a right to have information erased (known as the right to be forgotten).</p>
<p>4. The right to restrict processing</p>	<p>You have the right to restrict some processing of your personal information, which means that you can ask us to limit what we do with it.</p>
<p>5. The right to object to processing</p>	<p>You have the right to object to certain types of processing, including processing based on our legitimate interests in some cases.</p>
<p>6. The right to lodge a complaint</p>	<p>You can submit a complaint to the Information Commissioner’s Office about any matter concerning your personal information, using the details below. However, we take our obligations seriously, so if you have any questions or concerns, we would encourage you to raise them with us first, so that we can try to resolve them.</p> <p>Information Commissioner’s Office, Wycliffe house, Water Lane, Wilmslow, Cheshire, SK9 5AF</p> <p>Tel 0303 123 1113, www.ico.org</p>
<p>7. The right to withdraw consent</p>	<p>If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful).</p>

Questions

If you have any questions about anything in this privacy notice, please contact GDPRuk@taqaglobal.com.