

# Data Privacy Notice - *preview*

*To all staff at Team Exact*

Team Exact takes protection of your Personal Data seriously and this policy is one step in our ambition to fully comply with the The EU General Data Protection Regulation (GDPR), that applies directly in all EU Member States from 25 May 2018. This Privacy Notice applies to all Personal Data we collect about you as an employee within Exact Group, including information you provide us through your use of Team Exact applications. This Privacy Notice explains what type of data we collect, for detailed information on how we process your Personal Data and what rights you can exercise related to the data we process, please read our GDPR policy and checklist.

To the extent that specific sites or applications outline additional terms related to data collected by that site or application, those additional terms shall govern collection and use of your Personal Data for the purposes outlined therein.

In case of amending this Data Privacy Notice you will be notified and asked to accept any changes. It is your responsibility to ensure you understand the terms of this Data Privacy Notice. Any questions or concerns about this Data Privacy Notice should be addressed to Exact Group HR.

## **Team Exact**

The term "Team Exact" includes all companies within Exact MCG Group AB. We refer to "Team Exact" as "we," "us," or "our" in this Data Privacy Notice.

## **What information do we collect?**

For the purposes of this Data Privacy Notice, "Personal Data" means information that, either separately or together with other identifying information, can identify you. To the extent that applicable data protection laws require special treatment of specific types of personally identifiable information, shall take such measures as are necessary for compliance with these laws.

Most of the data we collect is information provided directly by you when you register an application for a job or as an employee. This information may include the following data:

full name, social security number, personal bank account information, email address, physical mailing address, telephone number, information on your next of kin, CV and written personal presentation, registered work time and absence, information provided by you in our communications channels such as Yammer e.g.

The data that Team Exact generate, in its own systems, or through third party systems, connected to your person may include:

Employment number, username, work email address, passwords, salary and other benefits, other salary related data such as statements från government authorities,

job description, medical certificate, driving log, photographs, notes from work related meetings or conversations, logs of your use of our licensed applications (which may include IP address and/or other device identifiers, location data, and usage data pertaining to when and how you use the application), purchases for Team Exact in your name, telephone records

### **How do we process, protect and delete your Personal Data?**

Our purpose in the collection and use of your Personal Data is to fulfill our obligations as an employer, towards you as an employee and in compliance with laws and regulations. For further details, please read our GDPR policy and routines.