

Data Protection Privacy Notice

Team, Consultants, Agents, Contractors, Employees

This notice aims to provide clarity on the personal data (information) we hold about you, how we collect it, and the ways in which we use and may share this information during your application with Axcelera Ltd and after its conclusion. This information is being shared with you in accordance with data protection legislation. Please take the time to review this notice, also known as a 'privacy notice,' along with any similar notices we may provide periodically when handling your personal information.

Who Manages the Information:

Axcelera Ltd (the Company) is a 'data controller' responsible for gathering and utilising specific information about you. In this notice, references to 'we' or 'us' indicate Axcelera.

Data Protection Principles:

We adhere to data protection principles, as outlined in our Data Protection Policy, when collecting and utilising personal information.

Information We Collect and Hold:

Please refer to the table provided in the Schedule at the end of this Notice. It contains a summarised outline of the information we collect and maintain, along with the purposes, methods, and usage of such data, as well as potential recipients. In certain cases, we may need to share specific categories of personal information with other parties, including external contractors, professional advisers, and potential purchasers. We make every effort to anonymise the information whenever possible, and all recipients are bound by confidentiality obligations. It's important to note that any sharing of personal information is done in compliance with applicable laws. We strive to ensure that our information collection and processing practices are always proportionate, and we will keep you informed of any changes in our data collection or processing purposes.

Information Storage:

Your information may be stored at our offices, third-party agencies, service providers, representatives, and agents.

Data Retention:

We maintain your information only for the duration necessary, both during and after your services with us. Our commitment is to hold your personal information for no longer than required for its processing purposes. For more detailed information regarding our approach to data retention, kindly refer to our Data Retention Policy, which can provide you with additional clarity on this matter.



Your Rights:

If you wish to correct or request access to information held about you, or if you have any inquiries concerning this notice in compliance with applicable law, kindly reach out to our Data Protection Team (DPT) via email at <u>data@axcelera.co.uk</u>. Additionally, you retain the right, under specific circumstances, to request the erasure of some of the information we hold and process (the 'right to be forgotten'). For further details about the right to be forgotten, feel free to inquire with our DPT, and they will provide you with the necessary information.

Security Measures:

We have implemented security measures to prevent accidental loss, unauthorised access, or misuse of personal information. Access to your information is restricted to those with a genuine business need, and confidentiality obligations are in place.

Data Security Breach:

In the event of a suspected data security breach, we have procedures in place to address the issue. We will notify you and relevant regulators when legally required.

How to Complain:

If you have concerns about our use of your information, please reach out to our Data Protection Team. If unresolved, you can contact the Information Commissioner for further guidance on your rights and how to file a formal complaint.



Schedules:

Schedule :

What is collected	How the Information is collected	Reasons we collect the information	How the information is used and maybe shared		
Your name, contact details (i.e., contact address, contact phone numbers, email address),	From you	To enter into/perform the contract Legitimate interest: To maintain records and good practice.	To enter into/perform the contract.		
Emergency contacts (i.e. name, relationship and home and mobile phone numbers)	From you	Legitimate interest: To maintain records and good practice.	To contact said people in case of emergency		
Credit Check	From you and Veriphy	We process your information for various purposes, including fulfilling our contractual obligations to provide services to you and ensuring compliance with legal requirements. Additionally, we may process your data for reasons related to substantial public interest, such as preventing or detecting unlawful acts, suspicion of terrorist financing or money laundering in the regulated sector, and safeguarding the public against dishonesty.	Information shared with regulatory authorities as required		
Information on grievances raised by or involving you	From you, and from other employees or consultants we may engage in relation to the grievance procedure	We process your information for multiple reasons, including fulfilling our contractual obligations to provide services to you and ensuring compliance with our legal responsibilities. Moreover, we have a legitimate interest in maintaining accurate records and meeting our legal, regulatory, corporate governance obligations, and adhering to good practices.	We collect and handle information for staff and consultant administration purposes, in alignment with our policies and to address any grievance matters that may arise. This information is shared with relevant managers, HR personnel, and any engaged consultants to ensure effective handling of these matters.		



Information on	From you, and from	To comply with our	For staff and
conduct issues involving you	other employees or consultants we may engage in relation to the conduct procedure	legal obligations Legitimate interests: To maintain records, complying with legal, regulatory, and corporate governance requirements, adhering to good practices, and ensuring the implementation of safe working practices.	consultant administration purposes, including assessments, policy adherence, performance and conduct monitoring, and handling disciplinary and grievance matters. This information is shared with relevant managers, HR personnel, and any engaged consultants to effectively manage these aspects of our operations.
Details of your client reviews	From you, and from other employees or consultants we may engage in relation to the client review process	To comply with our legal obligations Legitimate interests: To maintain records and adhere to legal, regulatory, and corporate governance requirements, as well as best practices, ensuring a secure and compliant working environment	For the administration and assessment of consultants, in alignment with our policies, to oversee performance and conduct, and to address disciplinary and grievance issues. Information is disclosed to relevant managers and consultants with whom we may engage
Information about your use of our IT, communication and other systems	Automated surveillance of our websites and various technical systems, including computer networks and connections, communication systems, remote access systems, email and instant messaging systems, intranet facilities, and mobile phone records.	Legitimate interests: To supervise and oversee staff and consultant access to our systems and facilities. To safeguard our networks and the personal data of contractors and clients from unauthorised access or data breaches. To enforce compliance with our business policies, including those related to security and internet usage. For operational purposes, such as record-keeping, transaction logging, training, and quality control. To uphold the confidentiality of commercially sensitive information.	To protect and carry out our legitimate interests (see adjacent column) Information shared with relevant managers, and with consultants we may engage



			To verify adherence to	
			post-termination	
			restrictions or	
			restrictive covenants	
			after the conclusion of	
			your contract.	
			For security vetting	
			and the investigation	
			of complaints and	
			allegations of criminal	
			offenses to prevent	
			unauthorised access	
			and modifications to	
			our systems.	
			As part of	
			investigations	
			-	
			regulatory bodies or in	
			connection with legal	
			proceedings or	
			requests.	
Details of your use of	From	relevant	Legitimate interests:	To protect and carry
business related social	websites	and	Overseeing and	out our legitimate
media	applications		managing staff and	interests (see adjacent
			consultant access to	column)
			our systems and	Information shared
			facilities.	with relevant
			Safeguarding our	managers, and with
			networks and the	consultants we may
			personal data of	engage
			contractors and	
			clients from	
			unauthorised access	
			or data leaks.	
			Ensuring adherence	
			to our business	
			policies, particularly	
			those related to	
			security and internet	
			5	
			usage, for operational	
			purposes such as	
			record-keeping,	
			transaction logging,	
			training, and quality	
			control.	
			Maintaining the	
			confidentiality of	
			commercially	
			sensitive information.	
			Verifying compliance	
			with post-termination	
			restrictive covenants	
			after the conclusion of	
			your contract for	
			services.	
			Conducting security	
			vetting and	
			investigating	
			complaints and	
			allegations of criminal	
			allegations of criminal offenses.	



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You are required under the terms of your contract of service ('Axcelera Team Contract'), or in order to enter into your Axcelera Team Contract, to provide the categories of information marked above to us, to enable us to verify your right to work, your suitability for the position and to pay you. If you do not provide this information, we may not be able to offer you a contract or to make payments to you.

Further details on how we handle sensitive personal information are set out in our Data Protection Policy available upon request from the Data Protection Team via email: data@yourrighthand.co.uk. Further information on the monitoring we undertake and how we do this is available in upon request from the Data Protection Team via email: data@axcelera.co.uk.