

Privacy Notice for employees and freelancers.

What is the purpose of this document?

Monday Media B.V is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you both during your working relationship with us and once it has come to an end.

It applies to all employees and freelancers.

Monday Media is the "data controller" of your personal data. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to employees, and freelancers. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The kind of information we hold about you

We may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Marital status.
- Next of kin and emergency contact information
- National Insurance number. (So called "BSN")
- Bank account details, payroll records and tax status information.
- Salary, annual leave and all other benefits information.
- Start date.
- Location of employment or workplace.

- Recruitment information including copies of right to work documentation, references and other information included in a CV or cover letter (to include qualification information and test results where required as part of the application process) and interview information.
- Employment records (including job titles, work history, holidays taken, working hours, skills information, any work related injury, absence, training records, travel planner and professional memberships).
- Family leave information
- Remuneration records and history.
- Performance information (PDAs)
- Investigatory, disciplinary and grievance information.
- Information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.
- Information on termination of employment to include scoring on restructuring and consultation information.
- Photographs

We may also collect, store and use the following "special categories" of more **sensitive personal information**:

- Information about your health, including any medical condition, health and sickness records and information provided for income protection schemes.

How is your personal information collected?

We collect personal information about employees and freelancers through the application and recruitment process, either directly from candidates or sometimes from an employment. We may sometimes collect additional information from third parties including former employers.

We will continue to collect additional personal information in the course of work-related activities throughout the period of you working for us as described above.

How we will use information about you?

We may need all the categories of information in the list above (see The kind of information we hold about you) primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we can process your personal information are listed below.

- Making a decision about your recruitment, appointment or promotion.

- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the Netherlands
- Paying you and, if you are an employee, deducting tax, National Insurance contributions
- Providing the benefits due to you (directly or through a provider) .
- Administering the contract we have entered into with you.
- For business management and planning purposes, including accounting, auditing and succession.
- Conducting performance reviews (PDAs), managing performance and determining performance requirements.
- Making decisions about pay reviews and remuneration generally.
- Assessing qualifications/skills for a particular job or task, including decisions about promotions.
- Gathering evidence for possible investigation meetings or grievance/disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Dealing with family leave matters.
- Contacting you or other family members where required in our working relationship.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and freelancers, including accidents at work.
- Managing sickness absence to include reference to income protection schemes where appropriate.
- Complying with health and safety obligations.
- Preventing fraud.
- Monitoring your use of our information and communication systems to ensure compliance with our IT policies.
- Ensuring network, information and building security, including preventing unauthorised access to our buildings, computer and electronic communications systems and preventing malicious software distribution.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

If you do not provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How we use sensitive personal information

We will use your **sensitive personal information** in the following ways:

- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws, to include pay and benefits.

Do we need your consent?

We do not need your consent if we use your sensitive personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law.

Data sharing

We will share your personal information with third parties only where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities within our group.

The following activities are carried out by third-party service providers:

payroll, insurances, benefits provision, administration and IT services.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our own policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

It is possible that we will transfer the personal information we collect about you to a country outside the EU if Monday Media carries on business in that country and that country requires information about you in order for Monday Media to carry on business or if we use a third party service provider which requires such transfer.

However, to ensure that your personal information receives an adequate level of protection we will require Monday Media organisations within those jurisdictions and third party service providers to have appropriate security measures to protect your personal information in line with our own policies.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Retention Policy which is available from the CFO. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee or freelancer we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

Your rights in connection with personal information

You have the right to access personal data we hold about you and to request rectification, restriction or erasure of that information or to request its transfer. Please address your requests to privacy@mondymedia.nl.

You also have the right to make a complaint at any time to your supervisory authority, for the Netherlands this is the 'Autoriteit Persoonsgegevens', for Belgium the 'Gegevensbeschermingsautoriteit'.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and a copy of it can be found on www.mondymedia.nl/intranet. We will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact

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