

### What is a privacy notice?

We want to ensure you understand what information we collect about your organisation's personnel, how we will use it and for what purpose.

We are also required by data protection legislation to explain certain matters to you. 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?

In connection with the provision of your services to the Company, it is routine for us to collect, store and process personal information about your personnel. We are guided by the principle that you should not be surprised by any use we make of the personal information provided by your organisation.

This personal information will include your personnel's:

- name, date of birth, address, contact details, gender, marital status, immigration status and next of kin/emergency contact details;
- recruitment and employment history;
- qualifications and training records;
- eligibility to work in the UK
- We may also collect, process and store "special category" (more sensitive personal information) about your health, where this is needed so as make reasonable adjustments under the Equality Act 2010 to accommodate a disability.
- Images/likeness as part of photos & videos taken during your tenure at TAQA.

We obtain this information either directly from your organisation, or from the company that supplies your personnel's services to us, or sometimes from third parties such as employment agencies.

### How and why will we use your personal information?

As you will appreciate, we need to use your personnel's personal information to administer the provision of your service to us.

In most cases, we will use your personnel's personal information to comply with our legal obligations. Sometimes we need to do this in order to further the Company's legitimate business interests, including:

- organisation and distribution of work;
- promoting equality and diversity in the workplace;
- ensuring health and safety in the workplace;
- protection of Company property and property belonging to third parties;
- maintaining a well-managed and orderly workforce and business.

In rare cases, we may need to use your personnel's personal information to protect your personnel's (or someone else's) best interests or if it is in the public interest for us to do so.

The situations in which we will commonly use your personnel's personal information include:

- implementing health and safety or security regulation/measures, or investigating and otherwise addressing incidents arising out of these;
- appraising performance and providing your personnel with training (in each case in conjunction with your employer);
- dealing with issues of conduct or performance (with the contractor) and any complaint raised by or involving you;
- ensuring compliance with our rules and processes, for example:
  - we monitor CCTV records to ensure compliance with our policies regarding health and safety; and
  - we monitor use of our IT systems, including email, internet and intranet, Company mobile and landline phones, computers and tablets to gather evidence in respect of any potential wrongdoing.
- managing and planning our business.

#### Who else might your personal information be shared with?

We will need to share your personnel's personal information with others from time to time, including:

- our professional advisers, such as our accounting and legal advisers, where they require that information in order to provide advice to the Company;
- HM Revenue & Customs and any other regulatory authority we may be subject to for the purpose of demonstrating compliance with applicable law and regulations;
- such third parties as we reasonably consider necessary in order to prevent crime, such as the police;
- our group companies, given that the Company is a member of the TAQA group, a global organisation meaning data may be shared internally within the group, for business and operational purposes;
- our service providers (such as those who provide and support our management and data storage systems).

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 are required to transfer your personnel's personal information internationally (such as to our group company in Abu Dhabi).

Your personnel's 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. However, the Company will only transfer of your personnel's personal information outside of the EEA where appropriate safeguards have been put in place, which will normally mean using contractual provisions that have been approved by either the European Commission or the UK regulator. If you would like to know more about this, please contact us.



**For how long will your personal information be kept?**

Your personnel’s personal data will only be retained for as long as is reasonably necessary. What this means in practice will vary as between different types of information, and when we consider our approach we take into account any ongoing need for the information, as well as our legal obligations for example in relation to health and safety, and potential or actual disputes or investigations.

**What are your rights in relation to your personal information?**

Your personnel have certain rights in relation to their 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?
1. The right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we’re providing you with the information in this Privacy Notice.
2. The right of access	You have the right to obtain access to your information (if we’re processing it), and certain other information (similar to that provided in this Privacy Notice). This is so you’re aware and can check that we’re using your information in accordance with data protection law.
3. The rights to rectification and erasure	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
4. The right to restrict processing	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.
5. The right to object to processing	You have the right to object to certain types of processing, including processing based on our legitimate interests in some
6. The right to lodge a complaint	You are able to 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.  Information Commissioner’s Office, Wycliffe house, Water Lane, Wilmslow, Cheshire, SK9 5AF  Tel 0303 123 1113, <a href="http://www.ico.org">www.ico.org</a>
7. The right to withdraw consent	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).



Questions?

If you or any of your personnel have any questions about anything in this privacy notice, please send an email to [gdprUK@taqaglobal.com](mailto:gdprUK@taqaglobal.com) and a nominated GDPR representative will respond.